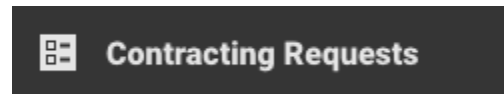
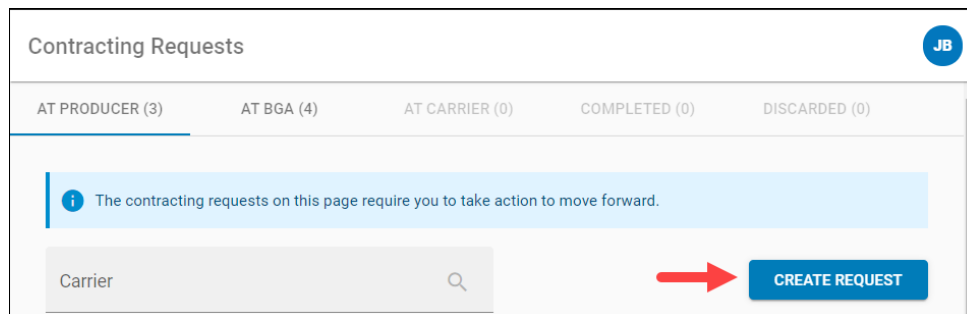


How to Create a New Contracting Request

After logging into your SureLC account, go to the **Contracting Requests** page.



This will take you to the **At Producer** tab by default. Select the Create Request button to begin.



IMPORTANT NOTE: The **Create Request** button will only be enabled if all required information in your profile has been completed. If there is any missing required info you will see a red notice on the menu and a detailed notice at the top of the Contracting Request page listing the info that must be provided in order to create a new request.

This will take you into the request process with the following steps, depending on the type of request: **Note:** *Not all request types include every step.*

1. [Carrier and Request Type](#)
2. [States & Products](#)
3. [Training](#)
4. [Errors & Omissions](#)
5. [Carrier Questions](#)
6. [Questionnaire](#)
7. [Confirm & Sign](#)

Step 1: Carrier & Request Type

Use the carrier list to select the carrier and then select the request type. In the following example **Transamerica** was selected as the carrier with **Contract** as the request type. Select **Next** to continue.

Contracting Requests > Carrier

1 Carrier & Request Type 2 States & Products

Select Carrier & Request Type

Select Carrier

- Aetna Health And Life Insurance Co (AHLIC)
- Aetna Life Ins Co (ALIC)
- American Amicable Life Ins Co Of Texas
- American Continental Ins Co (ACI)
- Americo Financial Life And Annuity Ins Co

NEXT

Contracting Requests > Carrier

1 Carrier & Request Type 2 States & Products

Select Carrier & Request Type

Select Carrier

Transamerica TLIC / TPLIC (Brokerage)

Request type

- Contract
- Add State
- Payment
- Transfer

NEXT

Please note: Only carriers that your agency has made available to you are listed here. If the carrier you're looking for is not listed please contact your agency.

Request type definitions:

- **Contract** - Select when you want to submit a new carrier contract request (and you're not currently contracted with the carrier).
- **Add State** - Select when you're already contracted with the carrier and ONLY want to be appointed in an additional state where you are currently licensed.
- **Payment** - Select when you want to send ONLY updated banking information to the carrier.
- **Transfer** - Select when you are already contracted with the carrier but want to transfer the contract to the agency whose account you are currently logged into.

Step 2: States & Products

Next, select the product type(s) you would like to sell, and the state(s) where you would like to be appointed for the carrier. Only states where you currently hold an active license are listed. Your resident state is tagged with a house icon. Then select **Next** to continue.

Contracting Requests > States & Products JB

1 Carrier & Request Type

2 States & Products

3 Training

4 Errors & Omissions

5 Carrier Questions

6 Questionnaire

7 Review & Sign

Select States & Products

Select Product

Fixed Life Fixed Annuity Accident and Sickness Med Supplements Disability

Long Term Care Variable Life Variable Annuity

Licensed States

<input checked="" type="checkbox"/> Ohio Surety Bail Bond, Accident & Health, Life, Casualty, Property, Variable	<input checked="" type="checkbox"/> West Virginia Surety
---	---

PREVIOUS → NEXT

Step 3: Training

On this step if there are any training requirements they will be shown at the top of the page. In the example below, the producer has already uploaded their AML training information which has satisfied the requirement for the carrier. If this information is missing and is required it will have to be fixed before you'll be able to proceed. You may use the [Training Concierge](#) to have SureLC automatically retrieve training information from the available providers. Select **Next** to continue.

Contracting Requests > Transamerica TLIC / TPLIC (Brokerage) > Training JB

⚠️ Please review the information on the Training screen. Select NEXT to confirm and continue.

Training Concierge

+ Add New Accounts

i Let our secure Training Concierge help prevent delays processing your contract request and new business submissions. Enter your credentials for any of the listed training providers and we'll monitor your accounts to retrieve any completed courses. We encrypt your info and only use it to apply training course info to your carrier contract submissions.

WebCE, Inc. LIMRA SuccessCE Sandi Kruike, Inc. QuestCE, Inc. A.D. Banker RegED, Inc. AHIPorg

AHIP (Medicare)

Anti-Money Laundering ✔️ QUEST CONTINUING EDUCATION SO... 08/01/2020

✔️ Transamerica TLIC / TPLIC (Brokerage) requires proof of AML training completion within 2 years prior to submitting new business for covered products.


