Step-by-step: Agent Re-Appointments with Insurance Carriers

Prior to submitting forms to change the broker dealer, the Financial Advisor must be registered with Level Four and Re-Appointed with the annuity company in question.

1. **<u>AGENT WITH LEVEL FOUR</u>**: Log in using your Sure LC User ID (typically emailed to you) & Password (if you don't know it select "Password Recovery" and it will walk you through recovery).

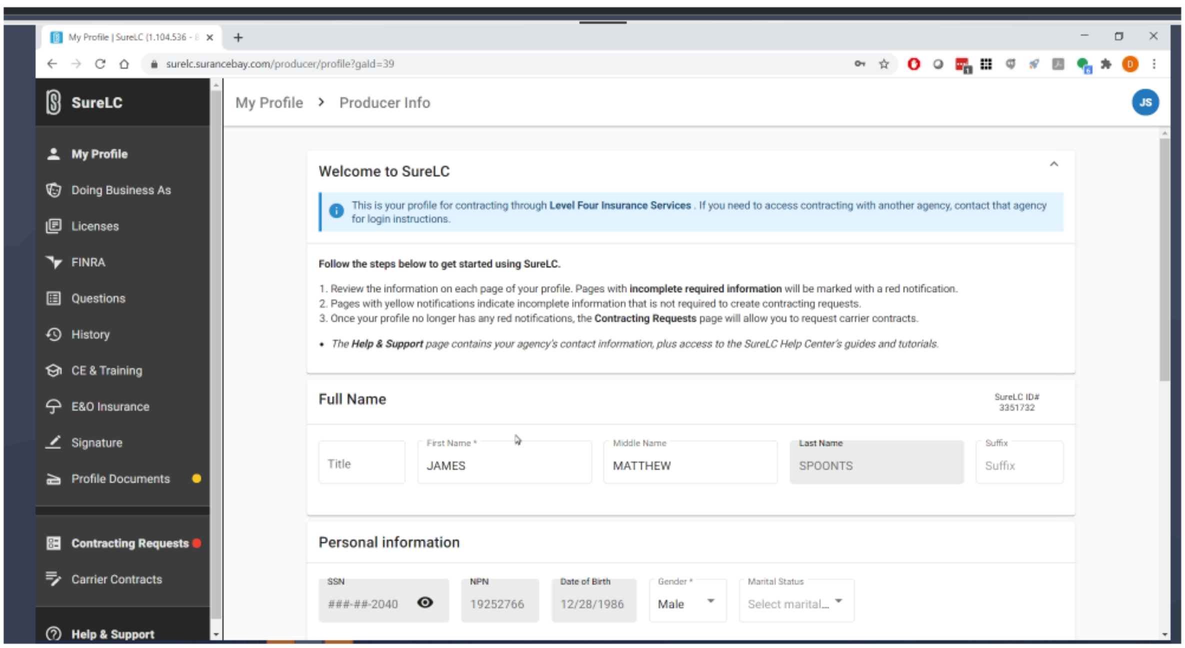
2. **<u>Complete "MY PROFILE" sections</u>**

   Walk through each tab of the My Profile and complete any missing information.

   a. Make sure all information is correct on each tab, if not, correct it by clicking on the "lock" picture or simply typing in the box. Move to the next tab, and continue reviewing information

   b. If a tab has a yellow or red dot, you will be prompted to input data or take action.

   c. THE SYSTEM WILL NOT ALLOW YOU TO REQUEST AN APPOINTMENT IF ANY TAB HAS A RED DOT



TAB NOTES:

- **Doing Business As**
  - Select License Only Agent
- **Licenses**
  - License information will pull in automatically
- **FINRA**
  - If you answer yes to Registered Rep question, system will search automatically for the information

- **Questions**
  - These are standard contracting questions. Must answer all.
- **History**
  - Optional section

