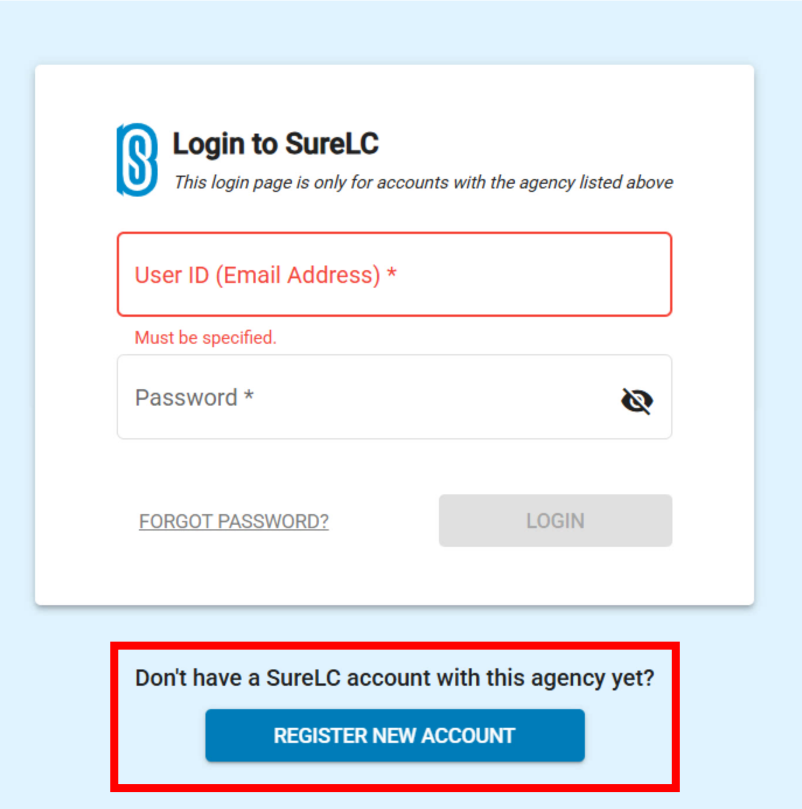
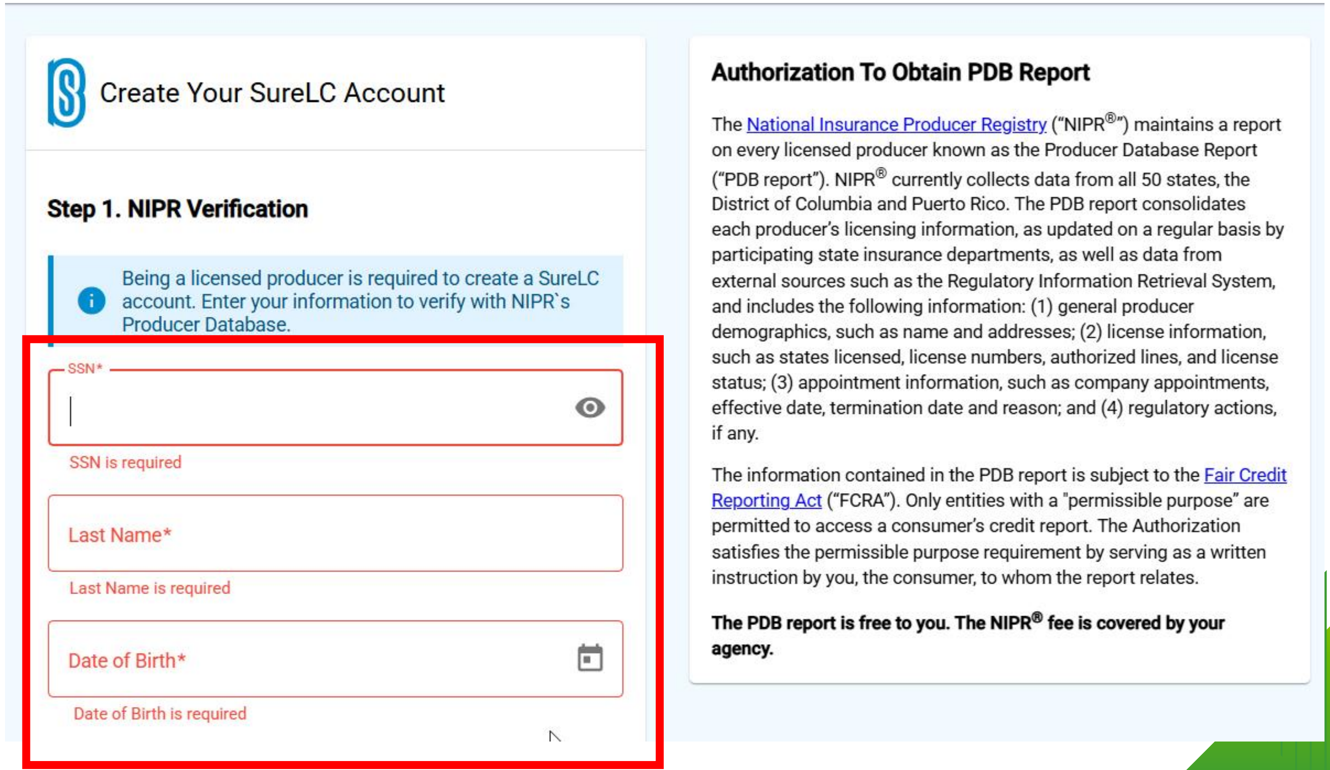
NLG Contracting Tips - SureLC

