

# CONGRATULATIONS ON YOUR NEW NON- RESIDENT LICENSE!

Here are the steps to add a dropdown for your non-resident license:

## STEP 1: VERIFY

Before requesting a Non-Resident Dropdown, please reach out to your manager to verify that the entire hierarchy is licensed in the state for which you are requesting a Dropdown.

**PLEASE WAIT 72 HOURS AFTER RECEIVING YOUR NIPR APPROVAL BEFORE SUBMITTING THESE! The NIPR Approval Email is not an indication that the license is ACTIVE. The license must be ACTIVE on NIPR before Licensing can proceed with processing the Appointment Request and Dropdown.**

## STEP 2: SUBMIT YOUR REQUEST ON THE ARC (WHEN APPLICABLE)

- [https://arc.ailife.com/Agency\\_appt1.aspx](https://arc.ailife.com/Agency_appt1.aspx)
  - Login: AIL
  - Password: gamespeed23!
- Click Agency on the left.
- Scroll towards the bottom of the page to find the below link to add your appointment.
- Click this link:
  - [Electronic Appointment](#) (Excluding FL)
- For FL, you can skip this step.

## STEP 3: SUBMIT YOUR REQUEST ON THE DROPDOWN REQUEST

Complete the JotForm Request by using the link: [Drop Down Request Form](#).

- **Please only submit one form per request.**
- **Ensure accuracy: First/Last Name, Agent Number, License Number MUST be accurate.**
- **DON'T FORGET: Put your NON-RESIDENT license number on the Jot form, NOT your resident license number. Also, select the NON-RESIDENT state you are requesting, NOT your resident state.**

## STEP 4: AIL LICENSING TEAM ISSUES THE DROPDOWN

Update eApp daily to see if your requested dropdown is showing.

- If after 5 business days you are still not seeing the dropdown, please follow up with [altiglic@ailife.com](mailto:altiglic@ailife.com) and specify the full name and the state requested in the email.