Quick Reference Guide

Advisor Website

August 2016

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Your opinion matters: send us your feedback!

Please send us your suggestions for how the advisor site can continue to improve.

- What's missing that you're unable to find?
- What new alerts would you like to receive?
- And, by all means….tell us what you like!

Send us your improvement suggestions with the ***Advisor Site Feedback Form***.

Quick tips

If you experience problems viewing PDF documents in Chrome:

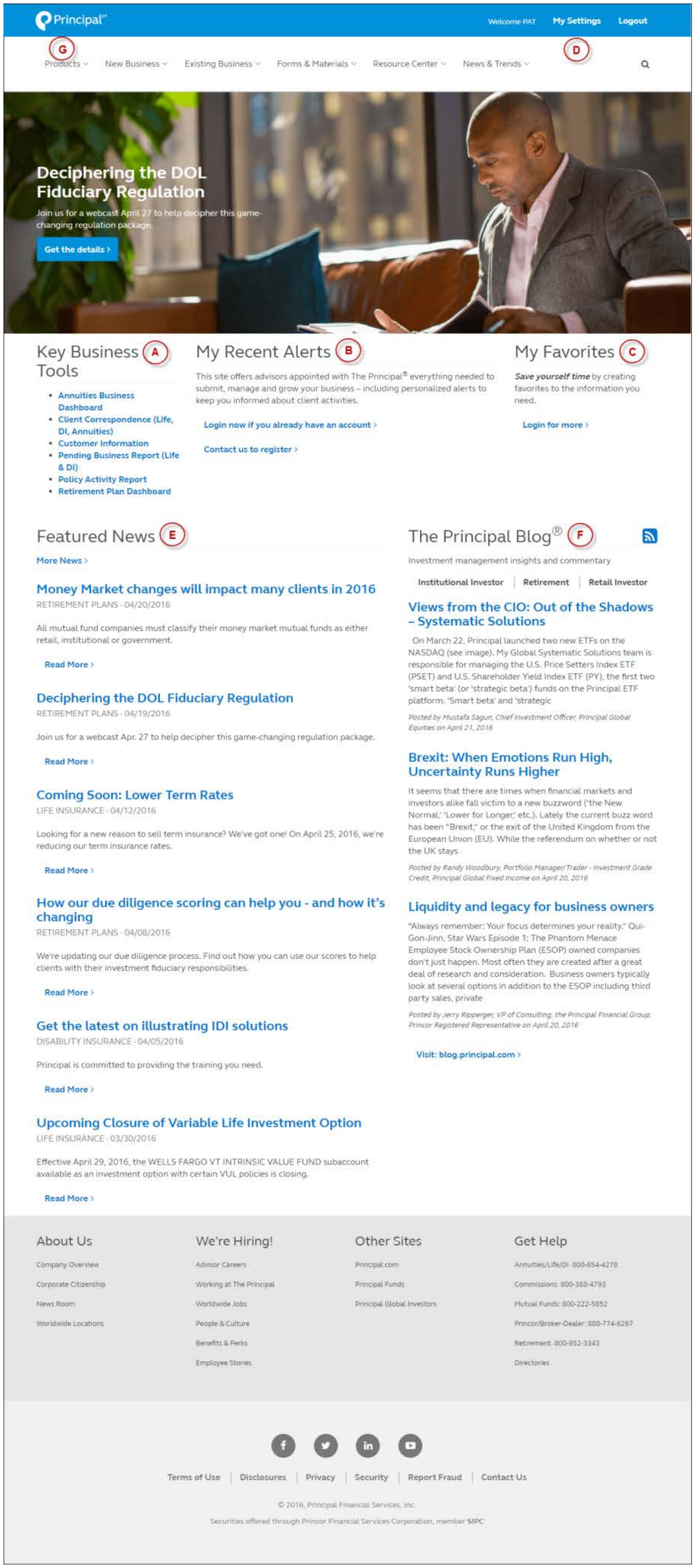
- Type "chrome://plugins" into your browser, then click on the *Enable* link for Adobe Reader.

If you experience problems opening a link check to be sure pop-up blocker is turned off in your browser settings.

- **If you're using Chrome:** Type "chrome://settings/" into your browser. Go to Advanced Options > Privacy. Click on the button for Content Settings. Scroll to Pop-ups, and select the radio button "*Allow all sites to show pop-ups.*"
- **If you're using Internet Explorer:** From the Tools menu, go to Pop-up Blocker.

If you're still having trouble logging in to the site or with a particular feature, contact the Advisor Web Support Line at 800.554.3395.

Site Features



A: Key Business Tools

Here you'll find the most used tools to manage your book of business.

Annuities Business Dashboard: lets you view your active and pending book of annuity business, as well as any outstanding requirements and Not in Good Order (NIGO) issues.

- See a complete list of annuity clients
- Search by client or contract number
- See current account values as of the previous business day

Client Correspondence: lets you review correspondence your Life, IDI & Annuities clients have received from the home office.

Customer Information: lets you review detailed customer information in your book of business. Your current book of business will determine which of the following you will see.

- **Customer Information Search**: search by contract number or exact name for all of your clients with The Principal.
- **Client List (Life, DI & Annuities):** view a complete listing of all your life, disability insurance and annuities clients. Click the contract number to view each policy summary.
- **Contract Summary**: view a list of your Group Benefits customers. Click the contract number to view details about the coverages offered.

Pending Business Report (Life & DI): lets you view the status and progress of your newly submitted Life & IDI contracts.

- List of submitted contracts, including product type
- Current status of requirements for each client/company
- Home office contacts and underwriters working on each contract

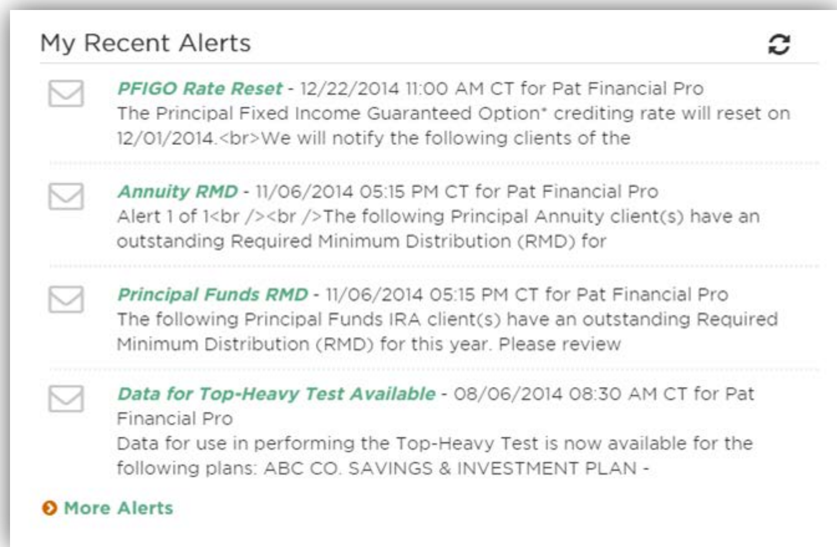
Policy Activity Report: lets you review all Life & IDI policy activity that may require your action (i.e. IDI Benefit updates, Pending Lapse, etc.)