Step 1: Register

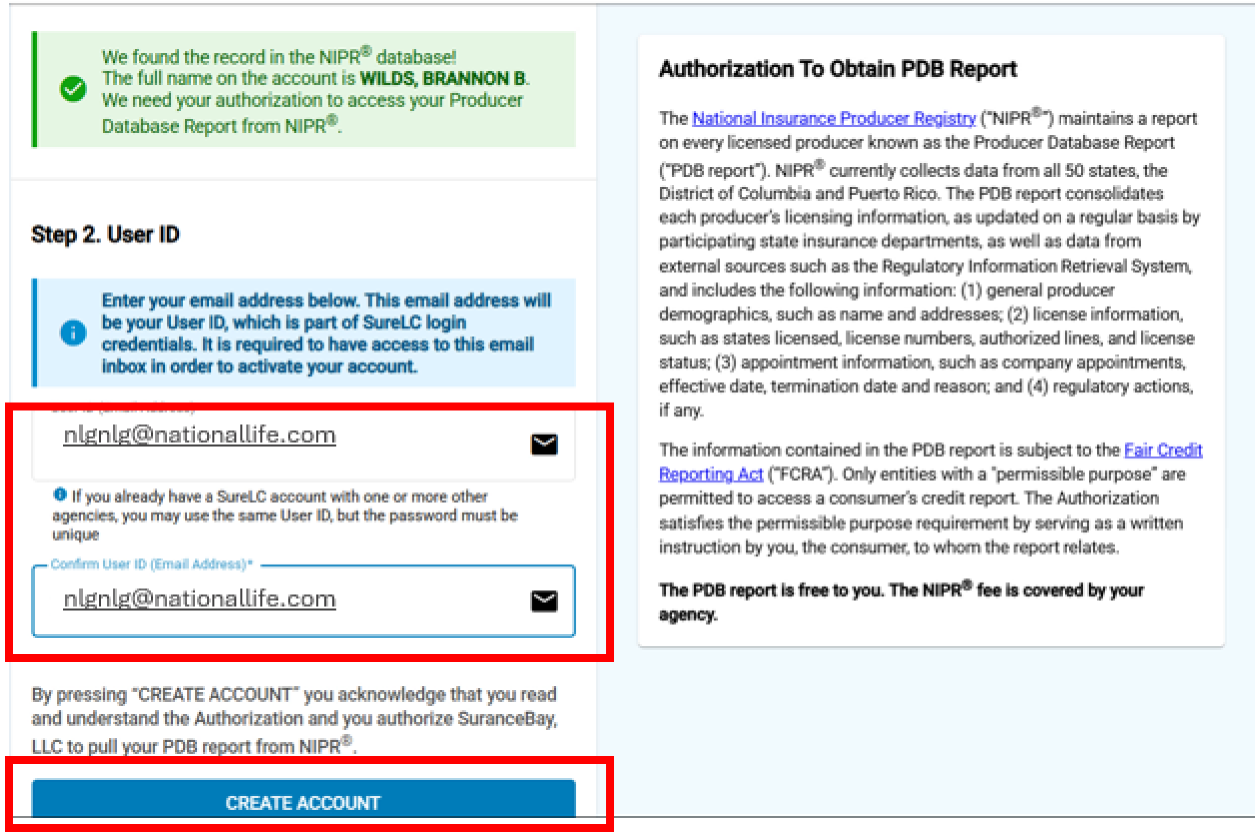
- You MUST have an active agent license to complete contracting.
- Use the link provided by your agency or if you received an email from SureLC, move to Step 3.
- Click Register New Account.
- Enter your Social Security Number, Last Name and Date of Birth to complete NIPR Verification.

