

SMART OFFICE: View Case Status & Details Instructions for Use

1. Go to www.qualityquotesolutions.com.
2. From the Resources tab, select Agent Tools.
3. Choose Case Management.
4. Note: If you're using Internet Explorer, follow the instructions in the link from the box labeled "Internet Explorer Users" before logging in.
5. Click Login Here. Enter **qualityquote** for the Officename along with your **Username** and **Password**. Email inquiry@qualityquotesolutions.com or call (844) 879-7747 ext. 4 to request a Username and Password.
6. Once logged in, you'll see a Case List. This list contains an overview of your current pending cases.
7. To view more detailed information about one of the cases, click on the underlined Contact Name.
8. To view a list of Illustrations you've requested, click on "Presale List" from the Menu on the left hand side of the page.

Please direct any questions or concerns about your cases to:

Advisor Services: inquiry@qualityquotesolutions.com or (844) 879-7747 ext. 4
or Case Management: nhagy@blackstonealliance.com or (844) 879-7747 ext. 3.

WWW.QUALITYQUOTESOLUTIONS.COM

