Welcome to Exclusive Insurance Brokerage

Welcome to Exclusive Insurance Brokerage! We're excited to partner with you as you begin your journey with our organization. This comprehensive onboarding guide has been designed to streamline your licensing and contracting process, ensuring you can start writing business quickly and efficiently. Our team is committed to providing you with the support and resources you need to succeed in today's competitive insurance marketplace.

At Exclusive Insurance Brokerage, we understand that time is your most valuable asset. That's why we've partnered with SureLC, a cutting-edge 1-Time Licensing Platform that revolutionizes how independent agents and brokerages manage carrier appointments. Gone are the days of drowning in paperwork and spending hours filling out redundant forms for each individual carrier. Our streamlined approach means you'll invest just 10 minutes in setting up your initial profile, and adding subsequent carriers takes a mere 1-2 minutes each.

This guide covers everything you need to know: from creating your SureLC account and submitting carrier appointment requests, to understanding the specific requirements for writing annuities and life insurance products. We've also included comprehensive checklists to ensure you're fully compliant before taking applications, protecting both you and your clients. Whether you're new to the industry or an experienced professional transitioning from another BGA, this document will serve as your roadmap to a successful partnership with Exclusive Insurance Brokerage.

SureLC Platform Setup & Carrier Appointments

The SureLC platform represents a quantum leap forward in insurance licensing efficiency. This innovative system eliminates the traditional mountain of paperwork associated with carrier appointments, replacing it with an intelligent, automated process that respects your time and simplifies your administrative burden. The platform securely stores your credentials, certificates, and documentation, then automatically populates carrier-specific forms with your information—dramatically reducing redundancy and the potential for errors.

01

Click here to Access Sure LC Registration

This unique URL ensures your contracts are properly processed underExclusive's hierarchy. Even if you've previouslyworked with another BGA using SureLC, you must register through this specific link to establish your relationship with Exclusive Insurance Brokerage.

02

Create Your New Account

Click the **REGISTER NEW ACCOUNT** hyperlink located at the bottom of the login page. Complete the registration form with your license information, contact details, and professional credentials. The system will guide you through each required field, ensuring nothing is overlooked.

03

Upload Essential Documents

During setup, you'll upload key documents including your Errors & Omissions (E&O) insurance certificate, Anti-Money Laundering (AML) certificate, banking information for commission deposits, and continuing education certificates where applicable. SureLC encrypts and securely stores these documents for future use.

04

Submit Carrier Requests

Navigate to **Contracting/Requests** on the left sidebar, then click **Create Request**. Browse the available carrier list and select any carrier with whom you wish to be appointed. The platform automatically attaches your pre-loaded documents and submits the request to Exclusive for processing.

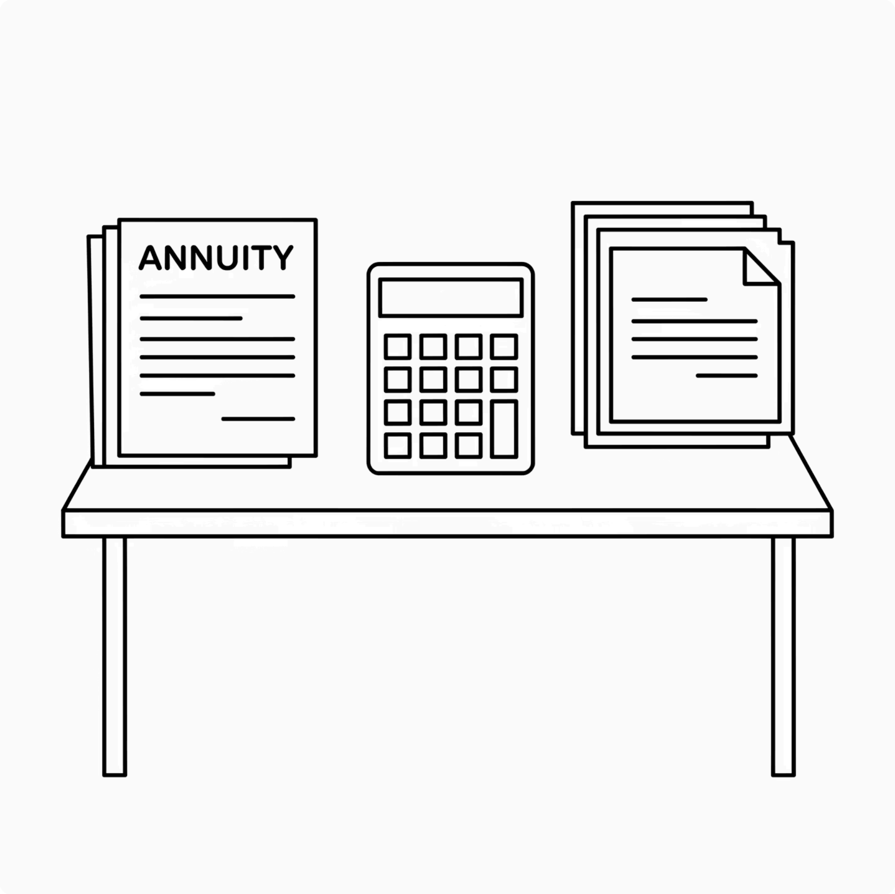
Once you submit a carrier appointment request, our licensing team receives immediate notification and begins processing your application. The typical turnaround time varies by carrier, but most appointments are completed within 5-10 business days. You'll receive email updates throughout the process, and you can check the status of any pending request directly within your SureLC dashboard. This transparency keeps you informed and allows you to plan your business development activities accordingly.

