

Principal Image Submission Requirements (Paperclip)

Overview

This document will give an overview of guidelines The Principal Financial Group recommends for users who desire to submit electronic document images via Paperclip. It also contains a list of questions that need to be answered.

Needed Actions

1. Please confirm whether or not you will be able to work within the guidelines below. If there are any exceptions, please note.
 2. Please answer the "Integration Questions" listed below.
 3. Return to Sender
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Recommended Guidelines

1. A coversheet would be transmitted indicating all documents coming in the package. A coversheet should include the following:
 - a. Office name and number
 - b. Contact person name and phone number and/or email address
 - c. Client name and contract number (if known)
 - i. Whenever a contract number is available, include it on documents being submitted
 2. Related clients should be submitted together as much as possible
 3. If cases are related, we would like all of the related cases listed on the cover sheet. This is especially important for Disability multi-life cases.
 4. A single client's documents should all be submitted within the same package as much as possible
 5. Integration begins on a Tuesday
 6. Include one metadata file per image
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Integration Questions

1. What type of business are you looking to send through Paperclip? (Life, DI, Annuity?)
2. What type of info will be sent (formals, informals, etc)
3. Paperclip specific packaging questions
 - a. How often are Informal packages sent through Paperclip (As submitted, batched hourly?)
 - b. How often are Formal packages sent through Paperclip (As submitted, batched hourly?)
4. What is your paperclip sender ID?
5. Per the metadata that is sent, Principal utilizes the following 2 fields to route informal/formal documents to the correct part of the organization. Please indicate if you can meet the expectations below.
 - a. **BUSTYPE** – Used to denote functional area (ie. Life, DI). Principal is expecting the following values to be set for this field:

<u>Code Value</u>	<u>Description</u>
FIXLIF	Fixed Life
DI	Disability Income Insurance
TERM	Term Insurance
UL	Universal Life Insurance
WL	Whole Life Insurance
SUL	Survivorship Universal Life
SPUL	Single Premium Universal Life
INDXUL	Indexed Universal Life
VUL	Variable Life Insurance
LIFE	Life
FIXANN	Annuity
VARANN	Annuity
SPIA	Annuity
SPDA	Annuity
FPDA	Annuity
INDX	Annuity
VA	Annuity
FA	Annuity
ANNUITY	Annuity

- b. **BUSAREA** – Used to denote a formal or informal application. For an informal document, Principal is expecting the a value of “QUOTE”. If the value in this field is set to anything else, Principal will assume it is a “formal” application.
6. Prior to ‘live integration’ Principal would like to receive a test package (.EDX file) sent via the “PFGTEST” Paperclip ID. Is this something you can do?
- 7.

Miscellaneous

The Principal PaperClip ID’s exist:

- “PFG” – Production version
- “PFGTEST” – Test version

Principal Financial Group Image Submission Contacts

Once electronic image document submission process is up and running the following names/departments are contact points for any questions regarding submission of electronic images.

Name/Department	Email	Phone
Jennifer Hagen – New Business	Hagen.Jennifer@principal.com	515-248-2426
IT	IWHelpdesk@exchange.principal.com	N/A