

CPP Illustrator User Manual

Table of Contents

System Requirements	2
Languages support.....	2
Browser support matrix	2
Getting Started with Illustrator.....	2
How to access the Illustrator	2
Illustrator at a Glance.....	3
Creating an illustration.....	4
Viewing monthly, semi-annual and annual premiums	4
Saving/Retrieving illustrations.	5
Deleting applications	6
Additional Features.....	6
Printing an Illustration	6
Using Internet Explorer.....	6
Using FireFox.....	7
Using Chrome.....	7
Using Safari	8
Exporting an Illustration (PC Only).....	10
Using Internet Explorer.....	10
Using FireFox.....	11
Using Chrome.....	13
Saving as a PDF (PC)	15
Saving as a PDF (MAC)	16

System Requirements

Languages support

- Illustrator is available in both English and French languages

Browser support matrix

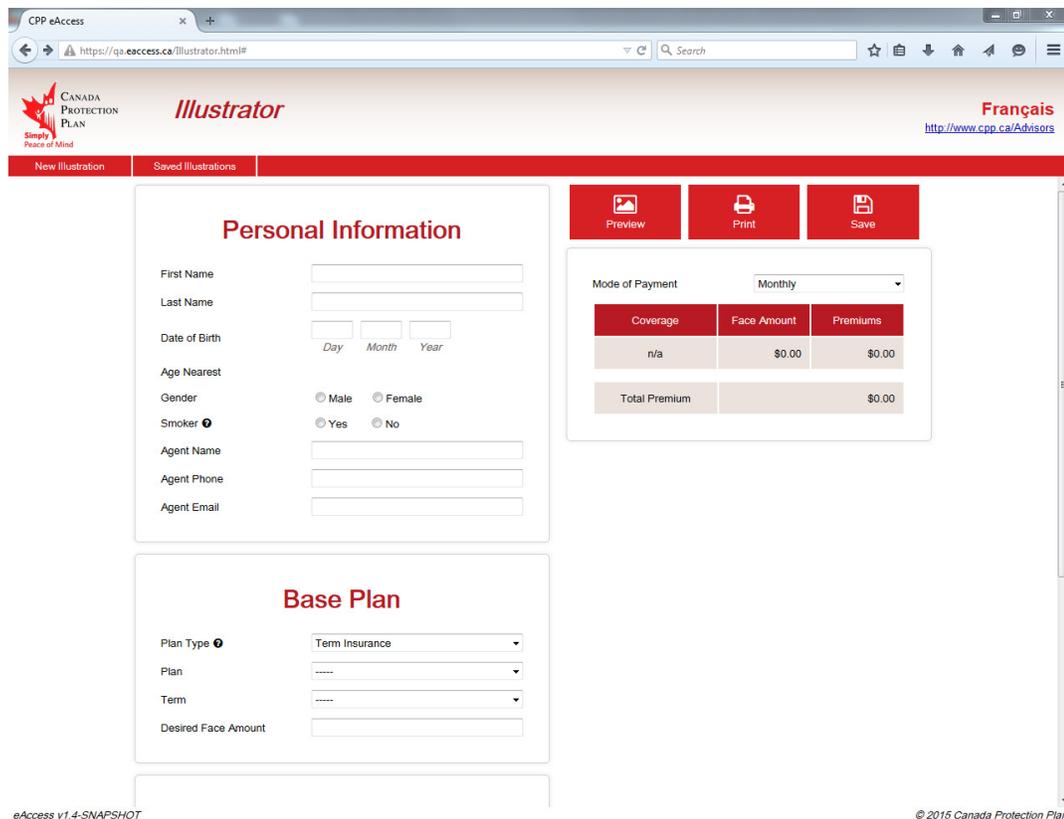
	Export to HTML	Save as PDF	Offline Mode
IE 8	Y	Y*	N
IE 9	Y	Y*	N
IE 10/11	Y	Y*	Y
Chrome	Y	Y*	Y
FireFox	Y	Y*	Y
Safari	N	Y	Y
IPad	N	N	N

*Save as PDF enabled if 3rd party PDF writer is installed

Getting Started with Illustrator

How to access the Illustrator

To access the Illustrator website, open a supported internet browser and go to: <https://go.eaccess.ca/>. The following page will be displayed:



The screenshot shows the CPP eAccess Illustrator website interface. The browser address bar displays <https://qa.eaccess.ca/illustrator.html#>. The page header includes the Canada Protection Plan logo, the word "Illustrator", and a "Français" link. Below the header is a navigation bar with "New Illustration" and "Saved Illustrations" buttons. The main content area is divided into several sections:

- Personal Information:** Includes fields for First Name, Last Name, Date of Birth (Day, Month, Year), Age Nearest, Gender (Male/Female), Smoker (Yes/No), Agent Name, Agent Phone, and Agent Email.
- Mode of Payment:** A dropdown menu set to "Monthly".
- Premium Table:**

Coverage	Face Amount	Premiums
n/a	\$0.00	\$0.00
Total Premium		\$0.00
- Base Plan:** Includes a dropdown for Plan Type (Term Insurance), Plan, Term, and a field for Desired Face Amount.

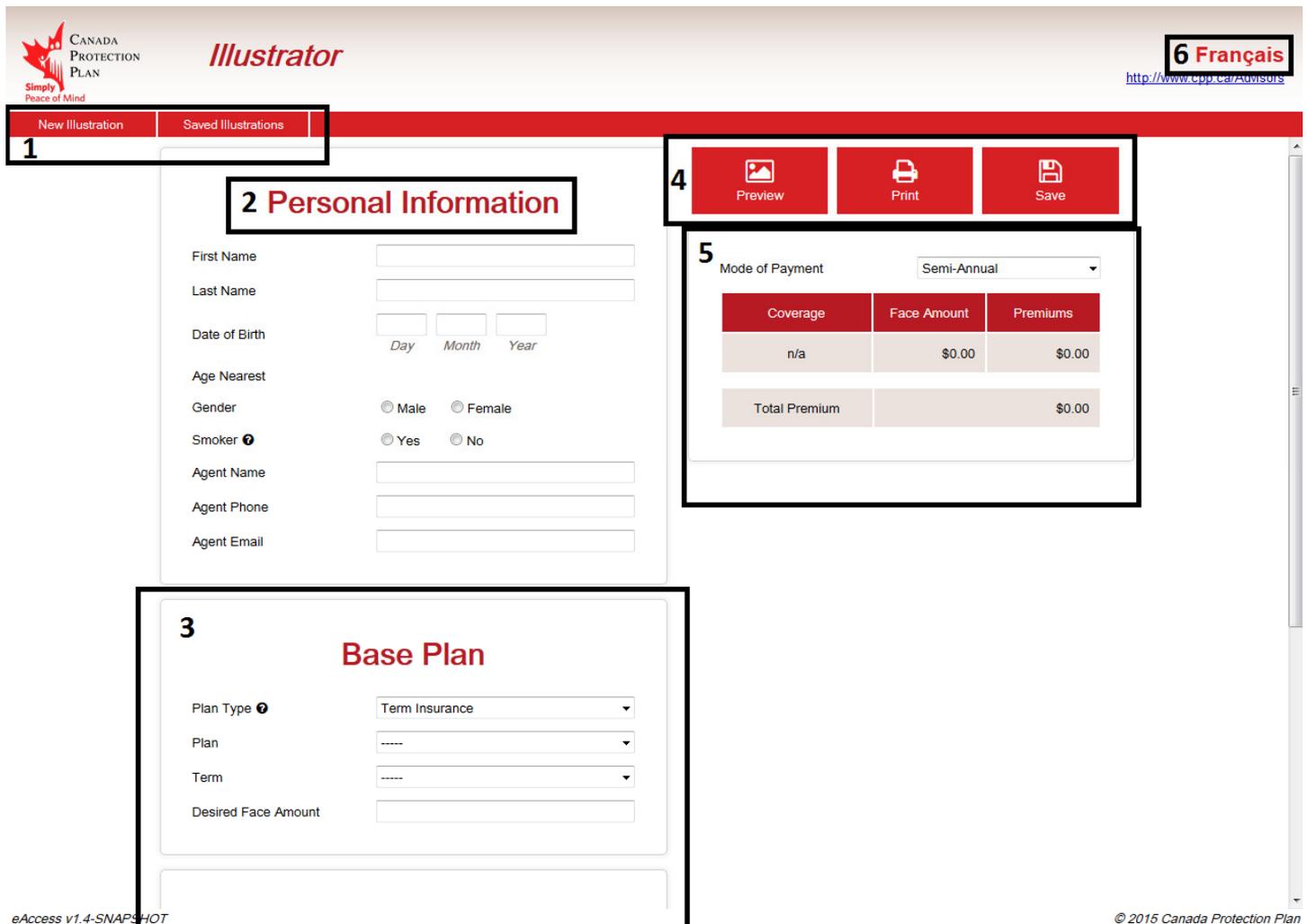
At the bottom of the page, there are small footnotes: "eAccess v1.4-SNAPSHOT" on the left and "© 2015 Canada Protection Plan" on the right.