PREVIOUS ➔ NEXT

Step 4: Errors & Omissions


Some carriers and agencies require producers to have Errors & Omissions insurance. In the following example, the producer already has an active E&O policy. When E&O coverage is required and no policy information has been added to the producer profile it can be added here. Review the information shown, make sure the requirements have been met, and then select **Next** to continue.

Contracting Requests > Transamerica TLIC / TPLIC (Brokerage) > Errors & Omissions JB

✓ Most carriers require E&O coverage. Please verify that the coverage shown below is correct.

 **Individual E&O Policy** ⋮
Active

Starting	08/01/2020	Policy#	EOC225445680	Case Limit	\$1,000,000
Expiration	08/01/2021	Certificate#	N/A	Total Limit	\$1,000,000
Carrier	Zurich American Ins Co				
Broker	CalSurance				

✓ E&O certificate is attached 

PREVIOUS → NEXT

Step 5: Carrier Questions

Review all of the carrier questions and provide answers as necessary. Required questions are shown in red. Once all the required questions have been answered, select **Next** to continue.

Contracting Requests > Miscellaneous JB

Please answer the remaining questions.

Carrier Questions

NEW BUSINESS: Do you have new business to submit? Yes No


COMPANY APPOINTMENT REQUEST (Select ALL that apply): Transamerica Casualty Insurance Company Yes No

COMPANY APPOINTMENT REQUEST (Select ALL that apply): Transamerica Life Insurance Company Yes No

COMPANY APPOINTMENT REQUEST (Select ALL that apply): Transamerica Financial Life Insurance Company Yes No

Have you been convicted of, or pled guilty or nolo contendere (no contest) to a felony or misdemeanor involving: insurance, investments or a related business, fraud, false statements or omissions, wrongful taking of property, or bribery, forgery, counterfeiting or extortion, or breach of trust? Yes No

Do you have any outstanding or unsatisfied collections, judgments and/or liens, including tax liens, totaling \$50,000 or more? Yes No



Step 6: Questionnaire


This step asks additional background-related questions that are required in order to submit a contracting request for the selected carrier. These questions provide important background information to the carrier about you (the producer). After reviewing ALL questions, select **Next** to confirm that all answers are current and accurate, and to continue.

Contracting Requests > Questionnaire JB

Please review the information on the Questionnaire screen. Select NEXT to confirm and continue.

Questionnaire

- 1 Have you ever been charged or convicted of or plead guilty or no contest to any Felony, Misdemeanor, federal/state insurance and/or securities or investments regulations and statutes? Have you ever been on probation? Yes No
- 2 Does any insurer, insured, or other person claim any commission chargeback or other indebtedness from you as a result of any insurance transactions or business? Yes No
- 3 Have you ever had an insurance or securities license denied, suspended, cancelled or revoked? Yes No
- 4 Has any state or federal regulatory body found you to have been a cause of an investment OR insurance-related business having its authorization to do business denied, suspended, revoked, or restricted? Yes No
- 5 Has any regulatory body ever sanctioned, censured, penalized or otherwise disciplined you? Yes No



Step 7: Confirm & Sign


On this final step you must review the completed forms. Scroll ALL the way down to the bottom of the page to enable the **Apply My Signature** button. Select the button to continue.

Note: Some carriers may have an additional Signature step that requires you to Review and Sign additional forms. Follow these same instructions on that page, if applicable.

Contracting Requests > Confirm & Sign JB

! Please read & scroll to the bottom of the screen. Select APPLY MY SIGNATURE to confirm and submit this request.

- 1 Carrier & Request Type
- 2 States & Products
- 3 Training
- 4 Errors & Omissions
- 5 Carrier Questions
- 6 Questionnaire
- 7 Review & Sign



Important Information

New Business Applications

To help expedite new business applications submitted simultaneously with agent appointment paperwork, please include the following information and return with your appointment paperwork.

Agent Name _____ JAMES A BROWN, Jr. _____

Client Name _____

Date new business application was signed _____

State in which the application was signed _____

State in which the client resides _____

Type of business written _____

Pre-Appointment States

The following states require an appointment at the time of solicitation:

PREVIOUS
APPLY MY SIGNATURE

Read the signature attestation and then select **Sign** to compete and submit the contracting request.

Contracting Requests > Confirm & Sign JB

! Select APPLY MY SIGNATURE to confirm and submit this request.

- 1 Carrier & Request Type
- 2 States & Products
- 3 Training
- 4 Errors & Omissions
- 5 Carrier Questions
- 6 Questionnaire
- 7 Review & Sign

10/3/2018

THAT THE ABOVE NAMED HAS COMPLETED

Anti-Money Laundering: Customer Identification Programs, Red Flags, Everyday Scenarios and Enforcement Cases (FE INT)

ing Course

ed Time


utes

or:

Education Solutions

erein has successfully completed the

the date as indicated.



Apply Your Signature

By selecting SIGN, I, JAMES BROWN, agree to adopt the electronic representation of my signature for all purposes when used on documents, including legally binding contracts, just the same as a pen-on-paper signature. I acknowledge that I am familiar with, and agree to be bound by, [SuranceBay's SureC™ SaaS Terms of Use](#).

Today's date - 11/24/2020

CANCEL
SIGN

PREVIOUS
APPLY MY SIGNATURE

Once the request is submitted you'll be taken back to the **At Producer** tab and the following message will be shown. You may choose to download a copy of the signed paperwork from here.

All Done

Thank you for your contracting request. It has been submitted and you will be contacted if anything further is necessary.
You can save a signed copy by clicking the 'Download' button below.

[NO, THANKS](#) [DOWNLOAD](#)