



## Contact List

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### **CONTRACTING**

HANDLED BY: **Krystie Kemp**

1. Assessments
  - a) Send with **(NAAP APP)**: <https://orca.life/agents/new-agent-application-process/>
2. On Boarding New Agent
  - b) Send with **(NAAP APP)**: <https://orca.life/agents/new-agent-application-process/>
3. Contracting / Commission / Hierarchy Requests
  - a) Email **(with ALL uplines including Glenn CC:)**: [Contracting@ORCA.Life](mailto:Contracting@ORCA.Life)
4. ID Badge & Business Cards Order Placement
  - a) \*New Agents\* Email **(Professional Photo and Resident Insurance License)**: [Contracting@ORCA.Life](mailto:Contracting@ORCA.Life)
  - b) \*Existing Agents\* Email: [Contracting@ORCA.Life](mailto:Contracting@ORCA.Life)
5. Password Reset / Login Info
  - a) Email [Contracting@ORCA.Life](mailto:Contracting@ORCA.Life)

**ALL request and correspondence MUST BE EMAILED to [Contracting@ORCA.Life](mailto:Contracting@ORCA.Life)**

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### **ORCA CULTURE & WEBSITE / SYSTEM UPDATES**

HANDLED BY: **DésMonique Beard**

1. **STORCA Orders **(NOW OPEN)****
  - a) Visit: <HTTPS://ORCAGEAR.ITEMORDER.COM/SALE>
2. Website Update Requests / Social Media Request / Capturing Culture / Newsletter
  - a) Email/\*Text\*: (502)507-6864 : [DesMoniqueBeard@ORCA.Life](mailto:DesMoniqueBeard@ORCA.Life)
  - a) **(ideas, photos, video, attachments)**



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### LEADS

HANDLED BY: **Carrie Newnum**

For

1. **Lead Credits**
    - a) **Email:** (Picture of each lead card) [LeadCredits@ORCA.Life](mailto:LeadCredits@ORCA.Life)
  2. **Lead Billing**
    - b) **\*Text\*:** (502)888-4769
  3. **Lead Assignments \*Authorized use only\***
    - a) **(Lead Order Forms by 10:00 AM EST Thursday):**
    - b) **Visit:** [HTTPS://ORCA.LIFE/AGENTS/LEAD-ORDER-FORM/](https://ORCA.LIFE/AGENTS/LEAD-ORDER-FORM/)
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### PRODUCTION/ FAXES / P.O BOX /SHIPPING

HANDLED BY: **Barbara Brown**

1. **Production**
  - a) **Email (In Subject Line: Splits, Premium Amount and Carrier):** [Applications@ORCA.Life](mailto:Applications@ORCA.Life)
2. **Production Corrections**
  - a) **\*Text\* ONLY** Katie Carmine **(Carrier, ALL Premium Amounts, if split):** [502-827-8825](tel:502-827-8825)
3. **Supply Shipping (ID Badge, Business Cards, New Agent Boxes, Additional Supplies)**
  - a) **\*Text\* Barbara Brown:** [502-424-9774](tel:502-424-9774)
4. **Address Look Up**
  - a) **\*Text\* Barbara Brown (Info or Lead Card Photo):** [502-424-9774](tel:502-424-9774)
5. **Fax Request**
  - a) **Email (Attachment and Number to Fax Document to):** [Applications@ORCA.Life](mailto:Applications@ORCA.Life)
  - b) **\*Text\* (If you had a fax sent into us that you need):** [502-424-9774](tel:502-424-9774)



## Contact List

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### ORCA Life Home Office

**Fax:** (502)805-0851 (Include From: or To: on Fax)

**Phone:** (884)851-3846 {Client - Line 1, Agent - Line 9}

**Monday – Thursday 9:00 AM – 5:00 PM EST, Friday 9:00 AM – 12:00 PM EST**

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## Management

### **Glenn Crabtree**

**Phone:** 502-664-4683

**Email:** [GlennCrabtree@ORCA.Life](mailto:GlennCrabtree@ORCA.Life)

### **Scott Morris**

**Phone:** 859-893-3135

**Email:** [ScottMorris@ORCA.Life](mailto:ScottMorris@ORCA.Life)

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## Staff

### **Carrie Newnum**

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### **Krystie Kemp**

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### **Barbara Brown**

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### **DésMonique Beard**

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