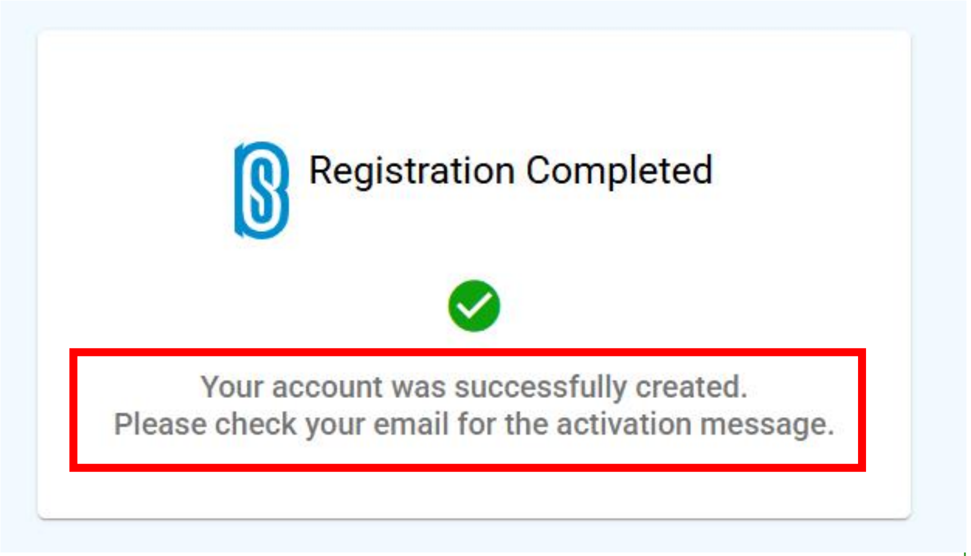




Step 2: Create Account

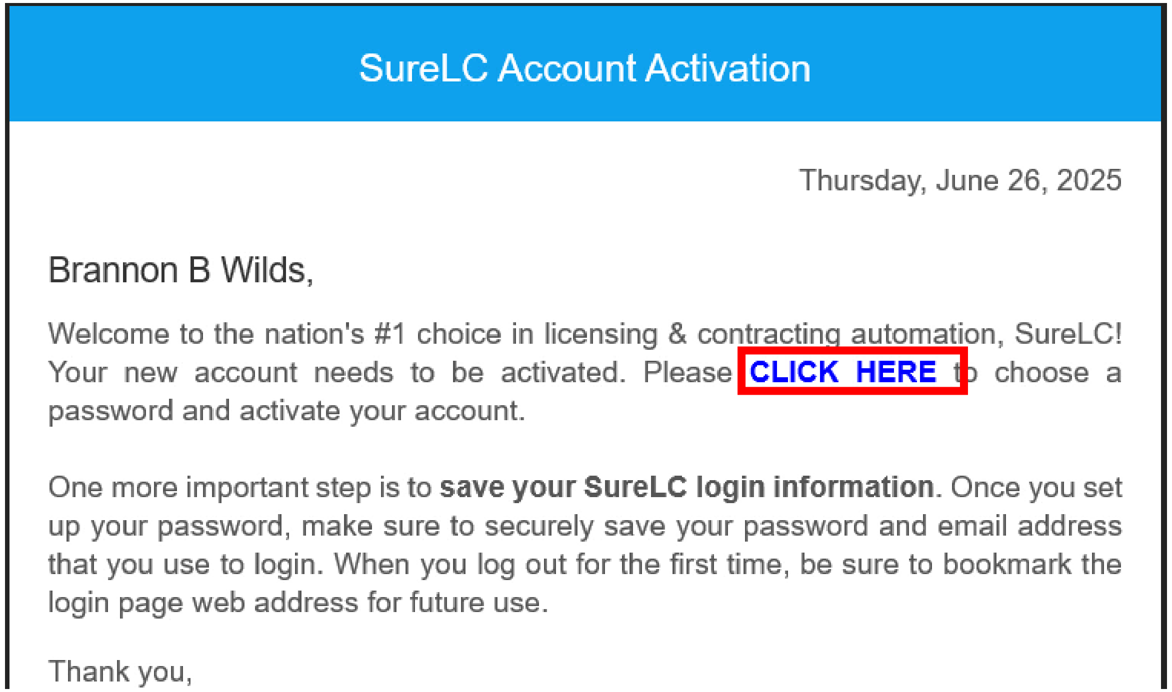
- Enter your email address.
- Confirm your email address.
- Click Create Account. You will receive an email from SureLC with directions to activate your account.





