



SureLC Licensing Instructions

1. Go to the **Contracting Tools** section of our website and select the **SureLC** option in the top banner.
2. This will open a new browser window.
3. If this is the first time you have clicked this link, 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 use this portal through another FMO's office, you must set up a new account with a different password to be connected to our hierarchy and use this site.
 - If you already created an account but you may have forgotten your password, click the "recover password" option to reset the information.
4. Step through the online interview. There are sections in the lefthand toolbar to help guide you through your **Profile information**.
5. Pay close attention to your EFT, E&O, etc. information.
6. 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"**. A drop-down list of carriers will appear 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.)*
7. Select only **ONE** carrier at a time and step through the short carrier-specific interview.
 - Simply click the "Next" button at the bottom of each section.
 - At the very last screen for each carrier request, it 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.
 - Only then will you be able to click the **"Apply my Signature"** option.
 - The request is sent to our office for processing.