The beauty of the SureLC system becomes even more apparent when adding additional carriers. After your initial setup, requesting new appointments takes only 1-2 minutes because all your documentation is already on file. Simply select the new carrier, review the pre-populated information for accuracy, and click submit. The platform handles the rest, including attaching the appropriate documents and routing the request through proper channels. This efficiency allows you to expand your product portfolio rapidly as market opportunities arise.

Pre-Application Compliance Checklists

Before taking any application, it's absolutely critical that you verify your compliance status. These checklists serve as your final quality control step, protecting you from compliance violations, carrier chargebacks, and potential licensing issues. Completing business without proper appointments or current continuing education can result in significant financial penalties and damage to your professional reputation. Take a moment to review these requirements carefully before every application.

Writing Annuities Checklist



Annuity products require specific licensing and training credentials. Review each item below to ensure full compliance:

- **State Licensing:** Confirm you hold a current insurance license in the state where the client resides and where the application will be submitted.
- **Annuity CE Current:** Verify your Annuity Continuing Education credits are up to date in the application state. Many states require state-specific annuity training hours.
- **Product Training Complete:** Ensure you've completed any product-specific training required by the carrier. Most carriers mandate training before writing their products.
- **AML Certificate Current:** Your Anti-Money Laundering certification must be current and on file. AML training typically requires renewal every two years.
- **Active Carrier Appointment:** Confirm you have an active appointment with the specific carrier through Exclusive Insurance Brokerage. If you've written with this carrier through another BGA within the last 6 months, a transfer form may be required.

> **Green Light Status:** If all items above are confirmed as complete and current, you're ready to take the application and submit business!

Writing Life Insurance Checklist

Life insurance applications have distinct compliance requirements. Verify each element before proceeding:

- **State Licensing:** Confirm you hold a current life insurance license in the state where the client resides and where the application will be submitted.
- **CE Requirements Current:** Verify your general Continuing Education credits are up to date in the application state. Requirements vary significantly by state.
- **Health Line of Authority:** If the policy includes a Long-Term Care (LTC) rider or any health-related benefits, confirm your license includes a Health Line of Authority. Not all life licenses automatically include this.
- **AML Certificate Current:** Your Anti-Money Laundering certification must be current and properly filed with Exclusive Insurance Brokerage.
- **Active Carrier Appointment:** Confirm you have an active appointment with the specific carrier through Exclusive. Recent transfers from another BGA may require additional documentation.

> **Green Light Status:** When all requirements above are satisfied, you have the green light to take the life insurance application and submit for processing!

Questions About Licensing?

Brett Romero is your dedicated licensing specialist at Exclusive Insurance Brokerage. He's here to answer questions about carrier appointments, state licensing requirements, continuing education, and any other compliance-related concerns.

Email: brett@exclusivebga.com

Phone: 619-709-7024

Don't hesitate to reach out before submitting business if you have any uncertainty about your compliance status. Brett and his team are committed to ensuring you have everything you need to write business confidently and compliantly.

At Exclusive Insurance Brokerage, your success is our success. We've invested in the SureLC platform and developed these comprehensive resources because we believe in empowering our agents with the tools and knowledge they need to thrive. As you move forward in your partnership with us, remember that our licensing and support teams are always available to assist you. We're not just a brokerage—we're your business partner, committed to helping you grow your practice while maintaining the highest standards of compliance and professionalism. Welcome aboard, and here's to a successful and prosperous partnership!