CPP Illustrator User Manual

Illustrator at a Glance

Below is a list of commonly used areas of the Illustration software. This user guide will refer back to this list when providing directions.

1. Navigation Menu
2. Personal Information
3. Plan Information
4. Action Menu
5. Mode of Payment
6. Language Selection



The screenshot shows the CPP Illustrator software interface. At the top left is the Canada Protection Plan logo. The title "Illustrator" is centered at the top. On the top right, there is a language selection button labeled "6 Français" with a link to <http://www.cpp.ca/Advisors>. Below the header is a navigation menu (1) with "New Illustration" and "Saved Illustrations" options. The main content area is divided into several sections:

- 2 Personal Information:** A form with fields for First Name, Last Name, Date of Birth (Day, Month, Year), Age Nearest, Gender (Male/Female), Smoker (Yes/No), Agent Name, Agent Phone, and Agent Email.
- 4 Action Menu:** A red bar containing "Preview", "Print", and "Save" buttons.
- 5 Mode of Payment:** A section with a "Mode of Payment" dropdown set to "Semi-Annual" and a table showing coverage and premium details.
- 3 Base Plan:** A section with a "Base Plan" title and fields for Plan Type (Term Insurance), Plan, Term, and Desired Face Amount.

At the bottom left, it says "eAccess v1.4-SNAPS-HOT" and at the bottom right, "© 2015 Canada Protection Plan".

CPP Illustrator User Manual

Creating an illustration

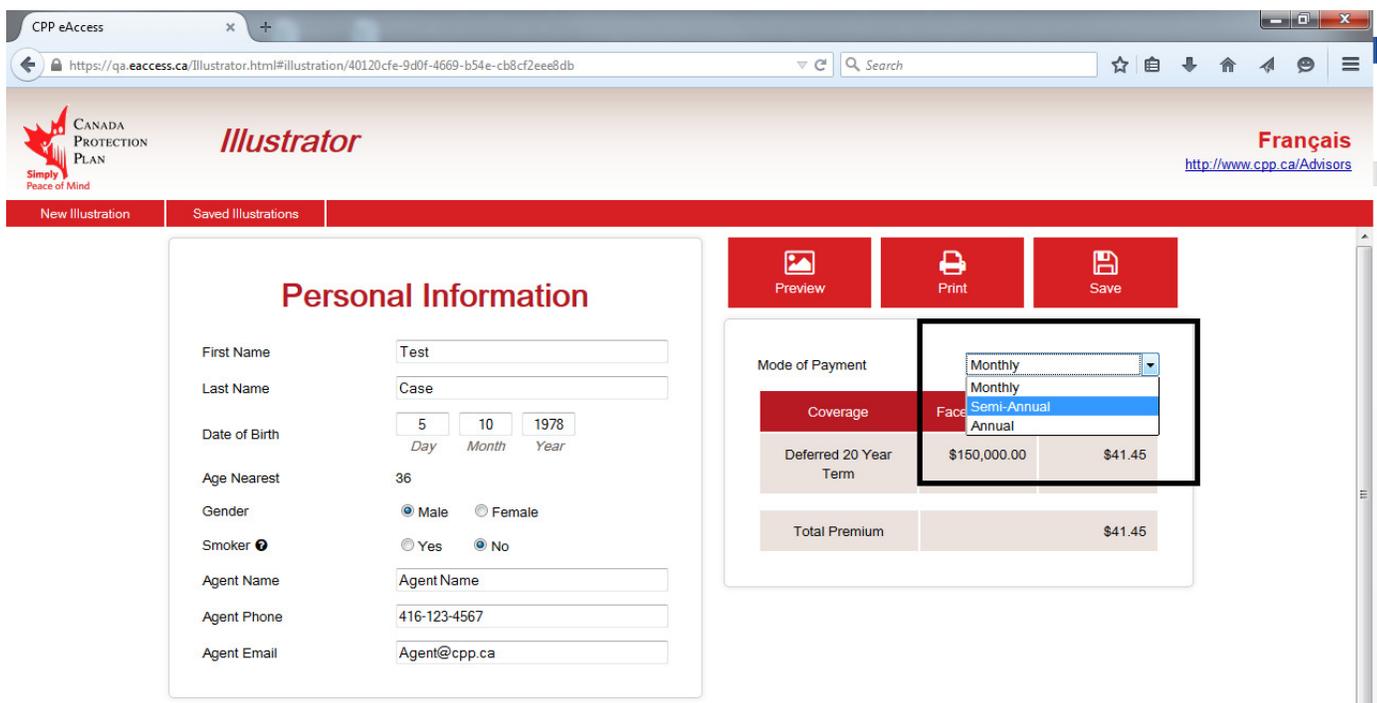
1. Click on the 'New Illustration' button (1) to begin a new illustration.
2. Fill in the following fields:
 - Personal Information (2)
 - Plan Information (3)

This Includes: Base Plan, Term Riders and Optional Benefit Riders

3. Click on Preview button to generate the Illustration (4)

Viewing monthly, semi-annual and annual premiums

You have the ability to view the premiums depending on the mode of payment before generating the full illustration. Using the drop down list in section 5, you can select the mode of payment. This will display the premium for each product and the total premiums for all products.



The screenshot shows the 'Illustrator' web application interface. On the left is the 'Personal Information' form with fields for First Name (Test), Last Name (Case), Date of Birth (5/10/1978), Age Nearest (36), Gender (Male selected), Smoker (No selected), Agent Name, Agent Phone (416-123-4567), and Agent Email (Agent@cpp.ca). On the right, there are 'Preview', 'Print', and 'Save' buttons. Below these is a 'Mode of Payment' dropdown menu with options: Monthly, Monthly, Semi-Annual, and Annual. A table below the dropdown shows premium details for 'Deferred 20 Year Term' coverage with a face amount of \$150,000.00 and a premium of \$41.45. The 'Total Premium' is also listed as \$41.45.

