

Locating Application Submission Errors

REFERENCE GUIDE

FireLight prompts you to complete all required fields prior to Signatures and Submission. Firelight will not let you move onto the next step unless all required fields are complete. There are two options for identifying missing required fields: the Percentage Status Indicator and the Page List.

CITY CREST FINANCIAL GA 2413 Autumn Fixed Indexed Annuity Application Auto Save Enabled Home Other Actions Open Activities (1) Training Log Off

1 DATA ENTRY 2 SIGNATURES 3 FINALIZE CONTINUE

88%

Owner(s) FBW Annuity Owner Module NEW

Owner Information

First Name: Tony Middle Name: Last Name: Stark

Date of Birth: 01/01/1970 SSN: 123-45-6444 Gender: Male

Address Lookup: Enter an address

Status Indicator

1. Status Indicator

You can use the Percentage Status Indicator to view the application's completion percentage. Click the **Status Indicator** to view the Errors List.

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Owner(s) FBW Annuity Owner Module NEW

Owner Information

First Name: Tony Middle Name: Last Name: Stark

Date of Birth: 01/01/1970 SSN: 123-45-6444 Gender: Male

Address Lookup: Enter an address

Errors

- FBW Agent Module/Agent/Advisor - Either Yes or No is required.
- FBW Agent Module/Agent/Advisor - Either Yes or No is required.
- FBW Premium Module/Premium Information - At least one payment method is required.
- FBW Premium Module/Premium Information - Total Premium must be at least \$10,000.
- FBW Premium Module/Premium Information - Either Yes or No is required.
- Fixed Indexed Annuity Application/ Page 1 - This field is required.
- Fixed Indexed Annuity Application/ Page 1 - U.S. Citizen answer is required.
- FBW Agent Module/Agent/Advisor - Total Number of Agents is required.

2. Errors

The **Errors** List will display remaining required fields in an application. You can select an error from the list to go directly to that field to complete it.

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1 DATA ENTRY 2 SIGNATURES 3 FINALIZE CONTINUE

88%

Owner(s) FBW Premium Module

Purchase Payment

Cash with Application
 At least one payment method is required.

Brokerage Account
 At least one payment method is required.

Exchange/Transfer/Replacement
 At least one payment method is required.

Cash Amount: [Text Field]

Brokerage Account Amount: [Text Field]

Exchange/Transfer/Replacement Amount: [Text Field]

Show/Hide Errors

3. Show/Hide Errors

Once on the page of the application missing the required information, click **Show/Hide Errors** to turn on the Required Fields notifications.

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The screenshot shows the 'DATA ENTRY' stage of an 'Autumn Fixed Indexed Annuity Application'. A progress bar at the top indicates 88% completion. A sidebar on the left lists several modules, each with a red warning icon (triangle with exclamation mark) indicating an error. A red circle with the number '1' highlights the 'Owner(s)' module. A red circle with the number '2' highlights the 'Beneficiary' module. Other modules with error icons include 'FBW Annuity Beneficiary Module', 'FBW Premium Module', 'Index Allocation Module', 'Performance', 'FBW Rider Module', and 'Riders'. The main form area contains fields for 'Middle Name', 'Last Name', 'SSN', and 'Gender'.

The screenshot shows the 'Beneficiary' module page. A red circle with the number '3' highlights a 'Show/Hide Errors' button in the top right corner. The form contains a field for 'Number of Primary Beneficiaries' with a red error message below it: 'Number of Primary Beneficiaries is required.' Below this is a section for 'Contingent Beneficiary' with a field for 'Number of Contingent Beneficiaries' set to '0'. 'Previous' and 'Next' buttons are visible at the bottom.

Page List

1. Page List

Another way to locate application submission errors is by clicking **Page List**.

2. Errors

The Page List allows you to view all forms or pages with a required field. Any form or page displaying a red warning icon  has required fields with missing information. Simply, select the page from the list.

3. Show/Hide Errors

Once on the page with the missing field, click **Show/Hide Errors** to turn on the Required Fields notifications.