SURELC ONLINE CONTRACTING OVERVIEW

ISN utilizes an online contracting program named *SureLC*, a licensing and contracting automation software system. At some point in your career, you will likely need to be contracted with multiple insurance carriers to sell their products. Rather than manually filling out each insurance carrier's contracting paperwork, *SureLC* will automate this process.

You set-up your profile in *SureLC* one time

When you need an appointment with a new insurance carrier, *SureLC* automates this process for you and/or your agency. All the pertinent information input in this program is saved including the attachments, *i.e.* copy of your Errors & Omissions (E&O) Policy Declaration Page, state license(s), void check, CE training certificates, Anti-Money Laundering (AML) Certificate of Completion, etc.

In order to access *SureLC*, please follow the below steps:

1. Go to the SureLC link at https://surelc.surancebay.com/sbweb/agency/110

2. Click on "New User"

3. Register

Once you register, you can begin to enter your information and upload your attachments. *SureLC* needs your signature on the required documents*. Once you set up your profile in SureLC, we will be able to generate all the requested contracting paperwork and send it to the carrier(s) for processing.

Note: The ***Electronic Signature Page*** and the ***Credit Report Authorization Page*** are required documents that you must sign and have uploaded into ***SureLC.*** Failure to sign and upload these documents to your profile will inhibit us from producing your contracting paperwork.

If you should have any questions or concerns please contact our Licensing Team
at 760.930.9191 option 3 *or* email us @ licensing@teamisn.com