Retirement Plan Dashboard: lets you view high-level information on your block of retirement plan business. It includes:

- List of contracts
- Fee information
- Investment options and services
- Compliance information
- An executive summary for each contract

B: My Recent Alerts

When you login, the homepage displays your most recent alerts. This list updates on a rolling basis with the most current alerts at the top. Click “More Alerts” to see all your alerts. You can sort alerts by date, alert name, product, or advisor (handy for delegates who assist more than one advisor).



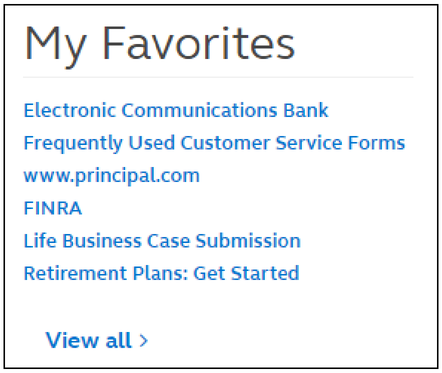
Advisor Site Alert List	
Annuities	
• Annuity Application Received • Annuity Money Applied • Annuity Termination Received • Annuity Annual RMD	
Principal Funds	
• IRA Annual RMD	
Life Insurance & Disability	
• Life Policy Issued • Life Policy In Force • Life Lapse Activity	• IDI Policy Issued • IDI Policy In Force • IDI Policy Pending Lapse • IDI Lapse Policy
Retirement	
• Data Collection Issue • Failed ADP/ACP • Form 5500 Outstanding • Top-Heavy Plans • Data for Top-Heavy Test Available • Principal Fixed Income Guaranteed Option Rate Reset	

C: My Favorites

You have the option to save a favorite link to any page within the site, an application, or any web address such as www.principal.com. Your favorites then display on every page.

Throughout the site you'll see the option to "Add to Favorites". Simply click the link (Add to Favorites) to save the current page to your My Favorites.

You'll need to be logged in to the site to see your My Favorites links.



Manage My Favorites

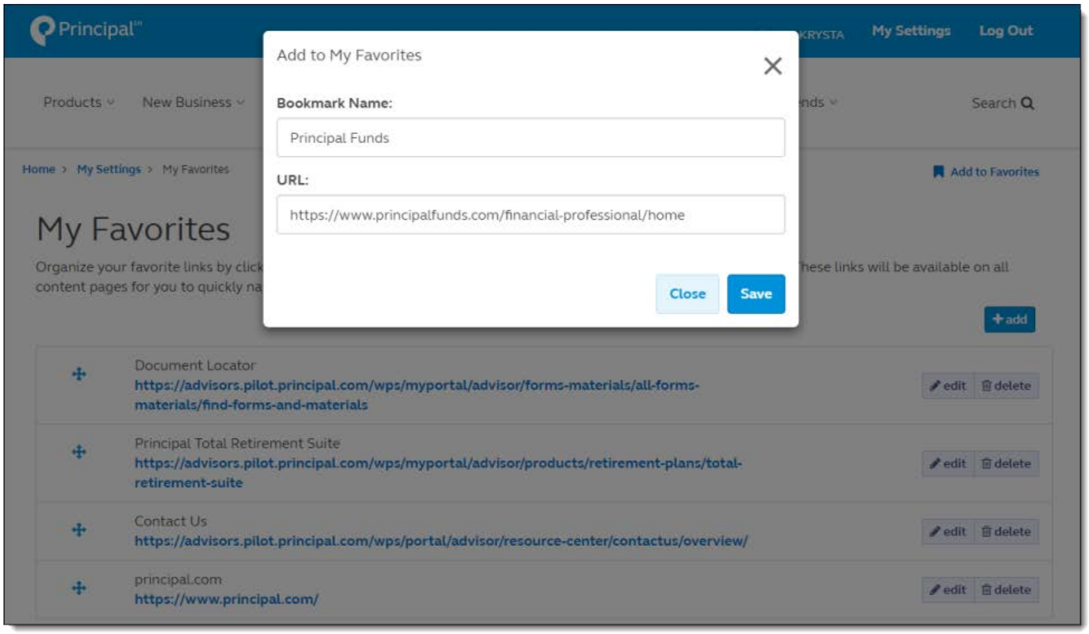
You can manage your list of favorites from **My Settings > My Personal Settings > Manage My Favorites**, or by clicking the "View all >" link at the bottom of your list of favorites.

Organize your Favorites:

You can organize the links by clicking and dragging the arrow icon ( ). Re-ordered links will immediately be visible from the home page and interior content pages.

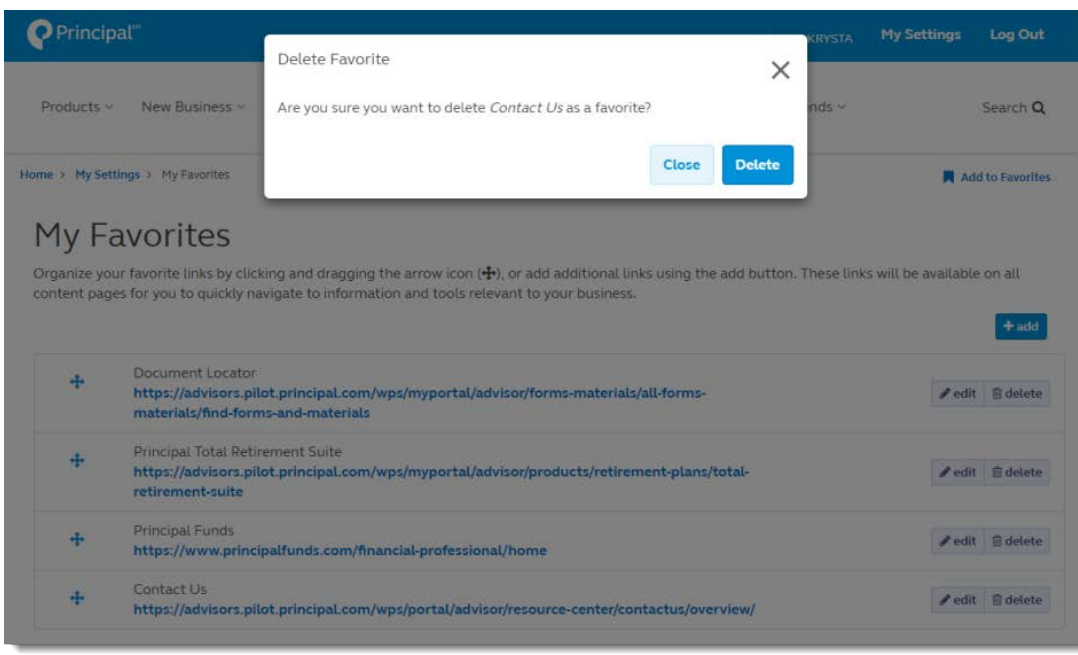
Adding Favorites to an application or another site:

From the **Manage My Favorites** page, click on the blue **Add** button above your list of favorites. Enter the Bookmark Name and paste or type the URL (link) to the content. Finally, click on the *Save* button, and a green confirmation message will appear at the top of the screen.



