

New Agent Checklist - All boxes must be checked off and completed.

This checklist sheet is here to help you get going as quickly as possible.

- Complete your Initial Onboarding using the HCMS Support email you just received.
***Must be done within 24 hours of receiving email. [Click Here To Look Up Your NPN #](#).*

- After completing your initial HCMS onboarding, log into <http://FFL-Chims.com> using your email and the password that you just created. Once logged in, go to NLC and fill out your profile information that will be needed to submit your contracting to our carriers.

- Within 2-3 days of submitting your contracting to the carriers, log back into NLC and check the status. You can also call the carriers directly to check the status.

- Download and Join our Discord Team Group chat: <http://FFLDiscord.com>
***When you are signing up, please be sure to input your First & Last name in the Nickname section. You can also edit this in your Server Profile settings.*

- Buy Leads and/or schedule a Lead Strategy call within the first 7 days.

- Get Phone Burner: <https://www.phoneburner.com/homepage/insurance-team/index>

On the following pages are a Detailed Guide for everything that's needed to get you started.

If you need any assistance, please reach out to the person who sent you this Onboarding Package, or send an email to our contracting department at the email below.

Contracting Support
Admin@FFL140.com

First Steps To Getting Started With Family First Life

This information will guide you through getting started.

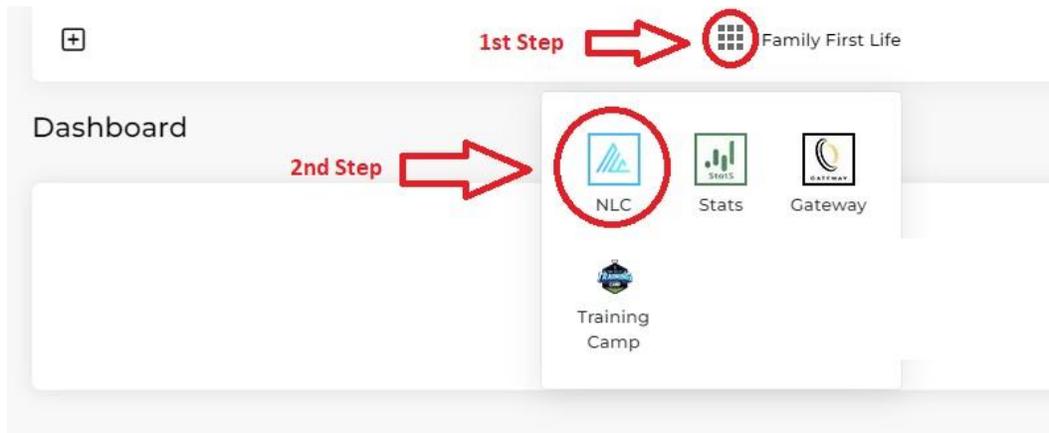
First thing is, look out for an email from: **Support HCMS - Titled: Onboarding New Agent.**

1 - Complete your Initial Onboarding using the HCMS Support email you just received. You will need to have your **National Producer Number (NPN)**. [Click Here To Look Up Your NPN #.](#)

****Must be done within 24 hours of receiving email.**

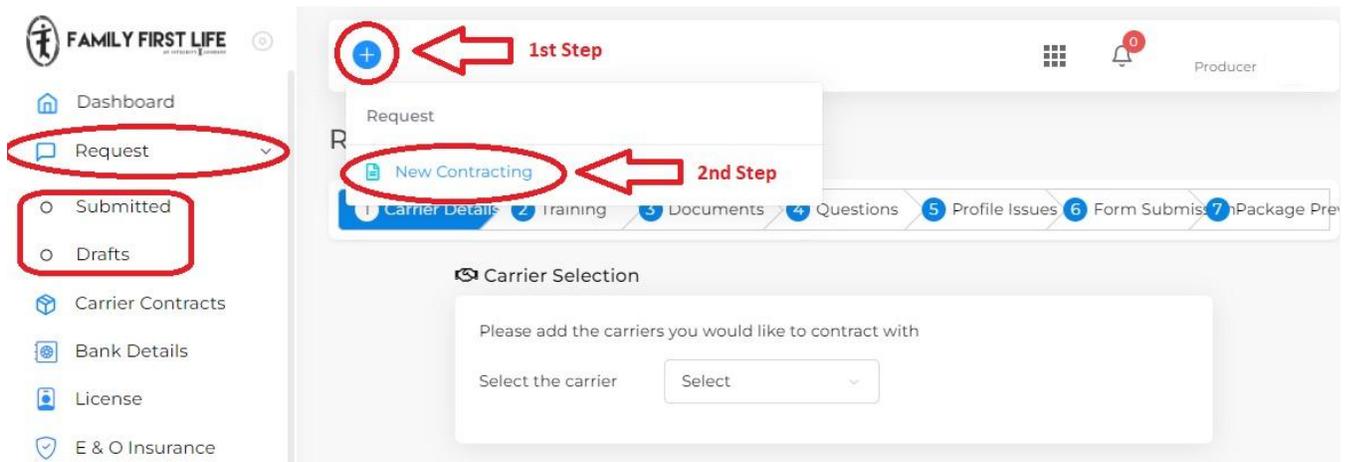
2 - After completing your initial HCMS onboarding, log into <http://FFL-Chims.com> using your email and the password that you just created. Once logged in, go to **NLC** and fill out your profile information that will be needed to submit your contracting to our carriers.

**** See picture below for illustration.**



3 - **After you have fully completed your profile information inside of NLC**, then you will be submitting your contracting to our 4 top carriers. This will also be done through NLC.

**** See picture below for illustration.**



It's Important to note, that the Carrier Requests have to be submitted 1 at a time.

****Also, for American Amicable AML training see below.**

These are the 4 carriers you will be submitting through NLC:

1) Americo

Used for: Term & Final Expense

2) American Amicable

Used for: Term & Final Expense

3) Mutual Of Omaha

Used for: Term, Final Expense, IUL's & Accidental Death

4) Corebridge (Formerly known as AIG)

Used for: Final Expense & Guaranteed Issue Final Expense

Those first 4 will be good enough to get you going right away.

You will need to have these items in order to complete your contracting with are carriers:

1 - E&O Coverage - You can use any company, however, here is a great recommendation:

CalSurance - <https://calsurance.com/lh>

They have great low prices & they get you a Certificate of coverage very quickly.

2 - Voided Check - So the carriers can directly deposit your commissions into your bank.

3 - Anti Money Laundering Training (AML)

If you have not yet completed this in the last 2 years, it will need to be completed.

You can complete this through various sources such as: <https://www.limra.com/>

For **American Amicable**, you will need to complete a separate **AML Training** through this link: <https://www.occidentallife.com/internet/aml/amllogon.php>

****Once you have completed this AML training for American Amicable, you can upload it on the NLC portal through the American Amicable contracting request.**

****Final Note:** Once everything has been completed, please reach out to the person who recruited you to our company and ask them for the next steps to get you going ASAP.

Welcome To Our Team!

Here are some very helpful links that you will need to save and use:

- 1 - Our Team's Training Website: [FFLQuickStart.com](https://www.fflquickstart.com)
- 2 - FFL Training Bootcamp: <https://usa.fflusa.com/bootcamp>
- 3 - FFL Training Videos: <https://www.youtube.com/c/FFLUSA/videos>
- 4 - FFL CRM: <https://FFL-CRM.com>