Online Will Instructions – The Standard's Life Services Toolkit

1. Enter Web address: www.standard.com/mytoolkit (user name: assurance)

2. Scroll down and located on the right-hand side under **RESOURCE CENTER** select, "**Legal Forms**" from the menu.

3. Once you enter the **Online Will Center**, Scroll down to where it says, "**Click here to view available documents and log into the secure system.**"

   a. This may pop up in a new window, so you may need to disable your pop-up blocker if you do not see a new window or tab open.

4. This will take you to the Legal Resource Center website where you can **select "Personal Documents".**

5. Once on the Personal Legal Documents page, please **select your state from the drop-down menu.**

6. Under **Categories** select **"Wills, Power of Attorney, and Estate Planning."**

7. Then **select your document type** (i.e. will for an unmarried person)

8. Review your selection, and **"Click here to select this document"**

9. Once you've confirmed your selection, you are now ready to login/ register if you are a new user.

10. After you've logged, this takes you to your "**My Documents**" page, where you can begin populating your will:

   • Click the "**Answer Questionnaire/Preview Document"** button to answer a questionnaire, which will tailor your document to your needs.

   • As you fill out each response, your information will automatically populate in the document (see on the right-hand side)

This section on the left is where you fill in your responses.

As you fill out each response, your information will automatically populate in the document.
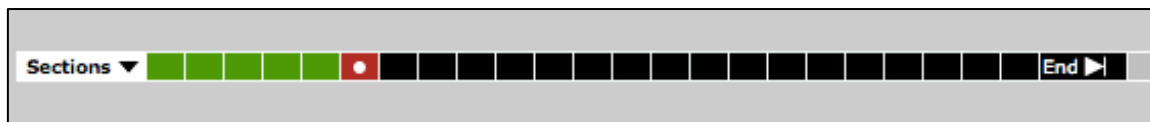

- Select, "**Next"** after you're finished with each section.

- In the section bar at the top of the page, green and red boxes will start to populate as you continue answering each section:

  Green boxes = indicate that the information has been properly filled

  Red boxes = means that there is incorrect and/or missing information.

- When you have finished answering the questionnaire click the "**My Documents**" button to return to this page.

- Click the "**Download**" button to download and print your document.

Note: You can also use the "**Rename**" button to give your document a name that you choose and the "**Delete**" button to delete your document.