Step 3: Activate your Account

- In the SureLC email, CLICK HERE to activate your account
- Enter and confirm your email address
- Click Save Password


SureLC Account Activation

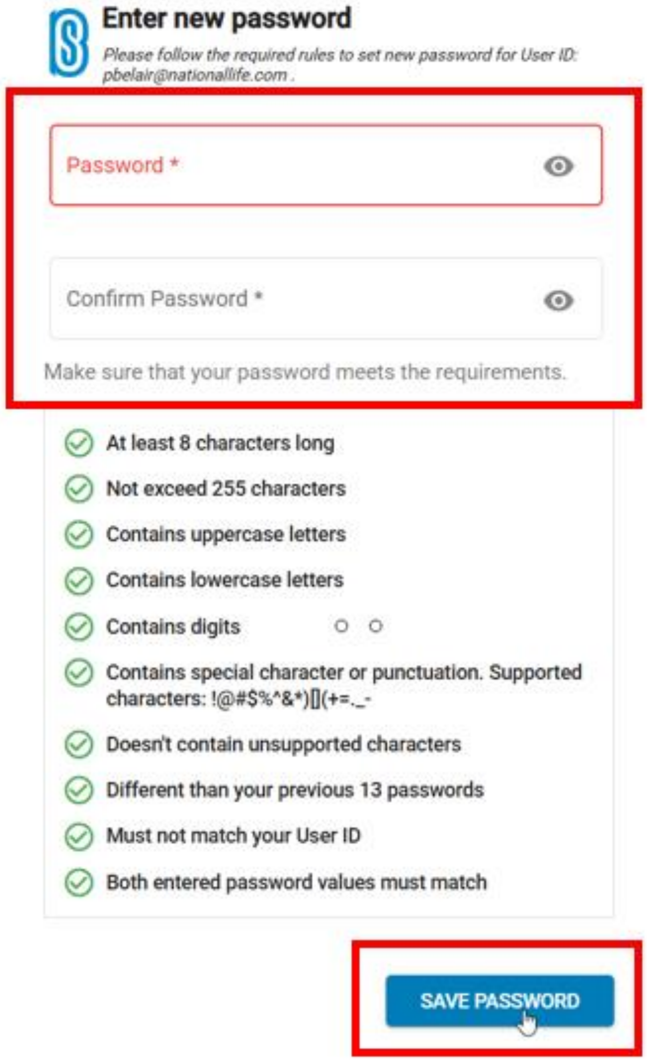
Thursday, June 26, 2025

Brannon B Wilds,

Welcome to the nation's #1 choice in licensing & contracting automation, SureLC! Your new account needs to be activated. Please **CLICK HERE** to choose a password and activate your account.

