



## SureLC Licensing Instructions for **First-Time Users:**

1. Go to the Contracting section of our website ([www.tbrins.com/contracting](http://www.tbrins.com/contracting)) and select the **New Agent** option.
2. On the next page select the **SureLC Login** button in the top header. This will open a new browser window.
3. You will need to click the **register New Account** option to set up a new account using your email address and a password you get to create.

(If you are familiar with this portal through another FMO's office, you must still set up a new account with a different password on this site.)
4. Once in the SureLC system, be sure to step through the online interview. There are sections in the lefthand toolbar to help guide you through your Profile information. Much of this information is automatically pulled from the NIPR registry of any licensed insurance agent.
5. Be sure each section has the correct information.
6. Pay close attention to your EFT, E&O, etc. information, making sure it is correct/up to date.
7. When all the sections are completed, click the **Contracting Requests** option in that left hand toolbar. Select the blue button to the right side to **Create Request**. The screen will refresh and you will need to click inside the blank box to **“select carrier”**. This will provide a drop-down list of carriers when you click into the blank box.

(If a carrier you want is not on that list, please contact your marketing rep in our office for additional instructions.)
8. Select only ONE carrier at a time and step through the short carrier-specific interview all the way to the end.
  - Simply click the “Next” button at the bottom of each section. At the very last screen for each carrier request, the system will ask you to Review & Sign the request. You **must scroll** to the very bottom of the documents being shown to you on the screen.
  - Once at the bottom of the document, you will be able to click the **“Apply my Signature”** option
  - The request is sent to our office for processing.