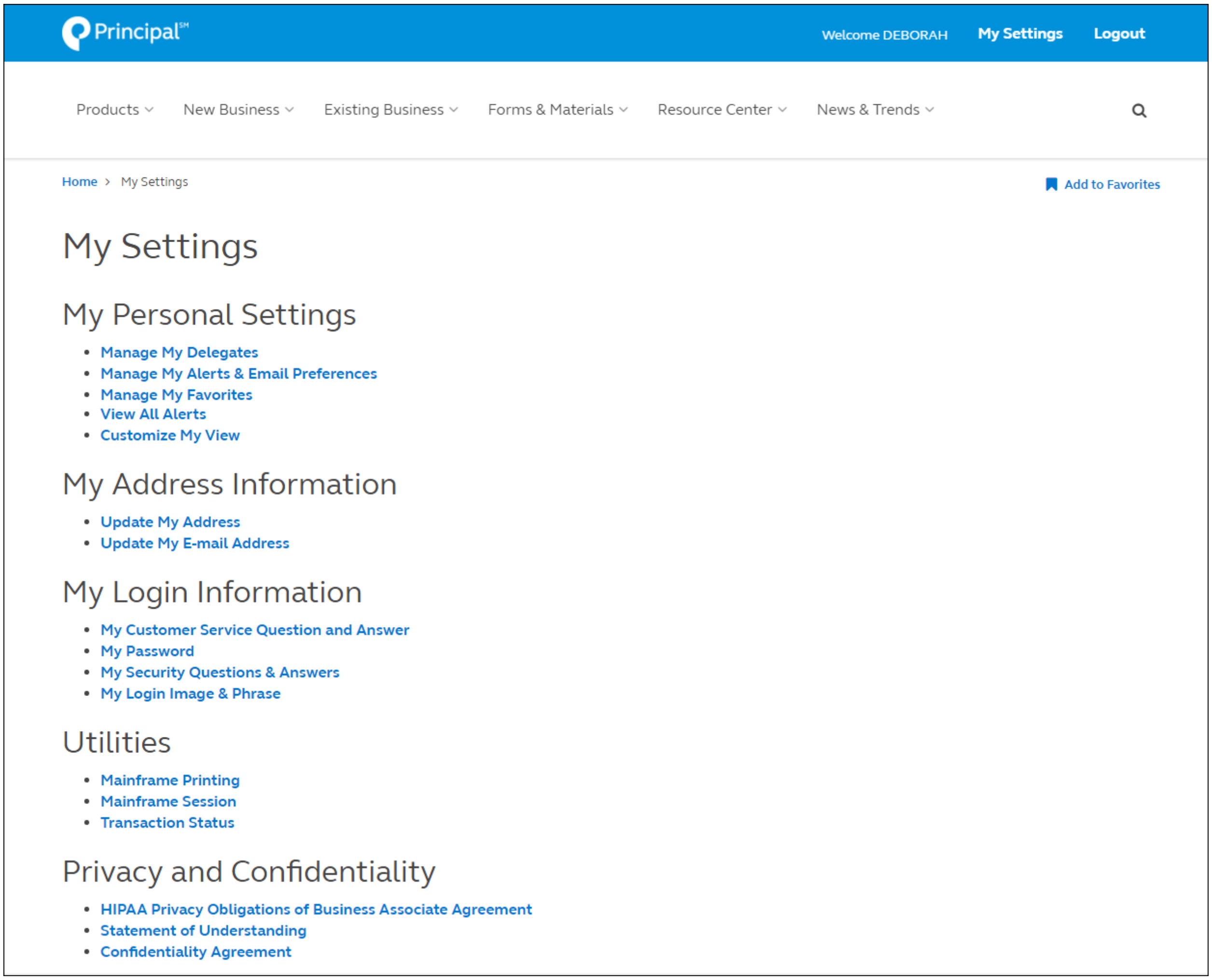
Deleting Favorites

To delete a favorite from your list go to the **Manage My Favorites** page and click the **Delete** button with the trash can icon. You will see a dialog box, asking if you are sure you want to delete the link. Click *Delete* one more time, then a confirmation message will appear at the top of the screen.



D: My Settings

Here's where you can manage all information for or about you on the site. Anything you can edit on the site can be done from the My Settings section including managing your alerts and email preferences, and customizing your view of the navigation menu to match your business needs. You'll need to be logged in to the site to see My Settings options. Some features may not be available to you based on your relationship with Principal Financial Group. Check with your representative for more information.



Customize My View

Customize your view of the navigation menu to match your business needs, based on the products you sell or are interested in selling. Use this optional feature for faster access to the information that matters most.

Features include:

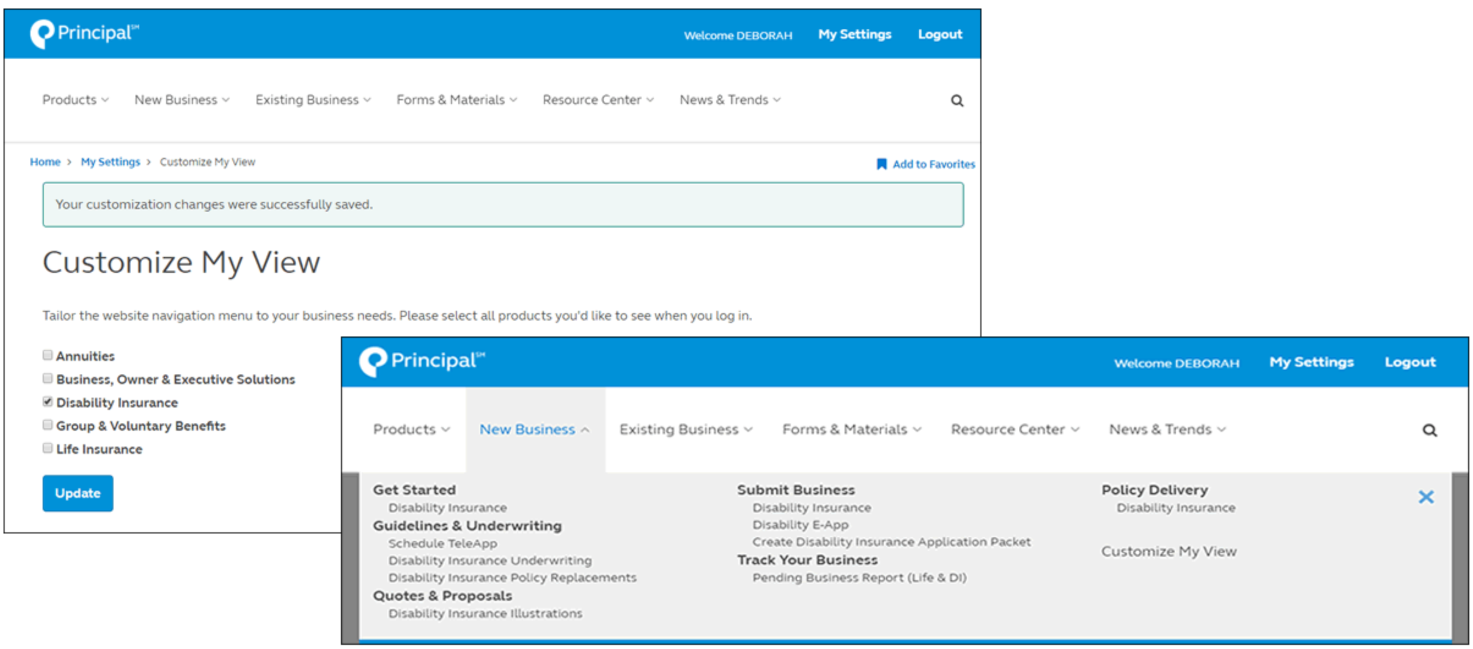
- Filter what you see in the navigation by one or more product lines
- You can change your view at any time
- Changes will be available immediately
- Full site access will continue to be available through search and the left navigation menu

There are two ways to customize your view:

1. Go to **My Settings** in the upper right hand corner of the site, then click on **My Personal Settings > Customize My View.**
2. From any navigation menu, click on the **Customize My View** link.

Customize My View Instructions:

- Select one or multiple product lines.
- Hit the blue **Update** button when done making selection.
- You'll see a green success message at the top of the screen - you're done!

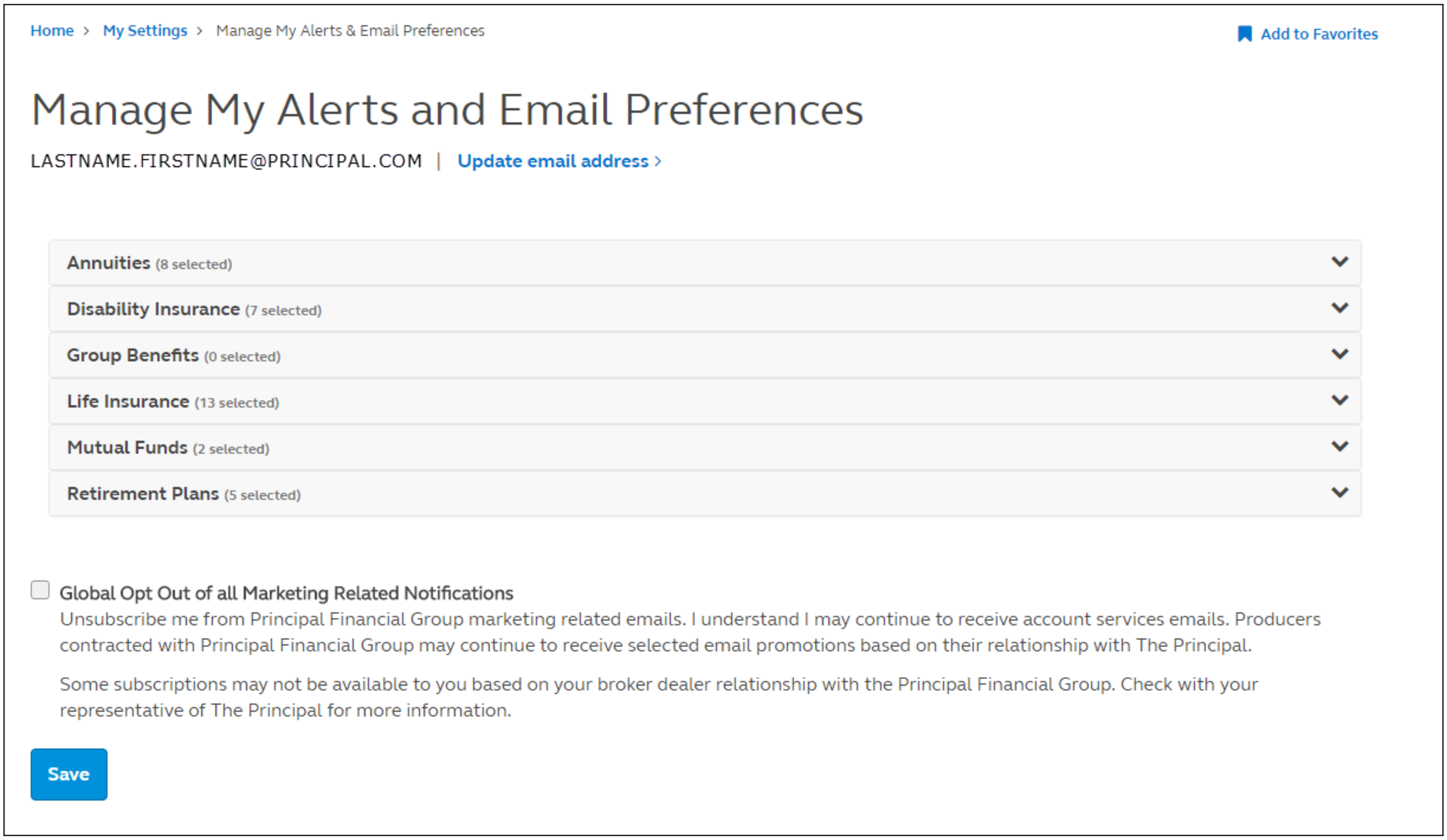


Manage My Alerts & Email Preferences

Use Manage My Subscription & Alerts to manage the communications and alerts you receive. Subscription options are organized by product line to make is easier.

Delegates will be able to manage their own **alert** preferences. If delegates are currently receiving alerts, they don't need to take action to continue to receive them.

Note: Advisors still need to set up their delegates under "Manage My Delegates" under "My Settings".