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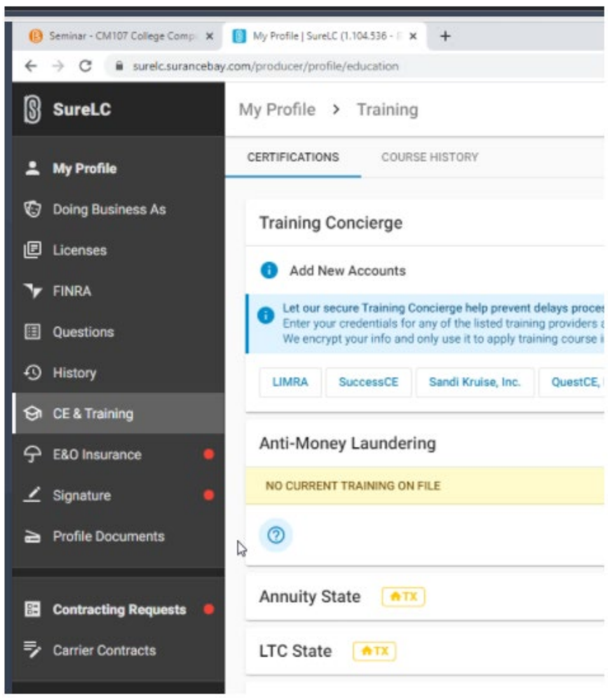
- **CE & Training**
    - Enter NPN (or NIPR) number.
    - Select where you received your CE credits
    - Information automatically pulls into system
- **E & O Insurance**
    - Has already been entered into the system by LFIA.
- **Signature**
    - Follow instructions
- **Profile Documents**
    - Area to upload any requested documents

Note: Anti-Money Laundering AML information is being input by LFIA.



AUTHORIZATION/ Signature Section

Option 1: Physically sign the Agent Signature document, use this link to download and print the form https://levelfourinsurance.com/download/signature-authorization or use the "forms" button inside the Scan tab. Scan it into your computer, and manually attach it within the SCAN tab where all documents are stored.

Option 2: Use your mouse to create an e-signature in the SureLC database.

- Select the "Scan" tab along the bottom
- Select the "Signature Capture" tab
- Read and accept the signature authorization disclaimer
- Click on "add signature"
- Hold down the left mouse button and draw signature. Once you are finished, click "Done".

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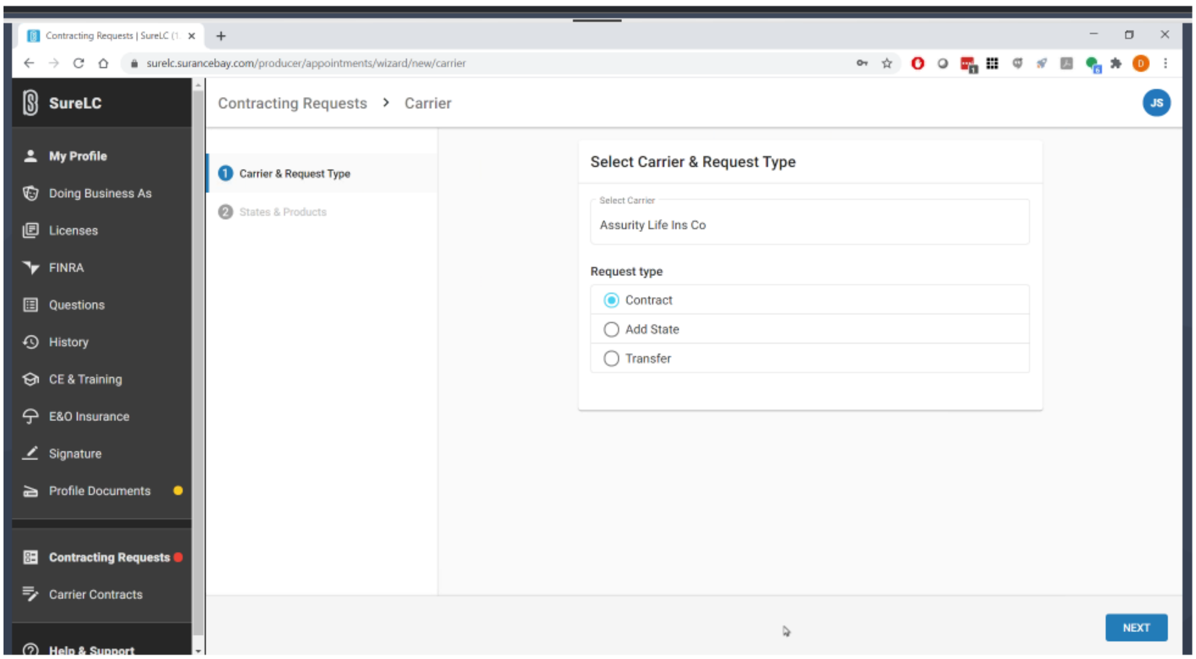
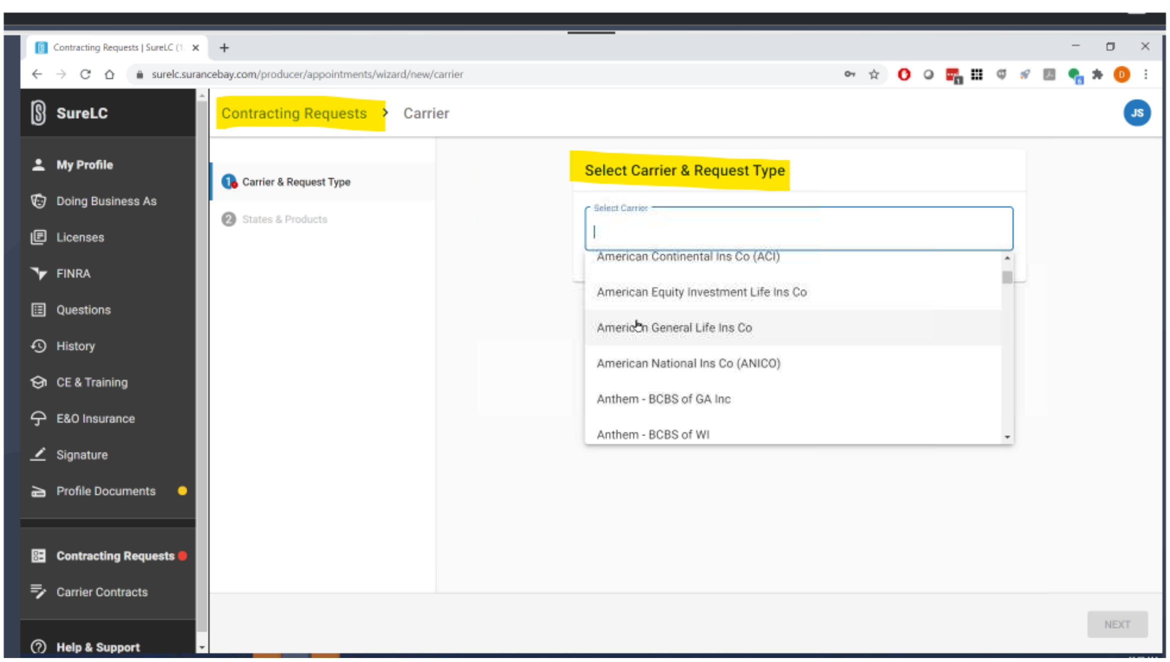
3. **<u>Complete "CONTRACTING REQUESTS" section</u>**