Coverage	Face	Premium
Deferred 20 Year Term	\$150,000.00	\$41.45
Total Premium		\$41.45

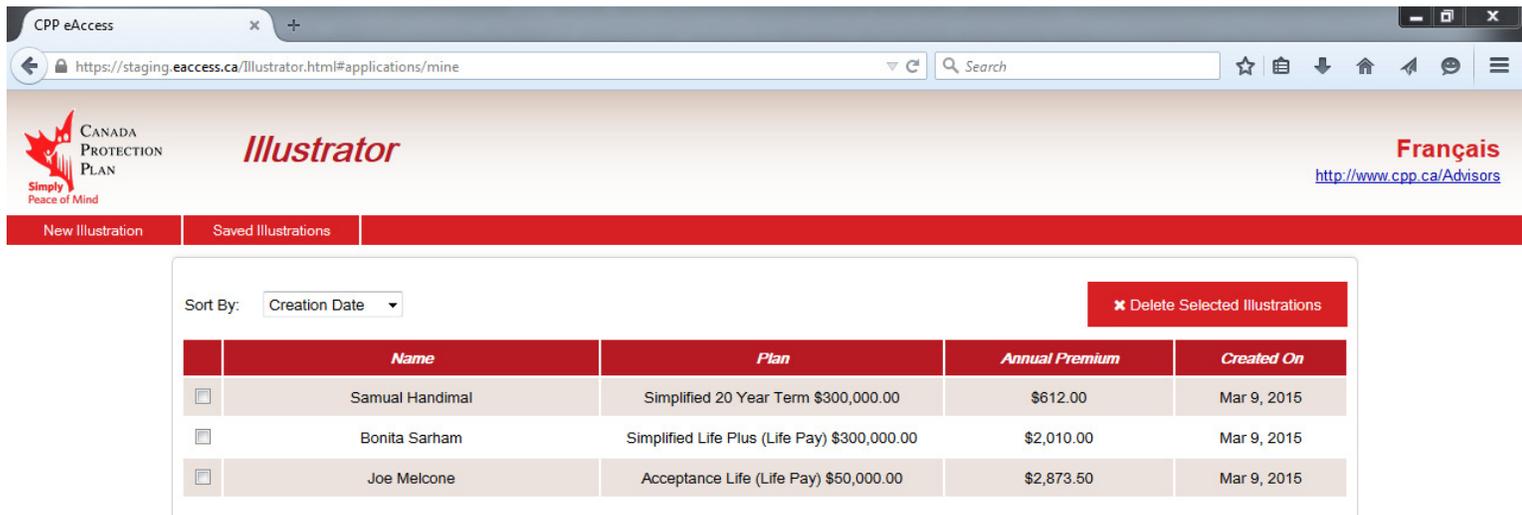
CPP Illustrator User Manual

Saving/Retrieving illustrations.

Once you have created an Illustration, you can save it for future use. To save the Illustration, click on the save button in the actions menu (item 4 on page 3).

Once saved, it will be listed under the Saved Illustrations Screen. This can be accessed by hitting the “Saved Illustrations” menu from the navigation menu (item 1 on page 3).

You will then see the following screen:



The screenshot shows a web browser window with the URL <https://staging.eaccess.ca/illustrator.html#applications/mine>. The page header includes the Canada Protection Plan logo and the word "Illustrator". A navigation bar at the top has "New Illustration" and "Saved Illustrations" tabs. Below the navigation bar, there is a "Sort By:" dropdown menu set to "Creation Date" and a "Delete Selected Illustrations" button. The main content area displays a table with the following data:

	Name	Plan	Annual Premium	Created On
<input type="checkbox"/>	Samual Handimal	Simplified 20 Year Term \$300,000.00	\$612.00	Mar 9, 2015
<input type="checkbox"/>	Bonita Sarham	Simplified Life Plus (Life Pay) \$300,000.00	\$2,010.00	Mar 9, 2015
<input type="checkbox"/>	Joe Melcone	Acceptance Life (Life Pay) \$50,000.00	\$2,873.50	Mar 9, 2015

You can use the “Sort By” drop down menu to sort the list by creation date or insured’s name.

To retrieve a previously saved Illustration, simply click on the information for needed Illustration and it will open. For ease of use, Illustrator will highlight the Illustration as you hover over it.

Do Not Delete Your Cookies!

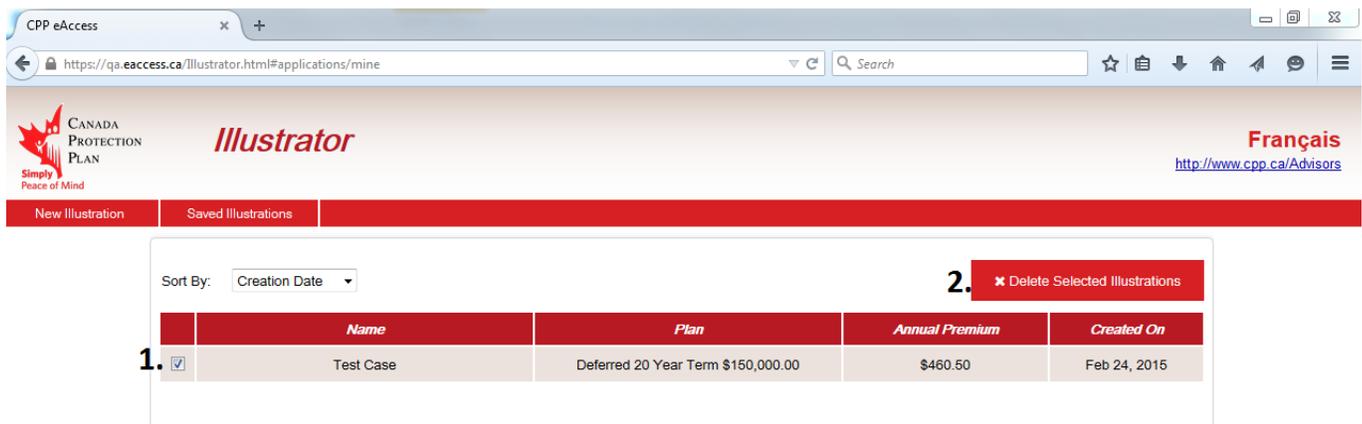
Please note: The saved information is stored in your browser’s temporary internet files. If you clear your browser’s temporary internet files or delete your cookies, **you will lose your saved Illustrations.**

CPP Illustrator User Manual

Deleting applications

After using the Illustrator software, you will have a long list of saved applications. You may want to clear out saved Illustrations that are no longer needed. You will need to go to the **Saved Illustrations** page and follow these steps:

1. Select the Illustrations you would like to delete by checking the box on the far left side of the Illustration
2. Click on the Delete Selected Illustrations button on the top right side of this list.



