



SureLC Licensing Instructions for **Returning Users:**

1. Go to the Contracting section of our website (www.tbrins.com/contracting) and select the **Existing Agent** option.
2. On the next page select the **SureLC Login** button in the top header. This will open a new browser window.
3. Log in using your account information:
 - The User ID is the email address you would have used to create your account.
 - If you cannot remember your password, select the Password Reset feature.
 - The system will ask you to verify your identity with a few questions.
 - At one point in the process you will be asked to indicate where you would like a Verification Code sent (email or text). I highly recommend using the text option first but if you do not have a cell number in your account you will have to use the email version.
 - Enter in the Verification Code and you will be allowed to make a new password.
4. Once in the SureLC system, you will be in your **My Profile** section. You must make sure your information is all current – your Phone, Email, EFT and E&O information may have changed.
5. When you are confident that all your information is correct, click into the **Contracting Requests** section in the lefthand 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.
6. 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.