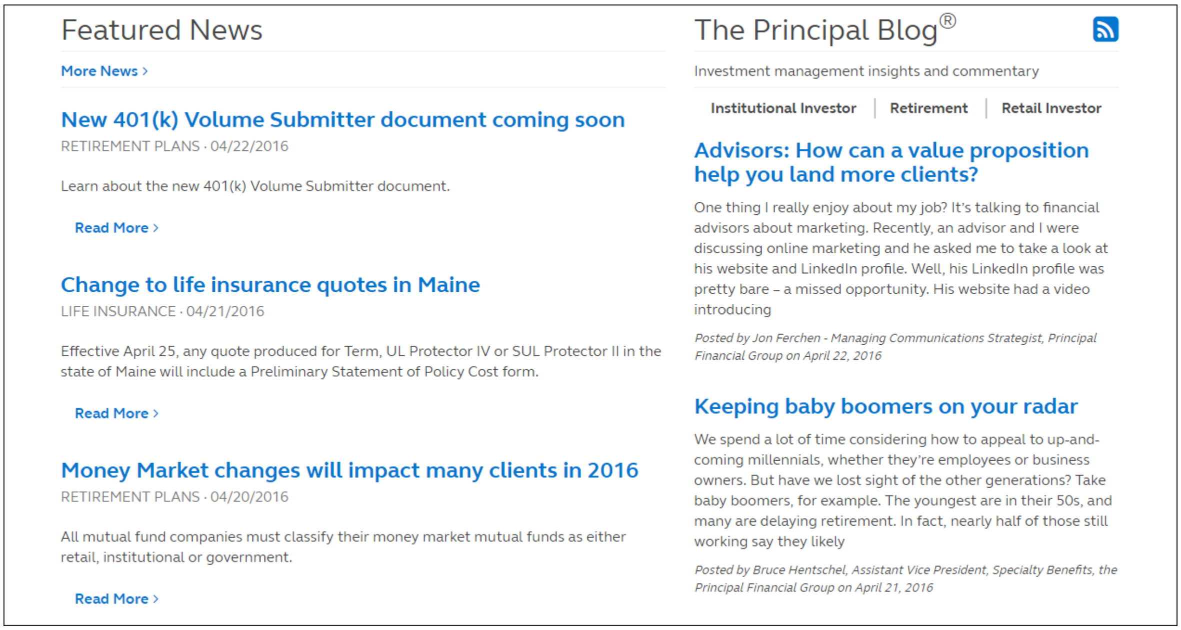


E: Featured News

Check here for product announcements, operational updates and general news from The Principal. Selecting “More News” takes you to the full news page where you can sort by product line.

F: The Principal Blog

What our experts have to say about the economy, recent legislation, industry developments and more.



Featured News

More News ›

New 401(k) Volume Submitter document coming soon

RETIREMENT PLANS · 04/22/2016

Learn about the new 401(k) Volume Submitter document.

Read More ›

Change to life insurance quotes in Maine

LIFE INSURANCE · 04/21/2016

Effective April 25, any quote produced for Term, UL Protector IV or SUL Protector II in the state of Maine will include a Preliminary Statement of Policy Cost form.

Read More ›

Money Market changes will impact many clients in 2016

RETIREMENT PLANS · 04/20/2016

All mutual fund companies must classify their money market mutual funds as either retail, institutional or government.

Read More ›

The Principal Blog®

Investment management insights and commentary

Institutional Investor | Retirement | Retail Investor

Advisors: How can a value proposition help you land more clients?

One thing I really enjoy about my job? It's talking to financial advisors about marketing. Recently, an advisor and I were discussing online marketing and he asked me to take a look at his website and LinkedIn profile. Well, his LinkedIn profile was pretty bare – a missed opportunity. His website had a video introducing

Posted by Jon Ferchen - Managing Communications Strategist, Principal Financial Group on April 22, 2016

Keeping baby boomers on your radar

We spend a lot of time considering how to appeal to up-and-coming millennials, whether they're employees or business owners. But have we lost sight of the other generations? Take baby boomers, for example. The youngest are in their 50s, and many are delaying retirement. In fact, nearly half of those still working say they likely

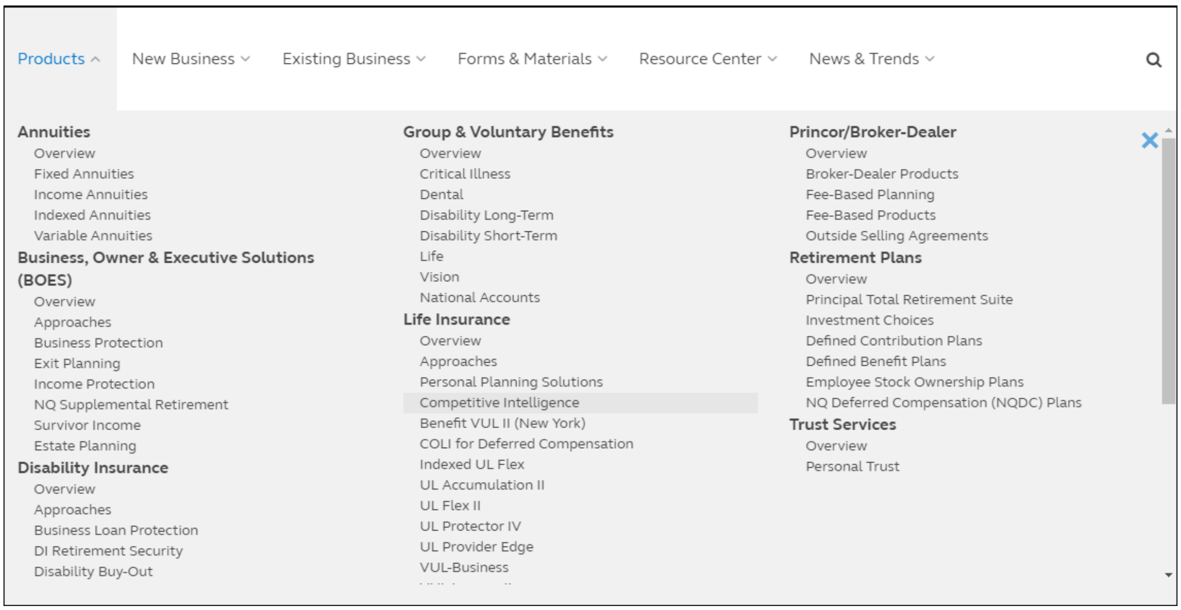
Posted by Bruce Hentschel, Assistant Vice President, Specialty Benefits, the Principal Financial Group on April 21, 2016

G. How the Site is Organized

The site is organized to help you get to the key tools you need to promote our offerings (Products menu), submit new business (New Business menu) and then follow-up and review the existing business (Existing Business menu) you've placed. You'll also find information about your compensation and tools to promote your individual practice in the Resource Center.