Sort By: Creation Date

2. ✕ Delete Selected Illustrations

	Name	Plan	Annual Premium	Created On
1. <input checked="" type="checkbox"/>	Test Case	Deferred 20 Year Term \$150,000.00	\$460.50	Feb 24, 2015

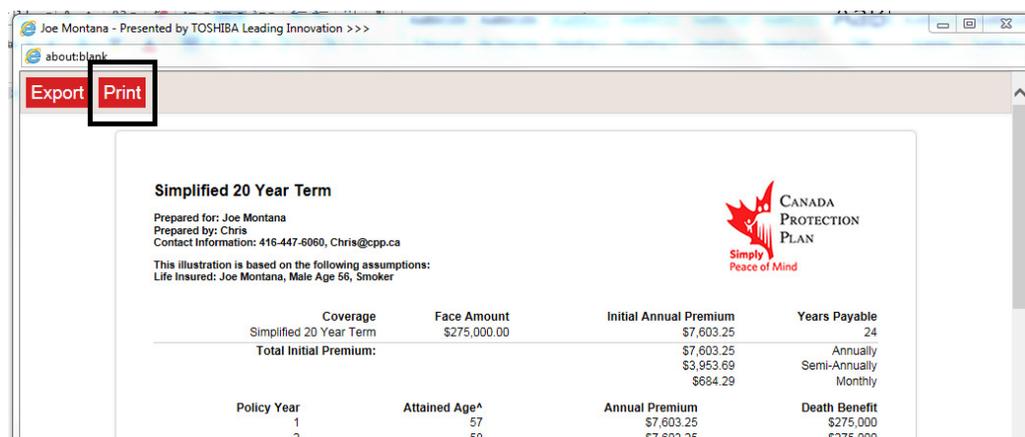
Additional Features

Printing an Illustration

Using Internet Explorer

Printing an Illustration can be accomplished by two ways:

1. Clicking on the print button in the actions menu (item 4 on page 3).
- Or
2. Clicking the preview button, then selecting print from the top menu of the preview page.



Joe Montana - Presented by TOSHIBA Leading Innovation >>>

about:blank

Export Print

Simplified 20 Year Term

Prepared for: Joe Montana
Prepared by: Chris
Contact Information: 416-447-6060, Chris@cpp.ca

This illustration is based on the following assumptions:
Life Insured: Joe Montana, Male Age 56, Smoker

Coverage	Face Amount	Initial Annual Premium	Years Payable
Simplified 20 Year Term	\$275,000.00	\$7,603.25	24
Total Initial Premium:		\$7,603.25 \$3,953.69 \$684.29	Annually Semi-Annually Monthly

Policy Year	Attained Age [^]	Annual Premium	Death Benefit
1	57	\$7,603.25	\$275,000
2	58	\$7,603.25	\$275,000

CPP Illustrator User Manual

Using FireFox

Printing an Illustration can be accomplished by two ways:

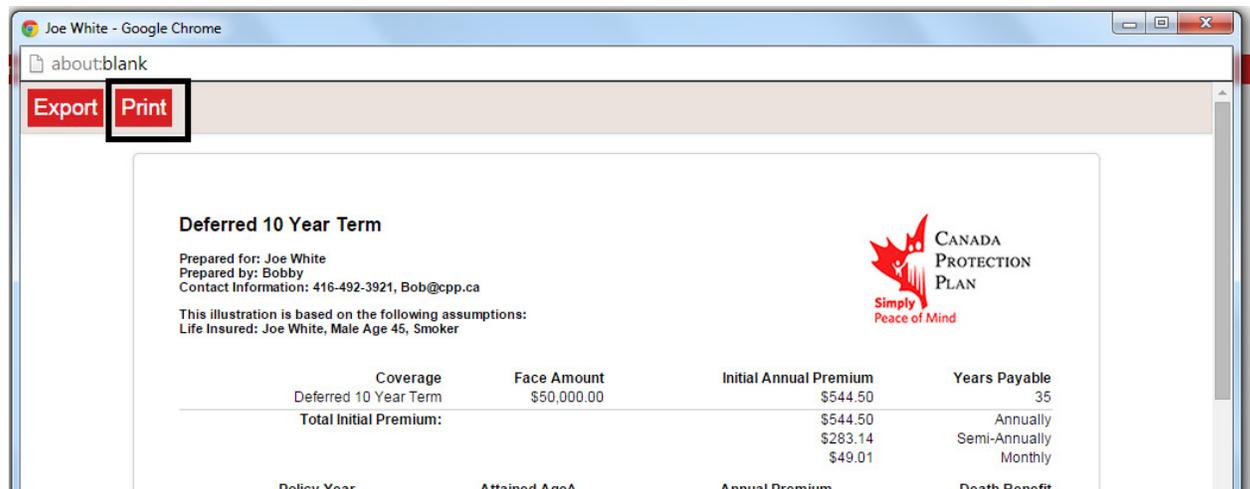
1. Clicking on the print button in the actions menu (item 4 on page 3).
- Or
2. Clicking the preview button, then selecting print from the top menu of the preview page.



Using Chrome

Printing an Illustration can be accomplished by two ways:

1. Clicking on the print button in the actions menu (item 4 on page 3).
- Or
2. Clicking the preview button, then selecting print from the top menu of the preview page.

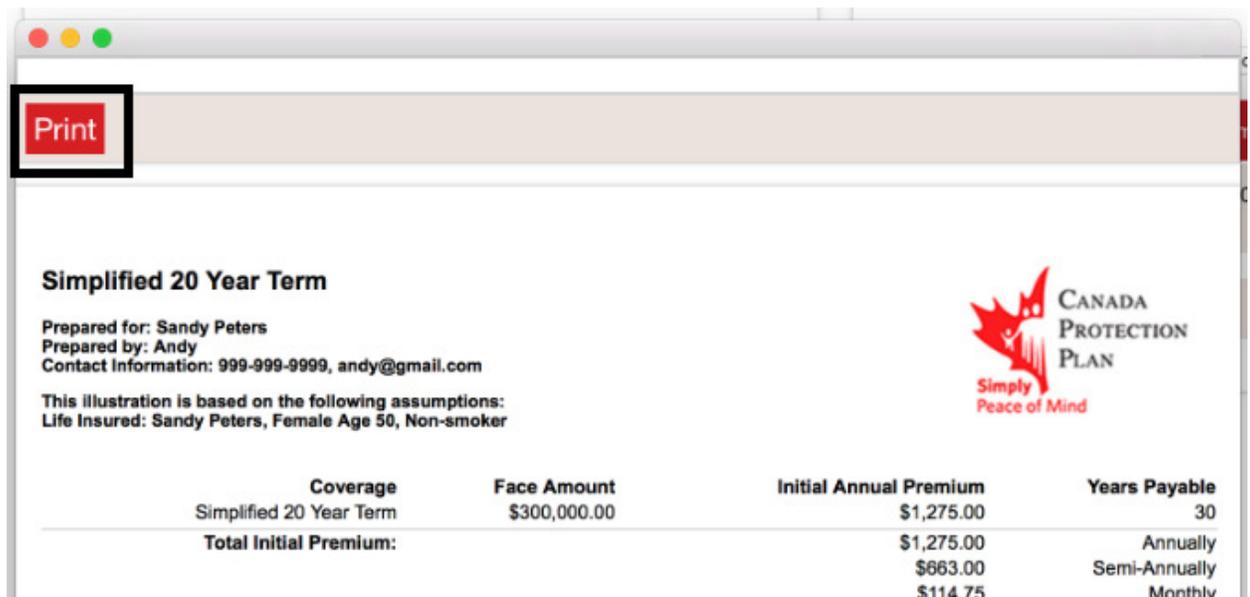


CPP Illustrator User Manual

Using Safari

Printing an Illustration can be accomplished by two ways:

1. Clicking on the print button in the actions menu (item 4 on page 3).
- Or
2. Clicking the preview button, then selecting print from the top menu of the preview page.



