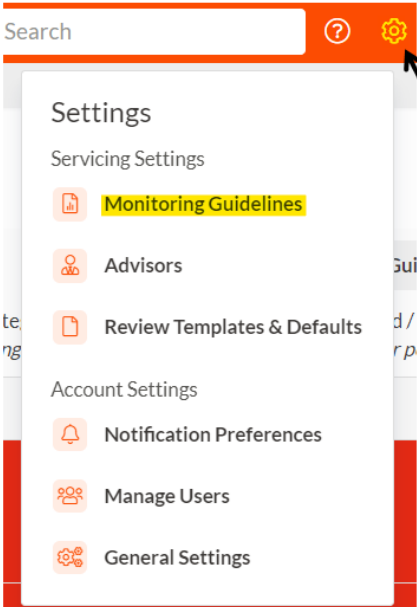# Setting Policy Monitoring Guidelines

Contents

Overview

Proformex helps you monitor 5 key values, or benchmarks on any life insurance policy: lapse age, death benefit, premium, crediting rate, and Comdex rating by showing these values with a color coding system:

      Green: desired

      Yellow: acceptable range

      Red: unacceptable

How to set Global Guidelines

1. Navigate to **Settings** > **Monitoring Guidelines**

2. Click **Edit Firm Guidelines** in the top right corner

Edit Firm Guidelines

3. Set how new initial policies should be categorized by selecting the **radio button** next to **Acceptable/Yellow** or **Desired/Green**

How should new initial policy values be categorized?   Acceptable / Yellow ○   Desired / Green ○
Note: Your decision applies to new policies only. Changes to existing policies must be made on a per policy basis.

4. **Modify** the Desired and Unacceptable parameters to set the Acceptable Range for Lapse Age, Death Benefit, Annualized Premium, Crediting Rate, and/or Carrier Performance. Remember to **Save** your changes

Cancel   Save

How should new initial policy values be categorized?   Acceptable / Yellow ○   Desired / Green ○
Note: Your decision applies to new policies only. Changes to existing policies must be made on a per policy basis.

	Desired	Acceptable Range	Unacceptable
Lapse Age Age at which life insurance policy will no longer be in force	100.00	99-95	94.00
Death Benefit Amount Above or Below Initial Onboarded Policy Death Benefit	1.00	+ 1% > Initial > - 1%	1.00
Annualized Premium The annual amount of policy funding	1.00	- 1% < Initial < + 1%	1.00
Crediting Rate Percentage Above or Below Initial Onboarded Policy Crediting Rate	1.00	+ 1% > Initial > - 1%	1.00
Carrier Performance Desired and Unacceptable Carrier Rating at time of Initial Policy Onboarding	85.00	84-70	69.00

How to set Guidelines at the Individual Policy Level / During a Policy Review

The following instructions are directed around a Policy Review workflow:

1. Within the Modify Review screen of a Policy Review, click the **Actions** button followed by **Edit Guidelines**

Modify Review

Template Select a Template ⌄   ⋮ Finalize Review

Policy Details   📄 Preview
                                                                               ✎ Edit Guidelines

2. If desired, click Set Current Values as Desired or Set Current Values as Acceptable to reset current guidelines

Guidelines   Set Current Values as Desired   Set Current Values as Acceptable   Edit

3. If desired, click **Edit** to change current Guideline values for Lapse Age, Death Benefit, Annualized Premium, Crediting Rate, and/or Carrier Performance

Guidelines   Set Current Values as Desired   Set Current Values as Acceptable   Edit

4. Modify the Desired and Unacceptable parameters to set the Acceptable Range. Remember to **Save** your changes

Guidelines   Cancel   Save

Lapse Age ⓘ

Desired	100	
Unacceptable	94	

94   100

Death Benefit ⓘ

Desired	$505,000.00	
Unacceptable	$495,000.00	

$495,000.00 $505,000.00

Annualized Premium ⓘ

Desired	$4,950.00	
Unacceptable	$5,050.00	

$5,050.00 $4,950.00

Crediting Rate ⓘ

Desired	2.42%	
Unacceptable	2.38%	

2.38%   2.42%

Carrier Performance ⓘ

Desired	85	
Unacceptable	69	

69   85

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Help Center

1. [What Account Admins Need to Know about Monitoring Guidelines](#)
2. [Performance Tracking – How are Policy Guidelines Set?](#)
3. [Proformex Best Practices: Setting Review Parameters- Policy Guidelines & Carrier Requests](#)
4. [What is Comdex and Can I Change It on a Policy?](#)