



## TEXAS

**DATE:** April 30, 2009

**BULLETIN NO.:** 2889-1

**RE:** On-Line Application for use with MI-DVA18 Dental, Vision and Hearing Policy

We are pleased to announce that Texas has approved electronic versions of certain forms associated with writing business through our agency force for our previously approved A18 Dental, Vision and Hearing Policy.

The Dental, Vision and Hearing on-line application process offers two ways to submit an application.

One way is to submit the application electronically. This method leads the applicant through the required forms and requests an electronic signature where required. The end result is that the application is submitted electronically to the Home Office.

The second way is to fill out the application forms on-line, print the forms and have the applicant sign the forms by hand. Once completed and signed, the forms can be mailed, faxed, or scanned and uploaded to the Home Office for processing.

**Form MI9F-4351 – On-Line Application Instructions** – This form is available on the MIC website.

You may access the link to the On-Line Application on the Medico Information Center (MIC) website at [mic.gomedico.com](http://mic.gomedico.com). After you sign in to MIC, go to the "Agent Info" tab and then to the "Products" page. Click on the "On-Line Appl." link for your state. Managers should enter an agent number and click on "GO" to access the On-Line Application. For the agency users and solicitors under your agency for whom you wish to allow access to the on-line applications, you will need to set the permissions on User Management > Review/Edit Users or User Management > Create Users.

The electronic forms are only available through the On-Line Application Process and cannot be ordered through Agent Services. The On-Line Application Instructions, form MI9F-4351, may be printed from the "Products" page on MIC.

The On-Line Application uses product forms that vary slightly from the original product forms. For this reason, it may only be used to sell the DVH product to residents of the states in which the On-Line Application is approved.

**NOTE: Anyone who accesses this on-line application MUST have the Adobe Acrobat Reader Version 7 or higher installed on the computer and configured to be used with the web browser. There is a link on the On-Line Application so a user may download Version 7 at no charge.**

Thank you for your continued support. If you have any questions or need any additional information, please let us know.

Michael J. Murnane

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