Print

Simplified 20 Year Term

Prepared for: Sandy Peters
Prepared by: Andy
Contact Information: 999-999-9999, andy@gmail.com

This illustration is based on the following assumptions:
Life Insured: Sandy Peters, Female Age 50, Non-smoker



Table:

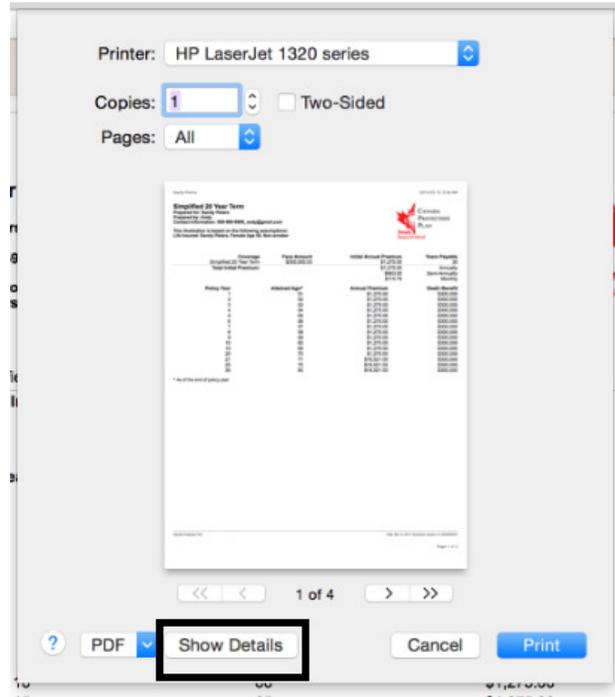
Coverage	Face Amount	Initial Annual Premium	Years Payable
Simplified 20 Year Term	\$300,000.00	\$1,275.00	30
Total Initial Premium:		\$1,275.00	Annually
		\$663.00	Semi-Annually
		\$114.75	Monthly

Note: Safari users may notice that the illustration may print **extra pages that only contain header/footer information**. To correct this issue, you will have to disable to header and footers before printing.

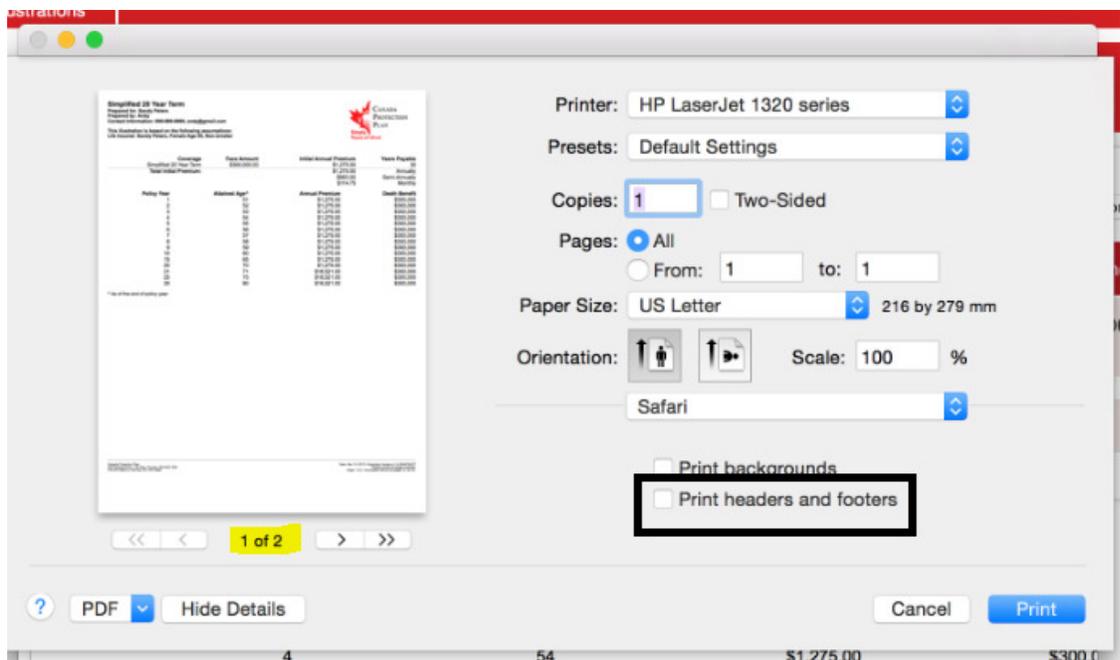
CPP Illustrator User Manual

To remove the extra pages, please follow these steps:

1. At the print dialogue box, select the show details button.



2. Uncheck the “Print headers and footers” as seen below. You should now notice the number of pages are correct. Then select print to print the Illustration.



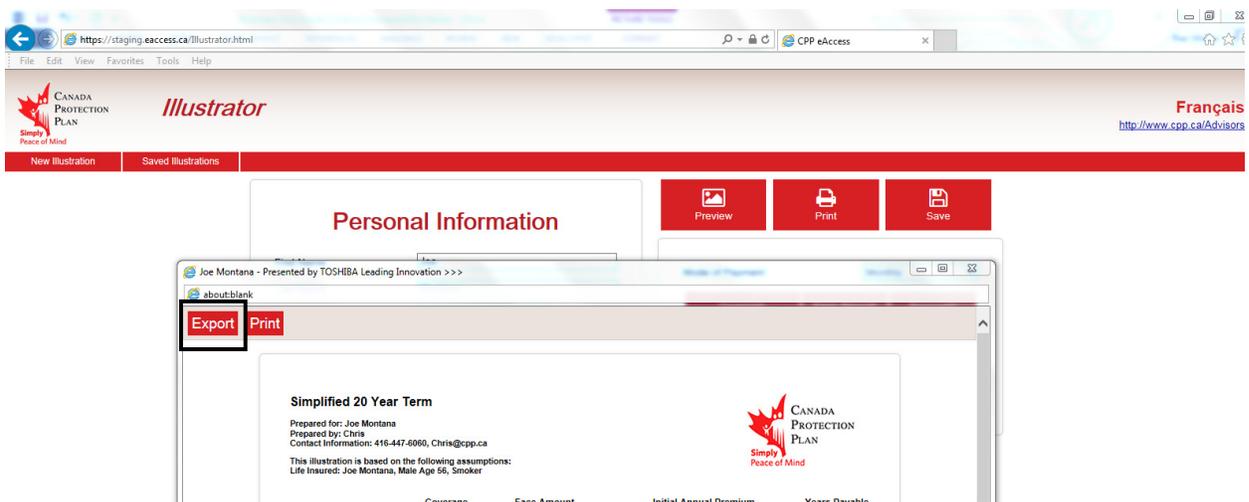
CPP Illustrator User Manual

Exporting an Illustration (PC Only)

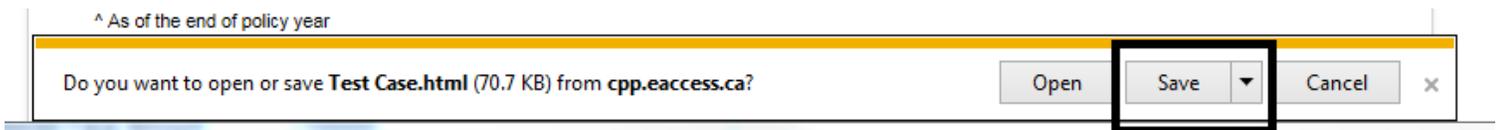
Using Internet Explorer

If you would like to save your illustration outside of the Illustrator software, you will have to export it to an HTML file. This file is a universally readable format that is based on internet web page format. It can be opened by any internet browser without additional software. To export an Illustration follow these steps with the Illustration on the screen:

1. Click on the preview button in the actions menu (item 4 on page 3)
2. Select export from the top menu



3. At the bottom of the screen you will see a prompt to save the file, select save



4. You will then see a confirmation that the file has been saved, select "open folder" to see the file in the download folder.