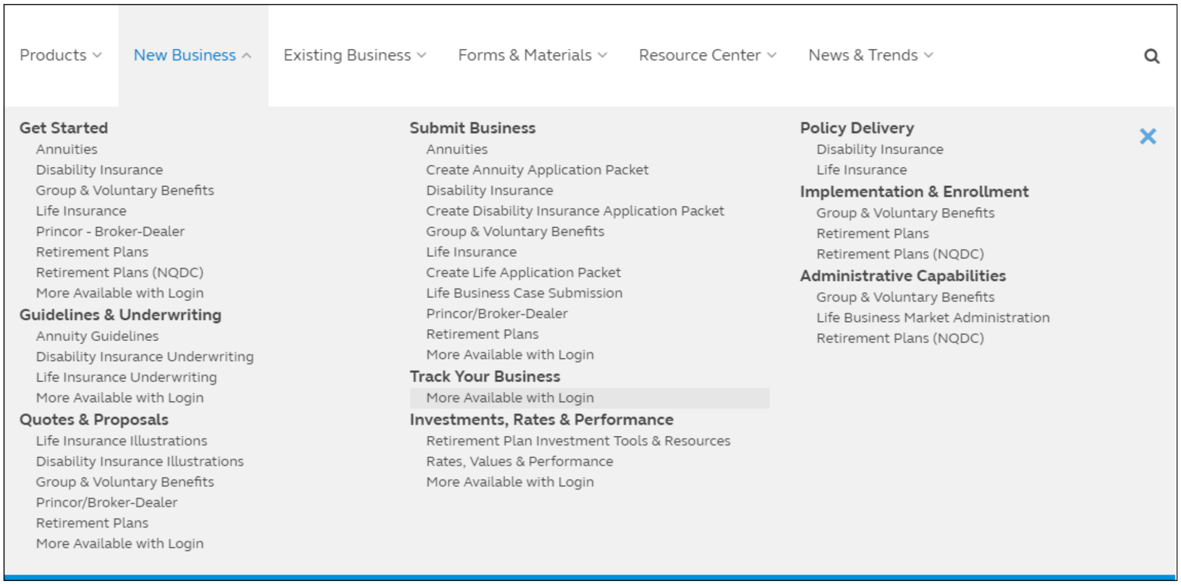
Products: what you'll find here

- Product and solution descriptions and key marketing approach materials you can use with your clients.



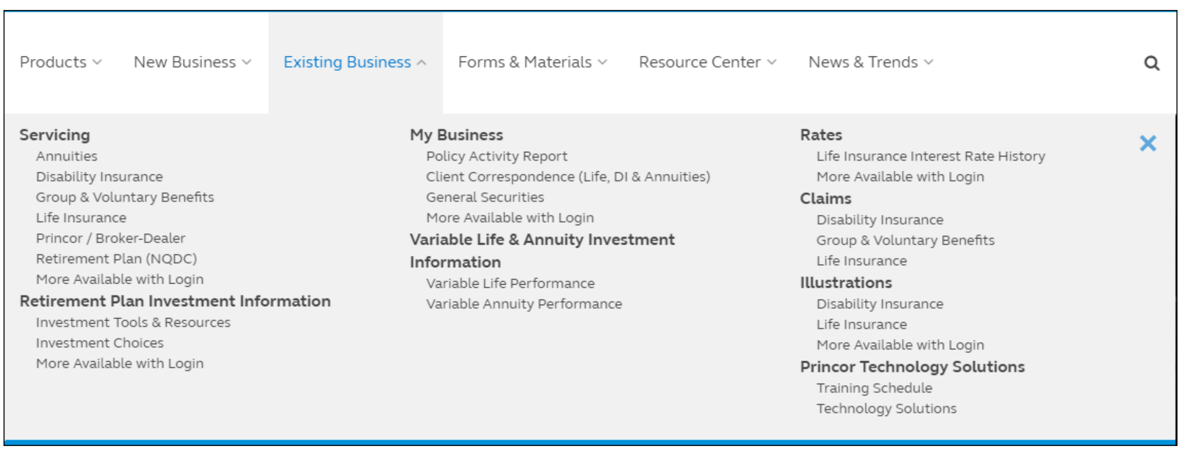
New Business: what you'll find here

- All the tools and information you need to submit, track and implement new client business



Existing Business: what you'll find here

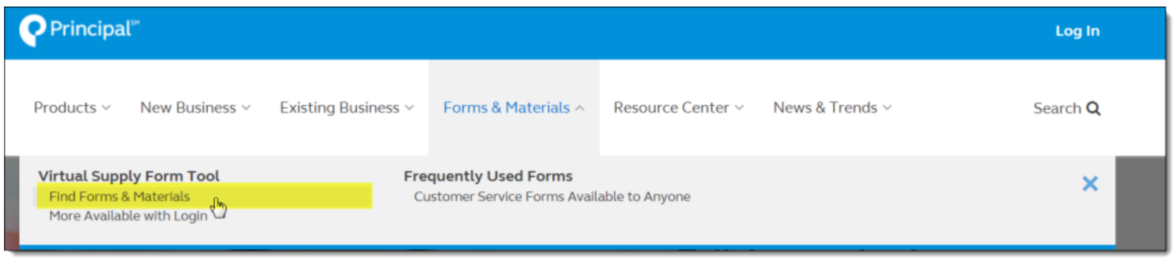
- All the tools and information you need to review business already submitted and to provide ongoing client services



Forms & Materials: what you'll find here

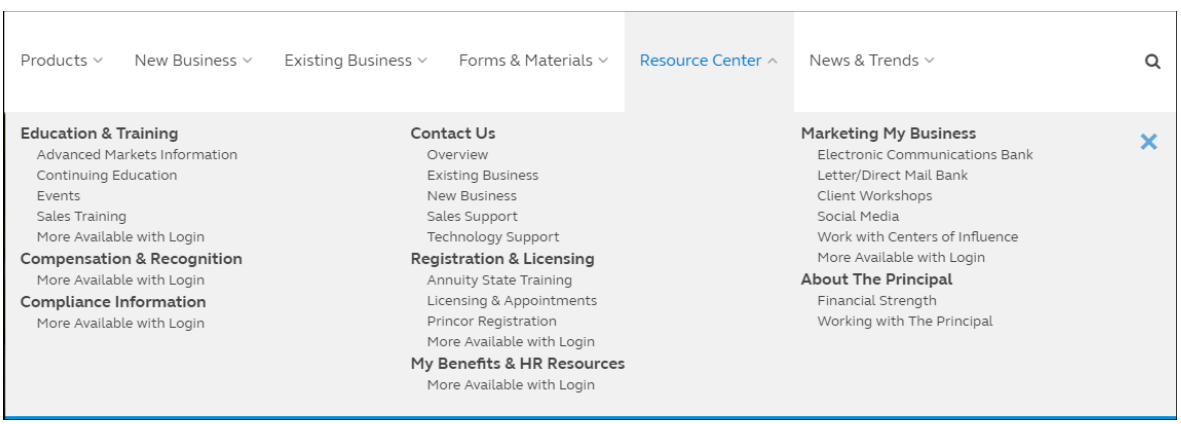
- Access to the Document Locator Tool and other helpful tips on using Search to locate Virtual Supply forms and documents. You'll need to be logged in to the site to see links to your order status and to view your cart from the Virtual Supply Form Tool.