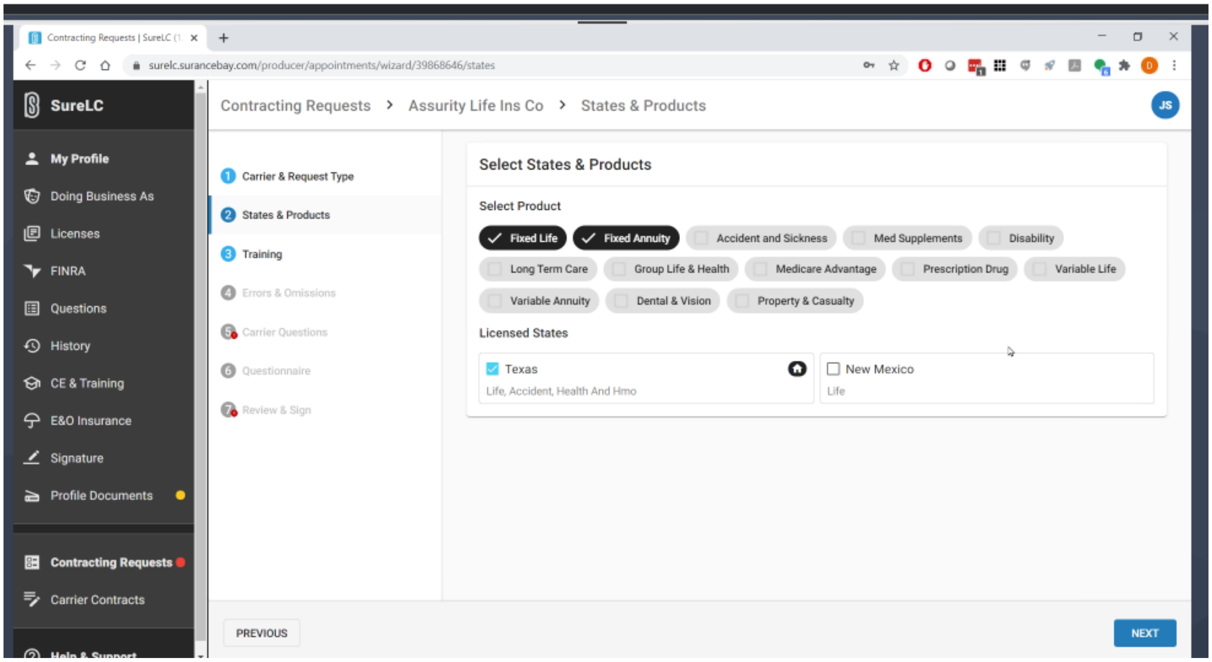
Select "Contracting Requests"

