



Upon becoming appointed with ANY carrier, please ensure you do the following to be as successful as possible:

1. Read through ALL e-mail correspondence from the carrier and follow steps to ensure you receive all their alerts and communications.



2. Ensure you are using **Google Chrome** as your preferred browser.



3. Register as a producer on the carrier's agent portal site ASAP.



4. Login to the carrier agent site and begin familiarizing yourself with the tools to manage YOUR business.



5. Practice and review steps to complete electronic applications. Paper applications are quickly becoming OBSOLETE.



6. Take advantage of the FREE prospects we provide for you by completing our **Prospecting Information** form.



7. Ensure you are registered for our online quoting tool and app, **Resource for Rates**. And please reach out to your dedicated Marketer if you have questions about using the tool.



8. Take advantage of the marketing resources we provide you, by visiting our **Marketing Tools** page.