  Frequently Used Customer Service Forms: This is a handy list of commonly used forms. Tell us what else should be added to the list by submitting the ***Advisor Site Feedback Form***.



Resource Center: what you'll find here

- Locate compensation, training, and human resources information. (May not be available to all audiences.) You will also find tools to help you market yourself and your practice.

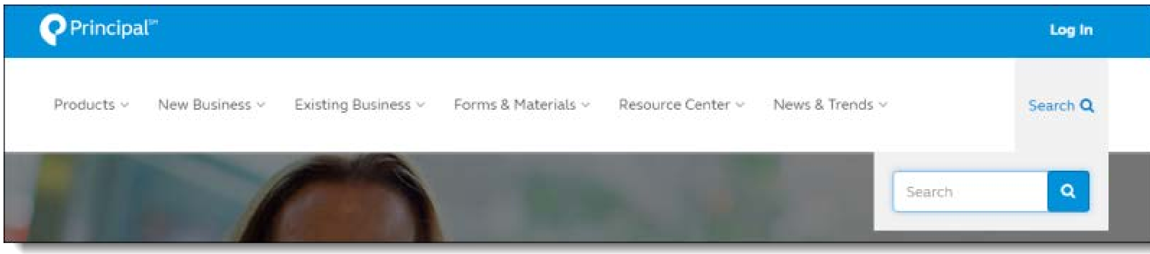


News & Trends: what you'll find here

- Locate and learn more about key legislative issues affecting you and your clients.
- Locate thought capital and research for topics including:
  - Business, Owner and Executive Solutions (BOES)
  - Disability Insurance
  - Life Insurance
  - NQ Deferred Compensation Plans
  - Retirement Plans

Search and Virtual Supply Documents

The site search tool gives you access to both website content, and forms and documents within the Virtual Supply Forms Tool. To start a search, go to the Search icon in the upper right hand corner. A drop down search box will appear. Input your keyword.



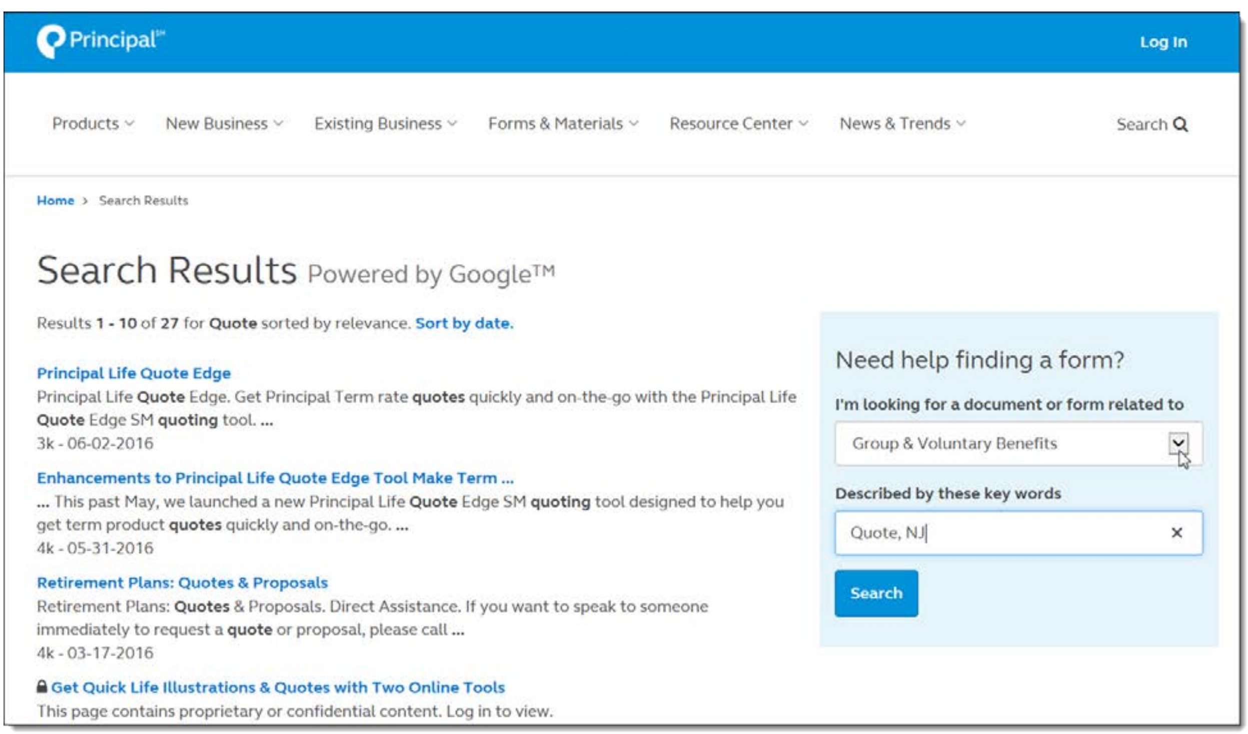
A single search results page

We will no longer have a tab for site content results and a tab for document results. All search results will be combined.