a. Select "New Request" (In the top right-hand corner). Request type will be "Contract"
b. Select the Carrier you want to be contracted with (only 1 carrier at a time)





c. Select Products and States you want to be contracted with for that Carrier

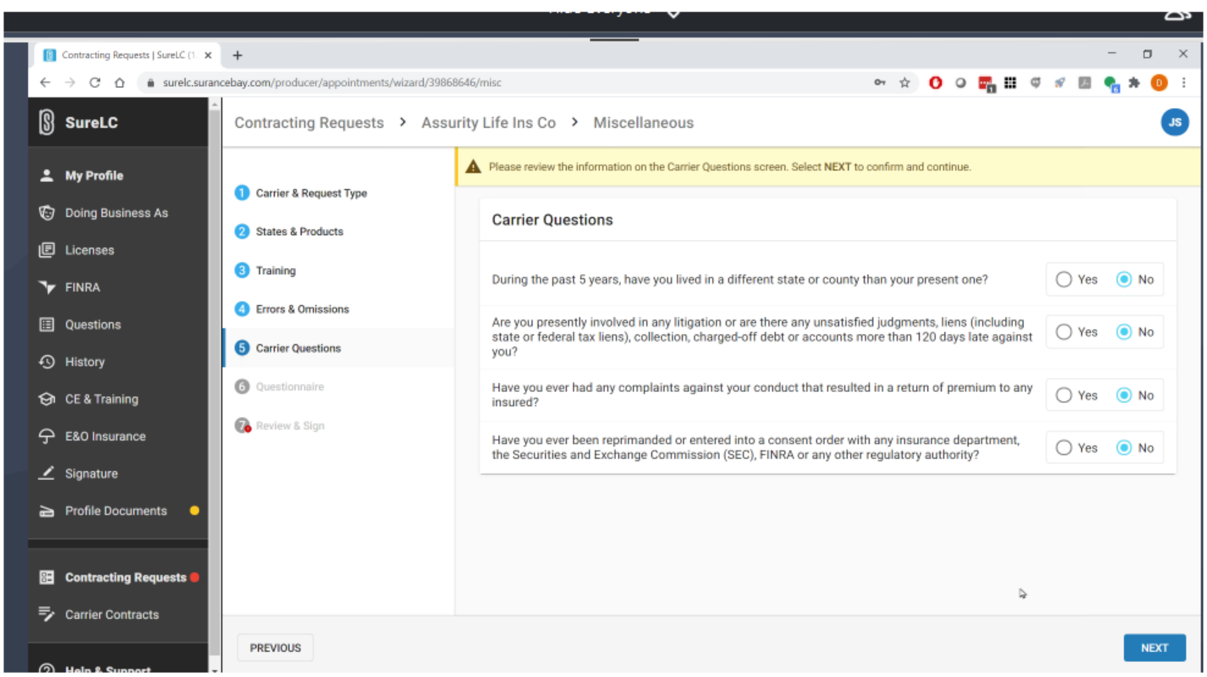


d. Follow the prompts to complete Errors and Omissions

e. Answer Carrier Questions

This section may be different from Carrier to Carrier.

f. Answer Questionnaire



4. **<u>Review and Sign</u>**

- REVIEW THE CONTRACT YOU HAVE PROCESSED.
- Scroll down page to Confirm
- Select “Apply my signature”
- At this point you will see “Thank you for your appointment request. It has been submitted and you will be contacted if anything further is necessary”.
- Select “OK”

5. **Repeat Steps 5 and 6** for each Carrier

If you have any questions or need assistance in completing please contact the Contracting Department at Level Four Insurance Agency
800-460-5567