



## Access the correct Term Conversion forms by product and state

A new function is available in Forms Depot to easily identify, access and order the forms required for Term Conversions by product and state.

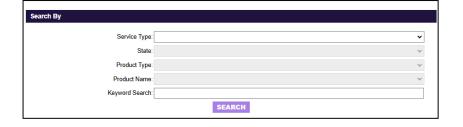
**Please note:** This process replaces the Term Conversion Kits (AGLC109537). Those kits are no longer available.

This online process will help ensure the correct forms are submitted, since the manual Term Conversion Kits contained forms that may not have been necessary for each type of case or state.

## **Using the Search function**

To easily find and download any required and optional Term Conversion forms or your state and/or desired product, use the "Search By" function found at the top of the Forms Depot home page.

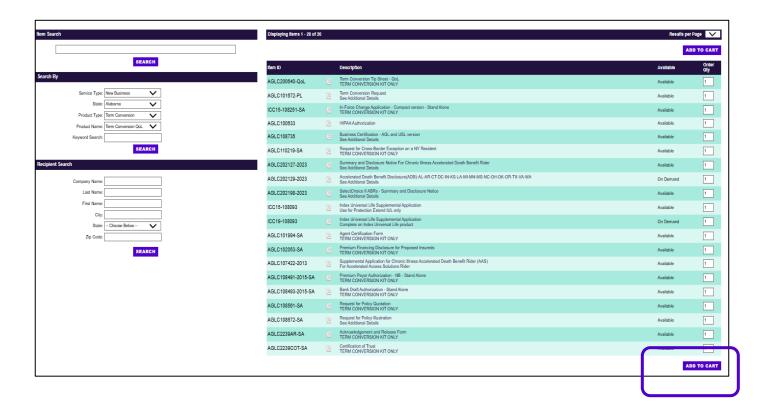
- Service Type: Select "New Business" from dropdown
- State: Select your state of application
- Product Type: Select "Term Conversion"
- Product Name: Select from available options:
  - **Term Conversion QoL** *Note: Replaces AGLC109537*



See pages 2 and 3 for screen shots.

## **QoL Term Conversion Forms – Search results**

After entering search criteria and clicking "Search," all the required forms for your state and Term Conversion type will be listed on the Search page as shown below.



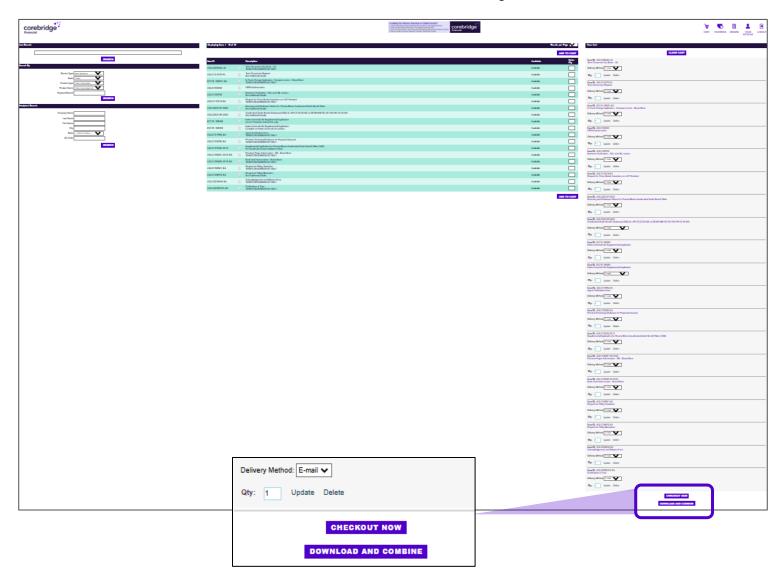
To checkout, click Add to Cart.

Your cart will populate a new column on the right side. See next page for example.

## **QoL Term Conversion Forms – Checkout**

Scroll to the bottom of the cart and select from one of two options:

- Checkout Now: Ordered forms will be emailed as individual links to the PDFs as well as a single link that combines all the forms into a single PDF for download.
- **Download and Combine:** Ordered forms will be combined into a single PDF for immediate download.



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