

## How to Use **nomoreforms**™ for Enrollers

### 1) Access and Log In

- Access the **nomoreforms**™ website via the following link:
- [https://www.ainsight.com/nomoreforms/logon?type=client\\_nonins&clientCode=TRTMK](https://www.ainsight.com/nomoreforms/logon?type=client_nonins&clientCode=TRTMK)
- Once the site opens, you will need to enter the requested information in order to login. The last field, the **Client Package Code** is a **required** field. The word **enroller** should be entered (it is case sensitive, enter exactly as shown).  
**NOTE:** You will be asked to create a **password**, please remember your password as you will need it again when submitting your forms or if you need to return to the system.

### 2) System Requirements

- Any browser which supports HTML5 can be used when accessing **nomoreforms**
- This includes Internet Explorer, Edge, Google Chrome, and Firefox
- Additionally, **nomoreforms** can be accessed on any mobile device or cell phone.

### 3) Completing the Forms

- The following forms are required and **MUST** be completed:
- 1) **Enroller Questionnaire** – please make sure to fill out the Enroller Firm field. This tells us which Enrollment Company you will be working for. Also, NPN number will be required now. **Please note that the name on your contracting paperwork must exactly match the name on your license, as there is a validation process that takes place to ensure the correct NPN comes into our system.**  
**NPN Lookup Link:** <http://www.nipr.com/PacNpnSearch.htm>
- 2) **FCRA & Authorization**
- 3) **AML Acknowledgement**
- 4) **Enroller Agreement**
- All **Red** fields must be completed in order to submit your forms.
- Enter the data in the format as indicated in **Blue (mm/dd/yyyy)**
- Upon completion, verify that the **Status** next to each form shows **Complete**
- Click **Submit Forms**. You will need to re-enter your password which constitutes your digital signature. Re-click **Submit Forms** after entering your password. You will be shown a list of what will be submitted to Trustmark. Re-click **Submit Forms** to complete the process. You will be given a **confirmation number** to write down.
- **Note:** If you need to exit the system before completing a form, be sure to click on the **Save Your Info** button at the bottom of the form. This will save the information you have already completed when you return to the form.
- **The contracting submission process is not complete until all forms have been completed and submitted and you receive a confirmation number.**
- The **nomoreforms**™ website will forward all of the completed documents to Trustmark Voluntary Benefit Solutions. Once received by Trustmark, your paperwork will be processed within 3 to 5 business days. Trustmark will assign you a Trustmark agent ID number. You will receive a Welcome Letter, along with some other information via email to the address you provided us on your Enroller Questionnaire.

### 4) Help Desk Phone Number

- If you are unsure about any of the fields or have any problems, please contact the **nomoreforms**™ Help Desk at 1.800.686.8279.