



Hello and welcome to our agency. Below you will find a quick checklist of the items you will need to have available for upload when using the SureLC system.

- ✓ Current insurance license
- ✓ Current E&O certificate
- ✓ Personal/Business Voided Check
- ✓ Applicable CE & Training Certificates (i.e. Annuity certifications, AML training, etc)
- ✓ NPN (National Producer Number) Look it up [here](#).

The information below will guide you on how to register in SureLC, create your contracting profile and request carrier contracts as needed. *\*\*\*Please Note: Google Chrome is the preferred internet browser for use with SureLC\*\*\**

**Registration:** Use [THIS LINK](#) to access SureLC.

- Once on the log in screen, click **New User**. (Even if you use SureLC through another agency, if this is the first time contracting under our agency, you still need to click **New User**)
- Once you are registered and logged into the system, click **My Info** to create your online contracting profile.

**NIPR Tab:**

- Shows basic demographic information on file at NIPR
- Information can be changed on this screen but will not be changed at NIPR.
- Once all required information is entered, the **NIPR Tab** at the bottom of the screen will show a green check mark.

**DBA Tab:**

- How are you doing business with our agency?
- *Individual* (carrier pays you directly)
- *Business Entity* (carrier pays your firm)
- *Licensed Only Agent* (someone other than the carrier pays you)
- Once all required information is entered, the **DBA Tab** at the bottom of the screen will show a green check mark.

### Questions Tab:

- These are 19 of the most common background questions asked on carrier contracting forms.
- If you answer *Yes* to any of these questions, be sure to either upload an explanation document or create one using the SureLC system.
- Once all required information is entered, the **Questions Tab** at the bottom of the screen will show a green check mark.

### Bank Info/EFT Tab:

- Click *Upload Business/Personal Voided Check*.
- If you are signed up as a *Licensed Only Agent* on the **DBA Tab**, you will not see the **EFT Tab**.
- Once your check is uploaded, enter the Routing and Account numbers and choose an account type.
- Once all required information is entered, the **EFT Tab** at the bottom of the screen will show a green check mark.

### History Tab:

- Here you can enter 7 years of address and employment history
- This information is NOT mandatory in order for you to request carrier contracts. Whether you enter this information or not, the **History Tab** will not show a green check mark.

### Training Tab:

- Verify your *FINRA* information, if applicable.
- **AML Training:**
  - *None*
  - *LIMRA*: Enter date of completion. Upload completion screen shot or click Download From LIMRA if you know your LIMRA password
  - *Other*: Enter date of complete and upload certificate.
- Enter any honors you hold.
- Once all required information is entered, the **Training Tab** at the bottom of the screen will show a green check mark.

### **E&O Tab:**

- Click *Upload Existing E&O*
- Enter policy information
- Click *Upload Certificate*
- Once all required information is entered, the **E&O Tab** at the bottom of the screen will show a green check mark.

### **Scan Tab:**

- Upload any other ancillary documents that need to be included in your contracting profile by clicking the blue file folder icon. (i.e. annuity certificate, articles of incorporation ect...)
- Click *Signature Capture* to digitally create and save your signature.
- Once all required information is entered, the **Scan Tab** at the bottom of the screen will show a green check mark.

### **Requesting Appointments:**

- Click *Request Appointment* in the upper right hand corner of the screen and choose *New Request*.
- Choose a carrier and request type, and then click *Next*. (you can only choose one carrier at a time)
- Choose a state or states and a product or products, and then click *Next*.
- Answer all carrier specific miscellaneous questions, uploading any supporting documentation as needed, and then click *Next*.
- All carriers in SureLC require that you preview the contracting paperwork before submission. Scroll to the bottom, then click *Confirm* in the upper right hand corner of the screen and choose *Apply My Signature*

Please direct all questions and issues to Safe Harbor Financial.

**PLEASE DO NOT CONTACT SURANCEBAY DIRECTLY.**