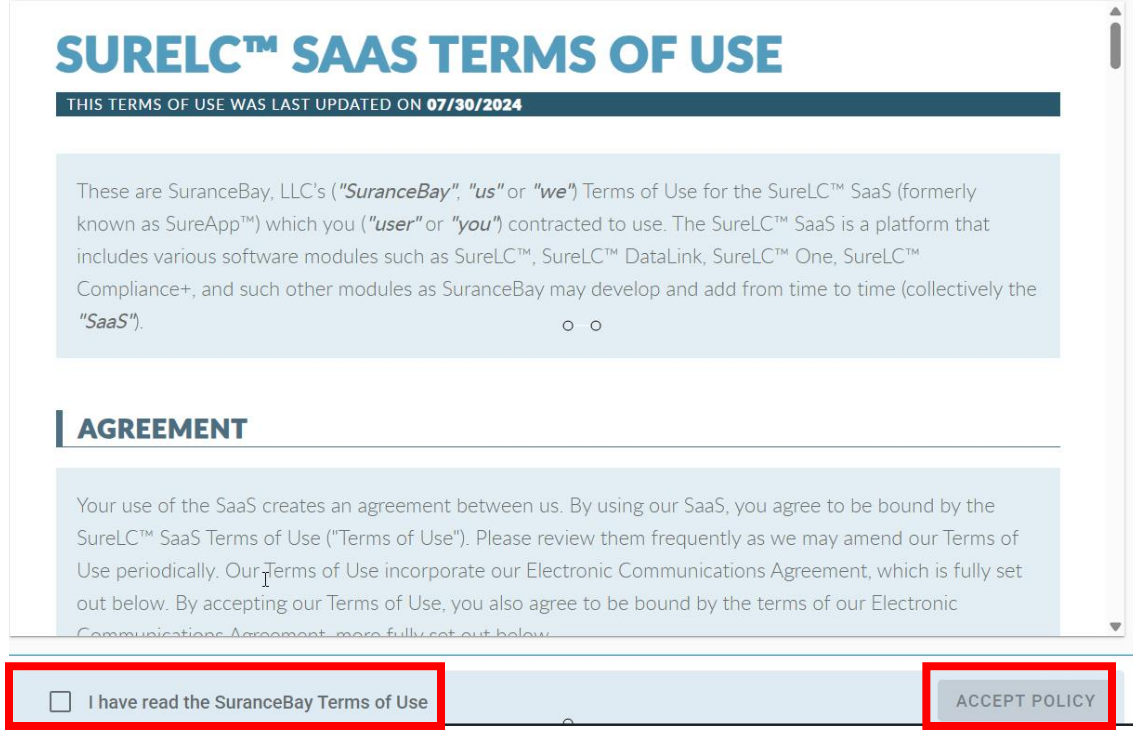
One more important step is to **save your SureLC login information**. Once you set up your password, make sure to securely save your password and email address that you use to login. When you log out for the first time, be sure to bookmark the login page web address for future use.

Thank you,



Step 4: Accept the Terms of Use and Privacy Policy

- Scroll to review the Terms of Use and the Privacy Policy
- Check the box and click Accept Policy



