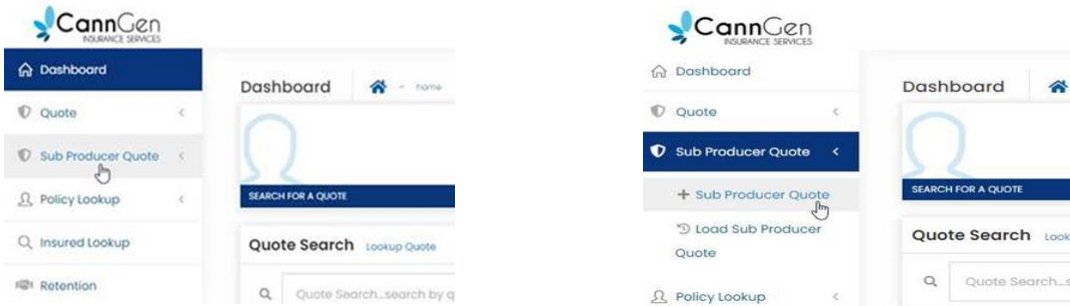


Digital Submission Link User's Guide

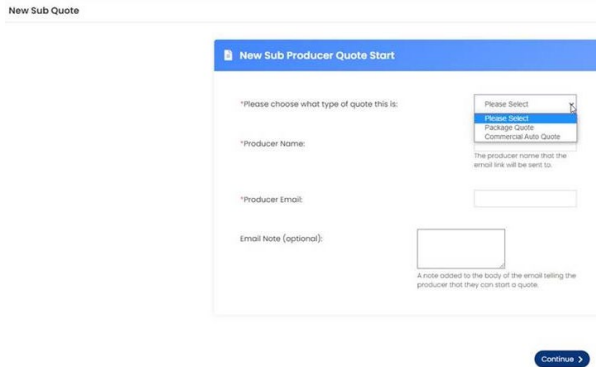
What is CannGen's Digital Submission Link?

CannGen's Digital Submission Link is a tool designed for wholesale brokers to streamline the submission process by emailing retail agents a link which allows them to directly enter a submission into the CannGen Submission Portal.

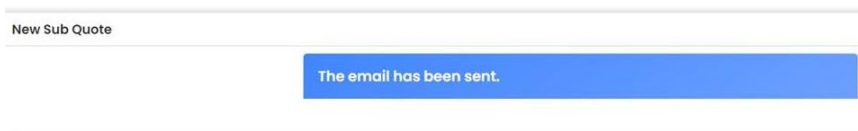
Getting Started – Log in to the CannGen Submission Portal and click the Sub Producer Quote tab on the left side of the dashboard. Then select the +Sub Producer Quote option.



Next – Email a link to the retail agent by selecting the quote type (Package or Auto), entering the retail agent's name and email address, adding a note in the body of the email (optional) and clicking continue.



When the link has been emailed the wholesaler will see this confirmation notice.

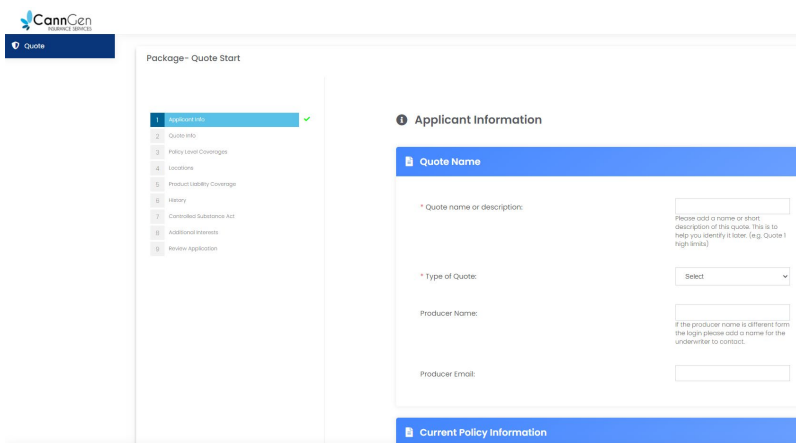


Digital Submission Link User's Guide

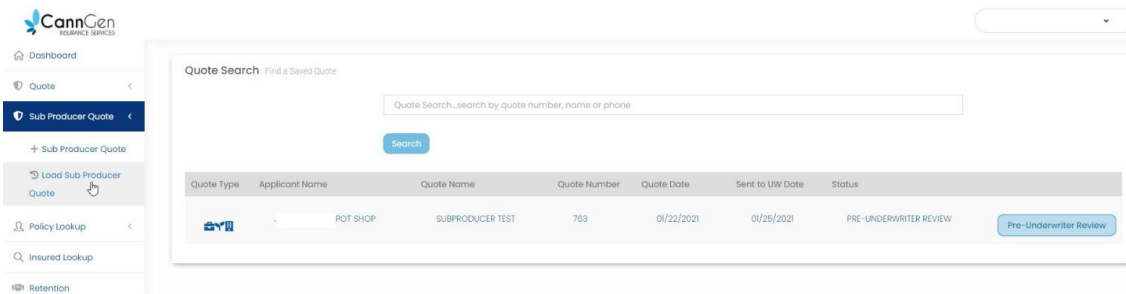
The retail agent (sub producer) will receive the following email. Clicking on the quote link will allow them to enter the Submission Portal and start the submission process (no additional credentials required).



Here is a look at the landing page in the Submission Portal that the retail agent (sub producer) will see as they start the quote process.



Once the retail agent (sub producer) has submitted their online application, the wholesaler will receive an email notifying them the submission is ready for their review and approval. Selecting the Load Sub Producer Quote option allows the wholesaler to pull up, edit and approve/submit to underwriting.



Link to Submission Portal – <https://admin.canngenins.com/adminLogin.asp>

Appointed with CannGen and need access to the Submission Portal? Email a request for login credentials to marketing@canngenins.com.