



# Step by Step Guidelines



1. We will email and mail out amendment forms that will enable us to modify your current contract with us. This means you will NOT have to sign a new contract to sell products under Philadelphia American.
2. Company Appointment Fee:  
**New Era will pay for the \$40 state appointment fee**
3. Return your amendment and if required the appointment draft form/check to your up-line for processing. Complete up-line/hierarchy must submit required forms in order to process.
4. New Era will notify you via email when appointment is complete.
5. Visit our agent portal at [www.neweralife.com](http://www.neweralife.com) to download supplies or call us at 281-368-7150 for additional assistance.