SURELC™ SAAS TERMS OF USE

THIS TERMS OF USE WAS LAST UPDATED ON **07/30/2024**

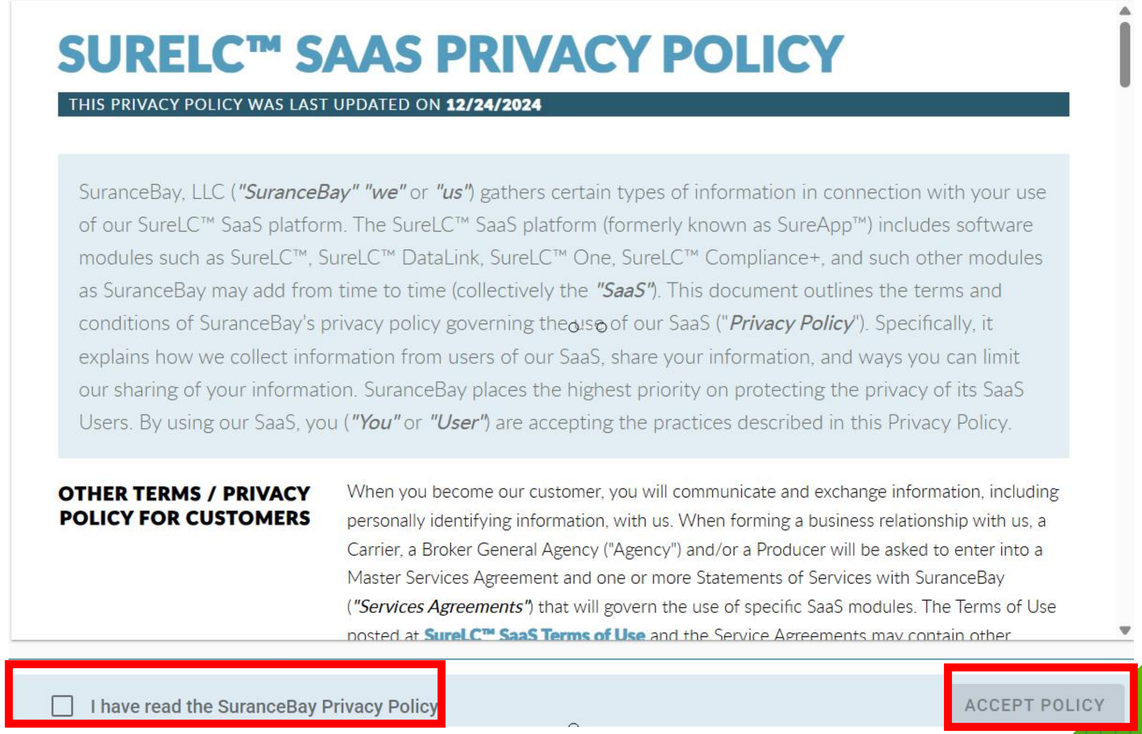
These are SuranceBay, LLC's (*"SuranceBay"*, *"us"* or *"we"*) Terms of Use for the SureLC™ SaaS (formerly known as SureApp™) which you (*"user"* or *"you"*) contracted to use. The SureLC™ SaaS is a platform that includes various software modules such as SureLC™, SureLC™ DataLink, SureLC™ One, SureLC™ Compliance+, and such other modules as SuranceBay may develop and add from time to time (collectively the *"SaaS"*).

AGREEMENT

Your use of the SaaS creates an agreement between us. By using our SaaS, you agree to be bound by the SureLC™ SaaS Terms of Use ("Terms of Use"). Please review them frequently as we may amend our Terms of Use periodically. Our Terms of Use incorporate our Electronic Communications Agreement, which is fully set out below. By accepting our Terms of Use, you also agree to be bound by the terms of our Electronic

I have read the SuranceBay Terms of Use

ACCEPT POLICY



SURELC™ SAAS PRIVACY POLICY

THIS PRIVACY POLICY WAS LAST UPDATED ON **12/24/2024**

SuranceBay, LLC (*"SuranceBay"* *"we"* or *"us"*) gathers certain types of information in connection with your use of our SureLC™ SaaS platform. The SureLC™ SaaS platform (formerly known as SureApp™) includes software modules such as SureLC™, SureLC™ DataLink, SureLC™ One, SureLC™ Compliance+, and such other modules as SuranceBay may add from time to time (collectively the *"SaaS"*). This document outlines the terms and conditions of SuranceBay's privacy policy governing the use of our SaaS (*"Privacy Policy"*). Specifically, it explains how we collect information from users of our SaaS, share your information, and ways you can limit our sharing of your information. SuranceBay places the highest priority on protecting the privacy of its SaaS Users. By using our SaaS, you (*"You"* or *"User"*) are accepting the practices described in this Privacy Policy.

