

To Our Valued Agents:

Our locked door is not us being rude or inaccessible to you!

Because MCC Brokerage puts the health and wellness of our team members and agents first, we have and will continue taking preventive measures in the upcoming days to reduce the possibility of spreading COVID-19.

Building management has asked that we remove the need for our agents to enter the building. **We are still here** to answer the phones, process enrollments and support our agents in any way you may need, including receiving sales materials from us. **However, effective immediately, we ask that our agents cooperate in this matter and not enter the building.**

To continue serving our agents who need immediate sales materials, we have set up the following procedures:

- 1. Call ahead to tell us exactly what you need and when you'll be here.**
- 2. We will prepare the supplies while you're on the way.**
- 3. Call when you arrive in front of the building.**
- 4. We will bring the supplies down to your car.**

If your need for sales material is not immediate, we ask that you order through the carrier websites. If you need assistance with this, you will find a job aid on our website at https://mccbrokerage.com/wp-content/uploads/How-to-Order-Sales-Materials_compressed.pdf. Should you need additional help, please contact your support specialist or call us at (800) 783-5642.

Thank you for your understanding and cooperation during this time of uncertainty. As we've all seen, things could change quickly as we receive more direction from those in authority. We will continue to send out updates to keep you informed of any additional steps our organization takes during this time.

~Your MCC Brokerage Team~