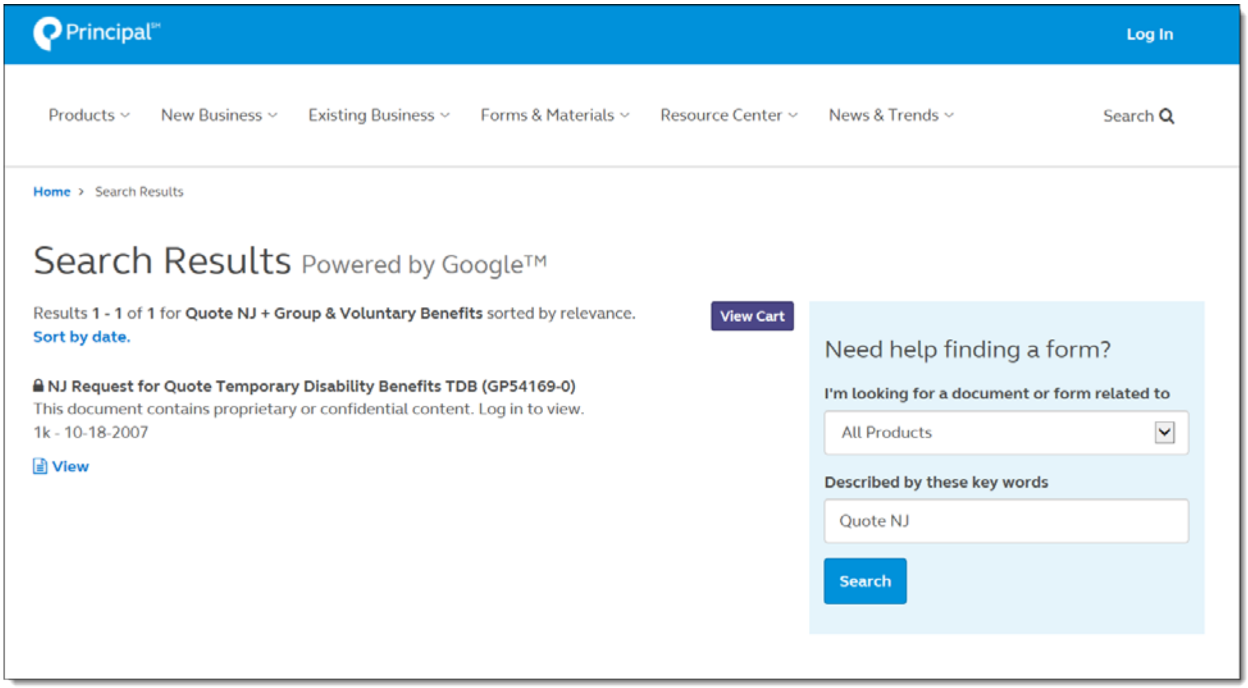
Narrow your document search by product line, keyword

Not finding what you'd expect from your first results? You can now narrow your document search using a simple filtering tool. Select a product line, and provide additional keywords or phrases. Your original search term will automatically be added.

Before: *27 documents came up on the Search Results page, based on the original keyword "Quote".*



After: *using the "Group and Voluntary Benefits" product filter, and adding the keyword "NJ", the Search Results page came back with one result.*

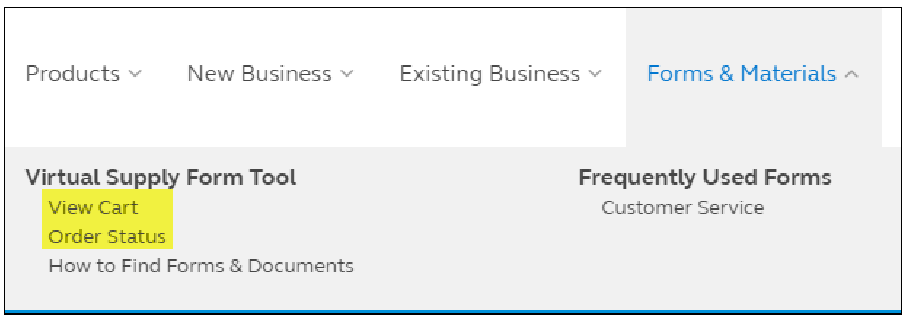


Tips for Advisor form and document searches

- Try Google's "wildcard" search feature. Adding a "*" to the end of a form number will help you find more form variations. Example: AA2000* will return several different state versions of this basic application form.
- Having trouble viewing PDF documents in Chrome? Type "chrome://plugins" into your browser, then click on the *Enable* link for Adobe Reader.

View Cart and Order Status Available from the Forms & Materials Menu

The **Forms & Materials** menu gives you direct access to the Virtual Supply Order Status and View Cart tools. You'll need to be logged in to the site to see these menu options.

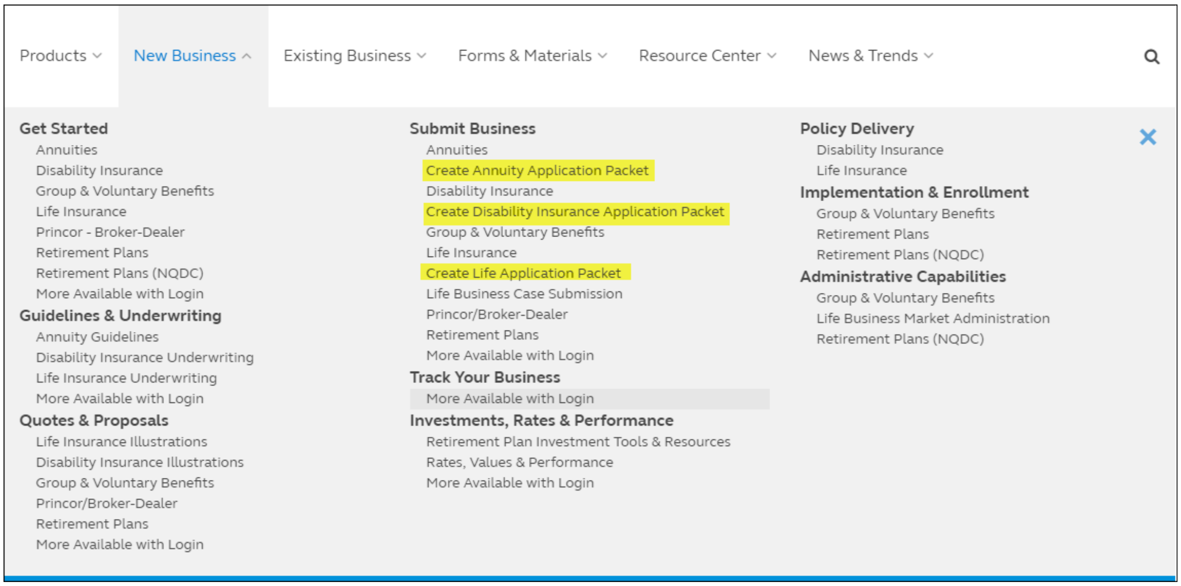


Access to View Cart from the Results Screen

You'll also have access to view your order cart from the **Forms & Document Results** screen. You'll need to be logged in to the site to see this option.

Where to Find Create Application Packet Tools

You can access the application packet tools ("Create An App" for Annuity, Life, and DI) from the **New Business** > **Submit Business** menu. You no longer need to go to Virtual Supply to get to these tools.



Using the Advisor Site from Tablets and Smart Phones

The new advisor site is also accessible from your tablet or mobile phone. Simply enter the address advisors.principal.com.

- **Tablets**: You'll find that most applications and business tools can now be easily used with your tablet.
- **Smart phones**: Mobile access via smartphone is a work in progress. Some applications will work better than others.

Please send a suggestion to the ***Advisor Site Feedback Form*** with your feedback about the tools and applications you would like to use on your mobile phone.

Principal Life Insurance Company, Des Moines, Iowa 50392-0001, www.principal.com