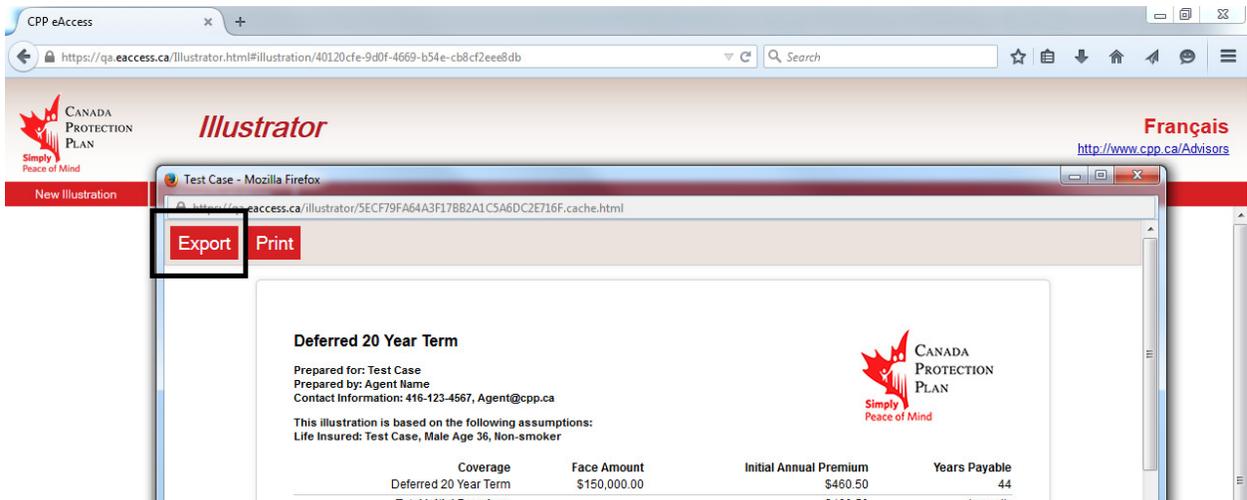


CPP Illustrator User Manual

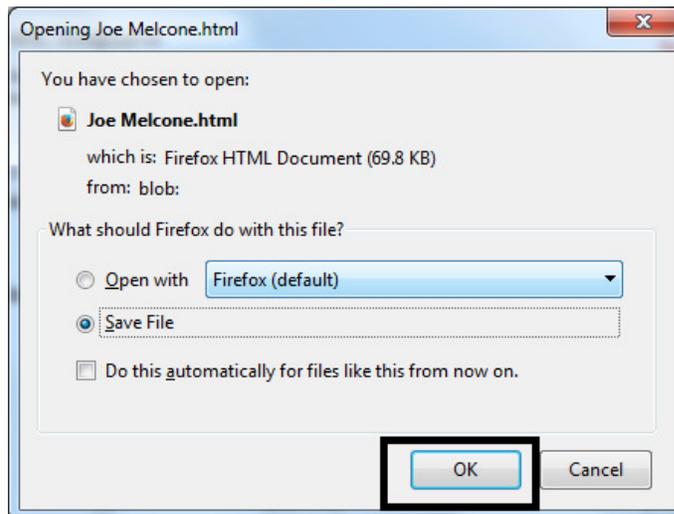
Using FireFox

If you would like to save your illustration outside of the Illustrator software, you will have to export it to an HTML file. This file is a universally readable format that is based on internet web page format. It can be opened by any internet browser without additional software. To export an Illustration follow these steps with the Illustration on the screen:

1. Click on the preview button in the actions menu (item 4 on page 3)
2. Select export from the top menu

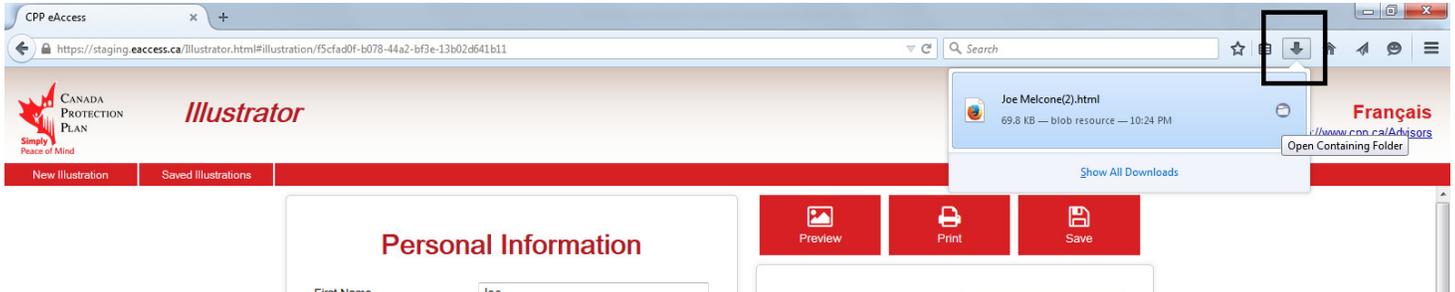


3. Click OK when you see the following prompt to save the file:

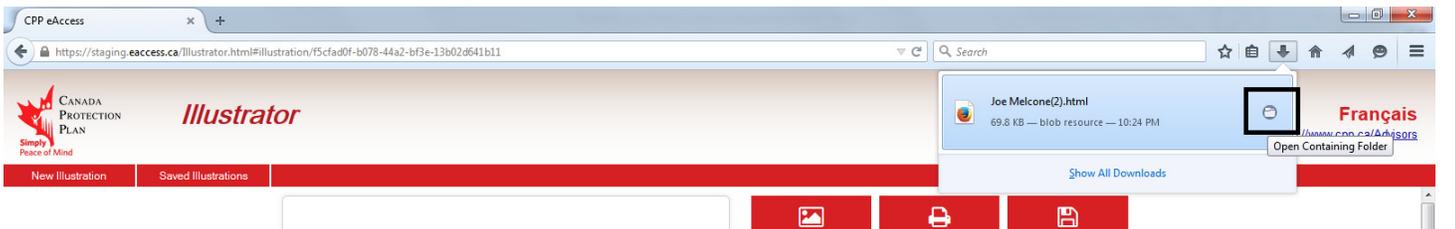


CPP Illustrator User Manual

4. The download icon in Firefox will flash indicating the file is being downloaded, click on it to see its progress:



5. Clicking on the folder icon beside the file name will open the folder containing your exported quote

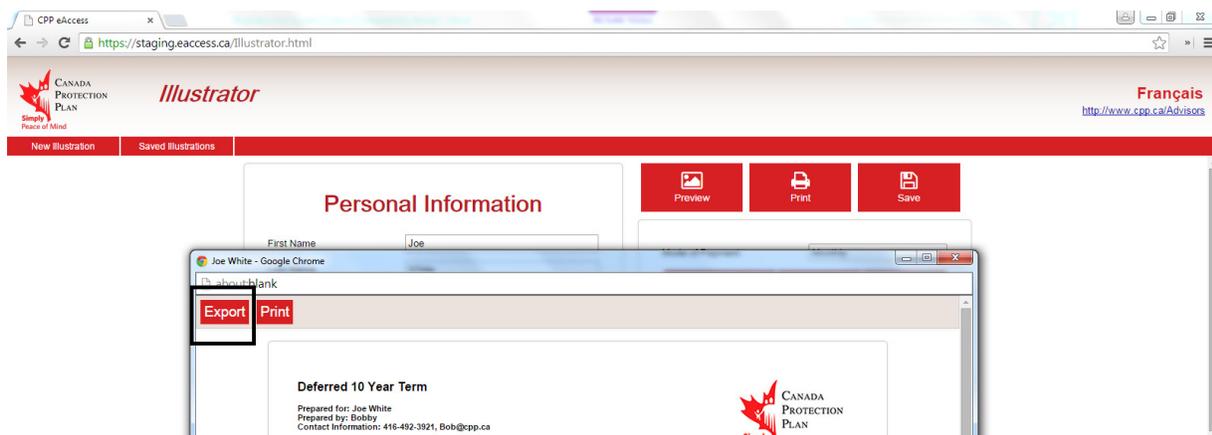


CPP Illustrator User Manual

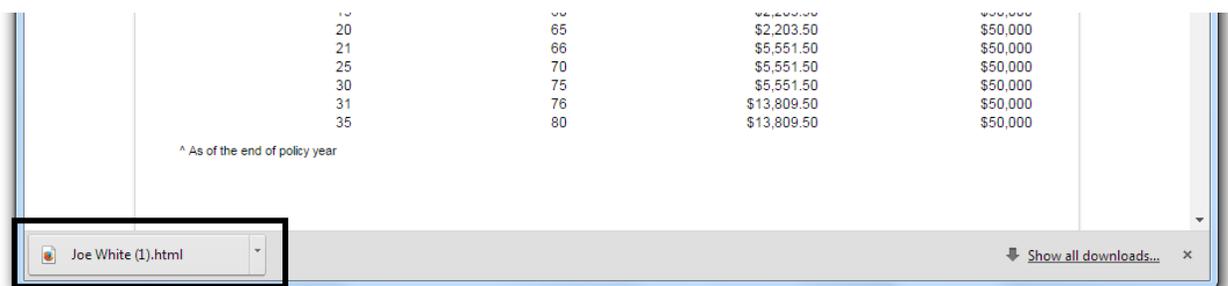
Using Chrome

If you would like to save your illustration outside of the Illustrator software, you will have to export it to an HTML file. This file is a universally readable format that is based on internet web page format. It can be opened by any internet browser without additional software. To export an Illustration follow these steps with the Illustration on the screen:

1. Click on the preview button in the actions menu (item 4 on page 3)
2. Select export from the top menu

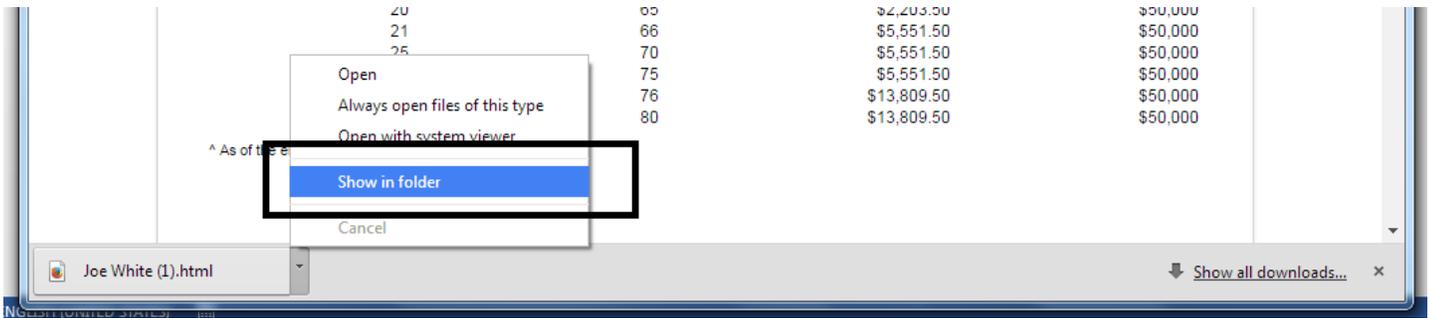


3. The download will now start and the exported file will be listed at the bottom bar of the window.



CPP Illustrator User Manual

4. To locate the exported file, click on the arrow at the right of the file name, and select "Show in folder". This will open a folder with the exported file highlighted.

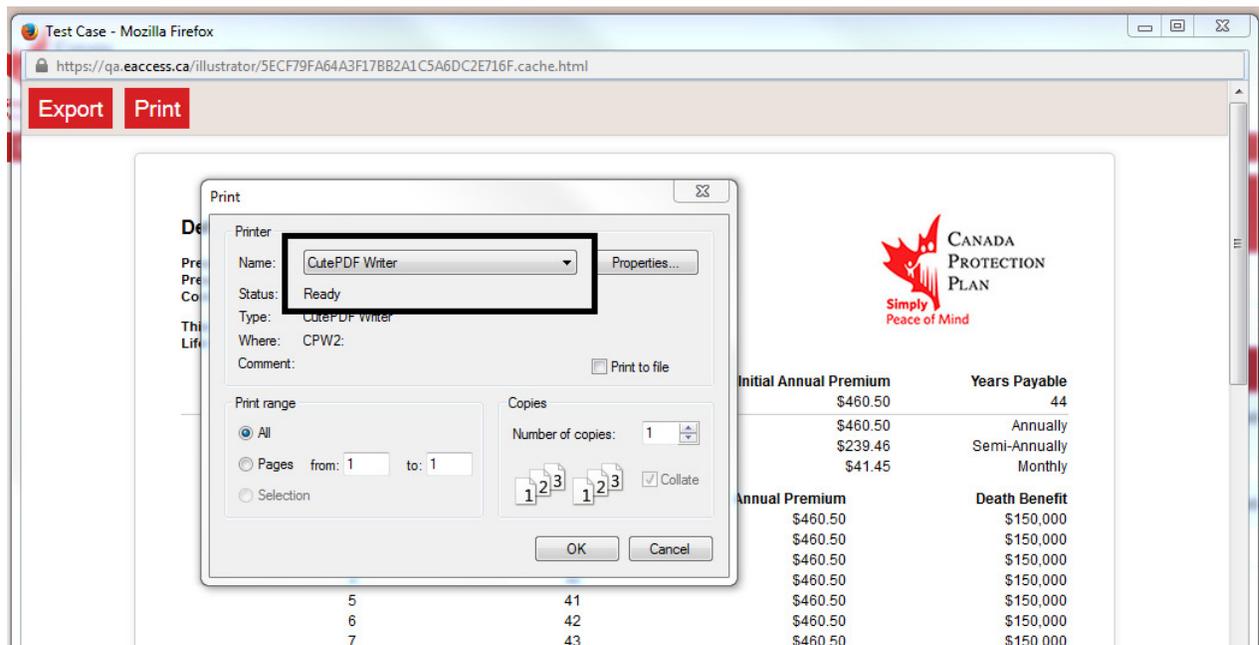


CPP Illustrator User Manual

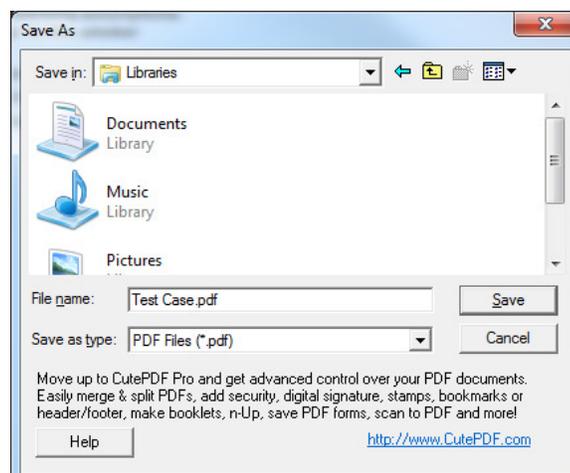
Saving as a PDF (PC)

A pdf writer is required in order to create a pdf document of the illustration output. If you are using Windows and require a pdf writer program, one is available here <http://www.cutepdf.com/Products/CutePDF/writer.asp>

Once the PDF writer is installed, simply select the print option in Illustrator and chose the PDF Writer as the printer and hit OK.



You will then be prompted for the location to save the file. Select your location and type in a file name then select Save.

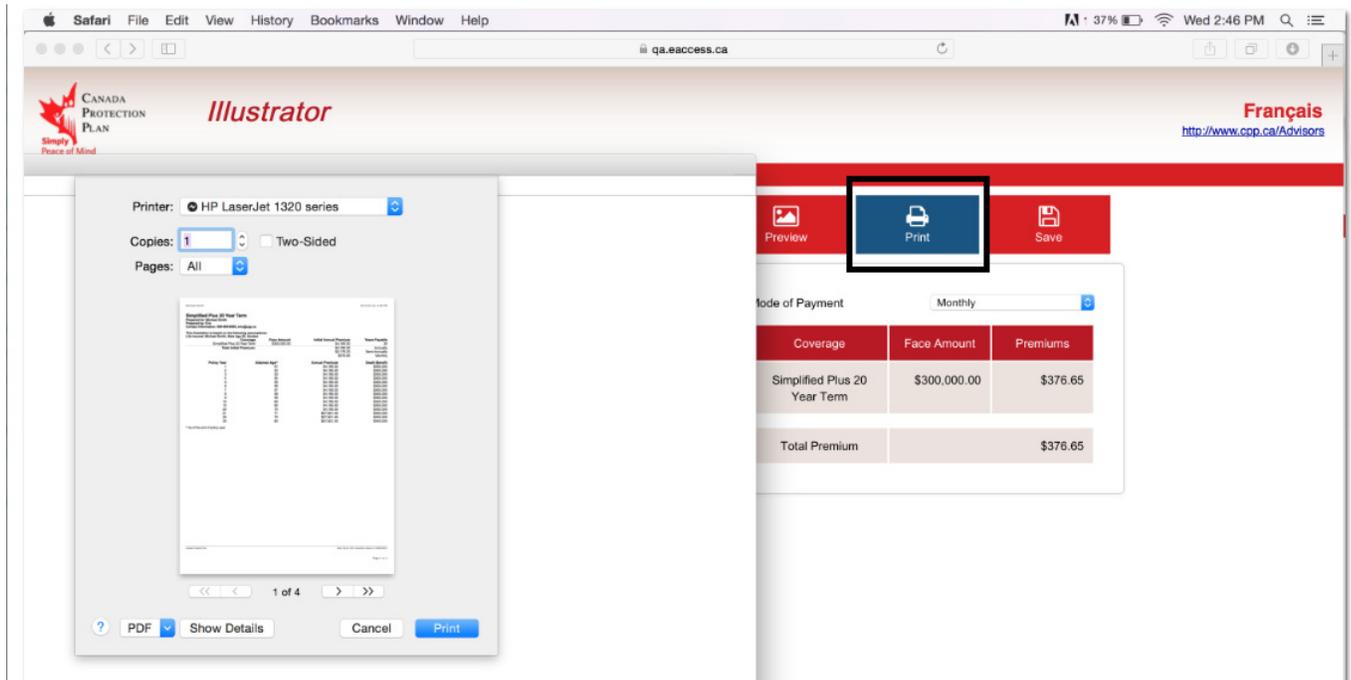


CPP Illustrator User Manual

Saving as a PDF (MAC)

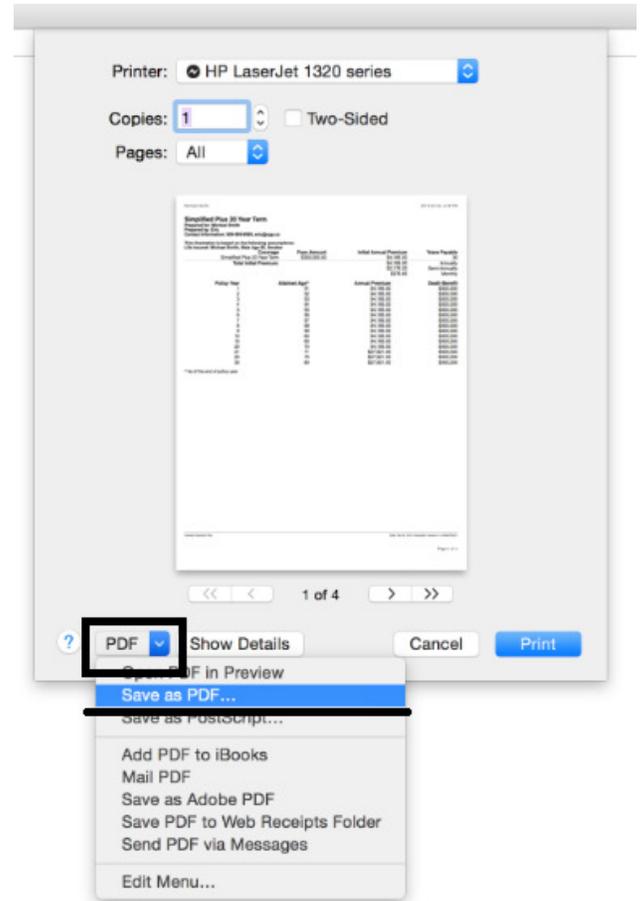
The Safari browser has the ability to save as a PDF built into the browser. To use this feature, please follow these directions:

1. When the Illustration is open, click on the print option from the action menu (item 4 on page 3)



CPP Illustrator User Manual

2. Select the blue drop down arrow from the PDF button in the lower left of the screen. Then choose "Save as PDF" from the menu. .



3. Fill In the name of the file, location and other details and click save to store the PDF.