OTHER TERMS / PRIVACY POLICY FOR CUSTOMERS

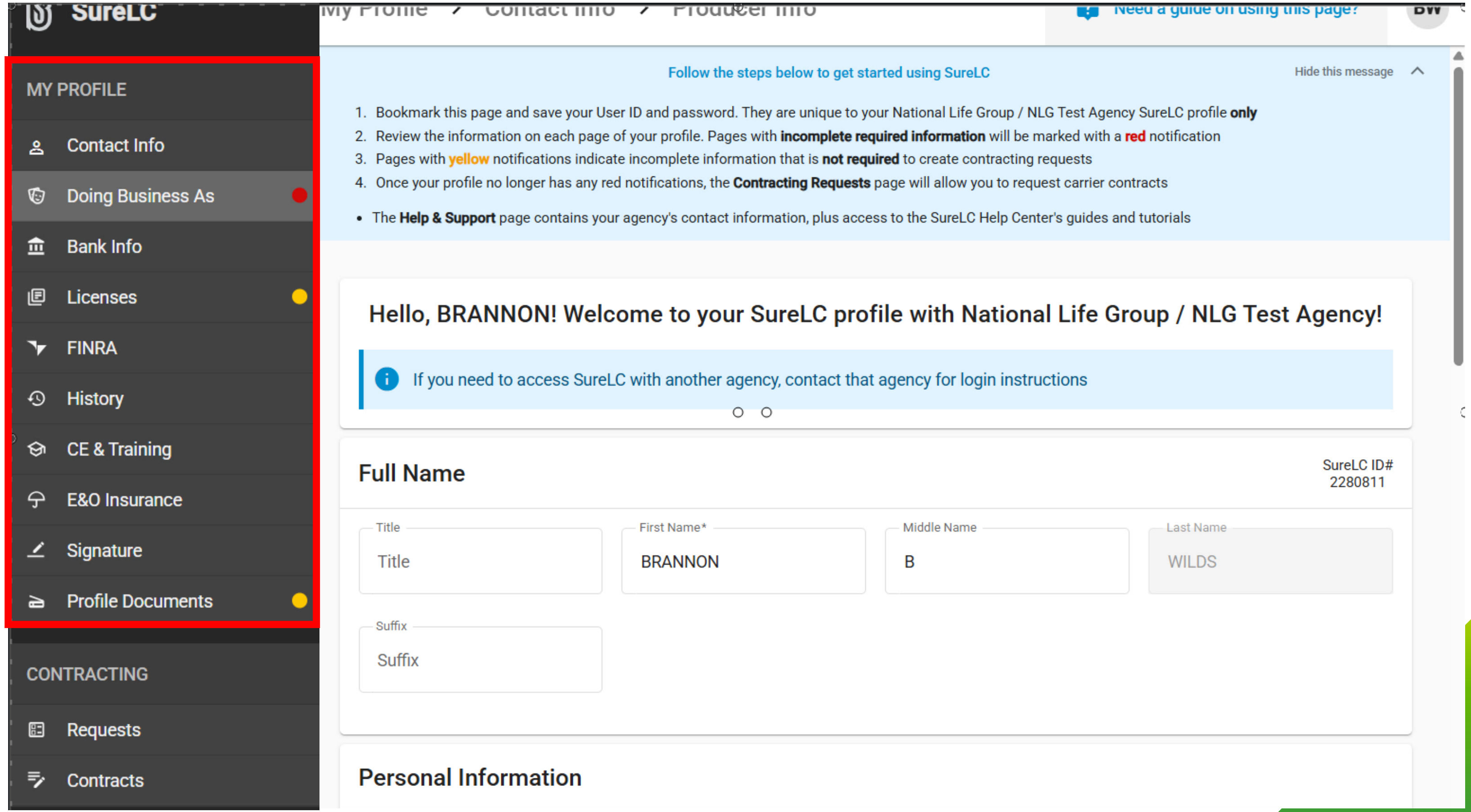
When you become our customer, you will communicate and exchange information, including personally identifying information, with us. When forming a business relationship with us, a Carrier, a Broker General Agency ("Agency") and/or a Producer will be asked to enter into a Master Services Agreement and one or more Statements of Services with SuranceBay (*"Services Agreements"*) that will govern the use of specific SaaS modules. The Terms of Use

I have read the SuranceBay Privacy Policy

ACCEPT POLICY

Step 5: Complete Your Profile

- Complete your profile using the left navigation.
- Sections with a red dot are required; sections with a yellow dot are optional.
- Fields highlighted in red are required; all other fields are optional.



Step 5: Complete Your Profile - Tips

- **Contact Info** tab: you will see that the NIPR search has pulled in your contact information. You may edit this information, if needed.

- **Doing Business As** tab: you will indicate if you are doing business as: an Individual, a licensed Business Entity that commissions will be paid to, or a Licensed Only Agent (LOA).

- **Bank Info** tab: you can enter your banking information and/or add a copy of your check.

- **Licenses** tab: will show your active and inactive licenses as provided by the NIPR search.

- **FINRA** tab: if you are a registered representative with FINRA, click yes and complete the questions. Otherwise, click No.

- **History** tab: is not required for National Life Group contracting.

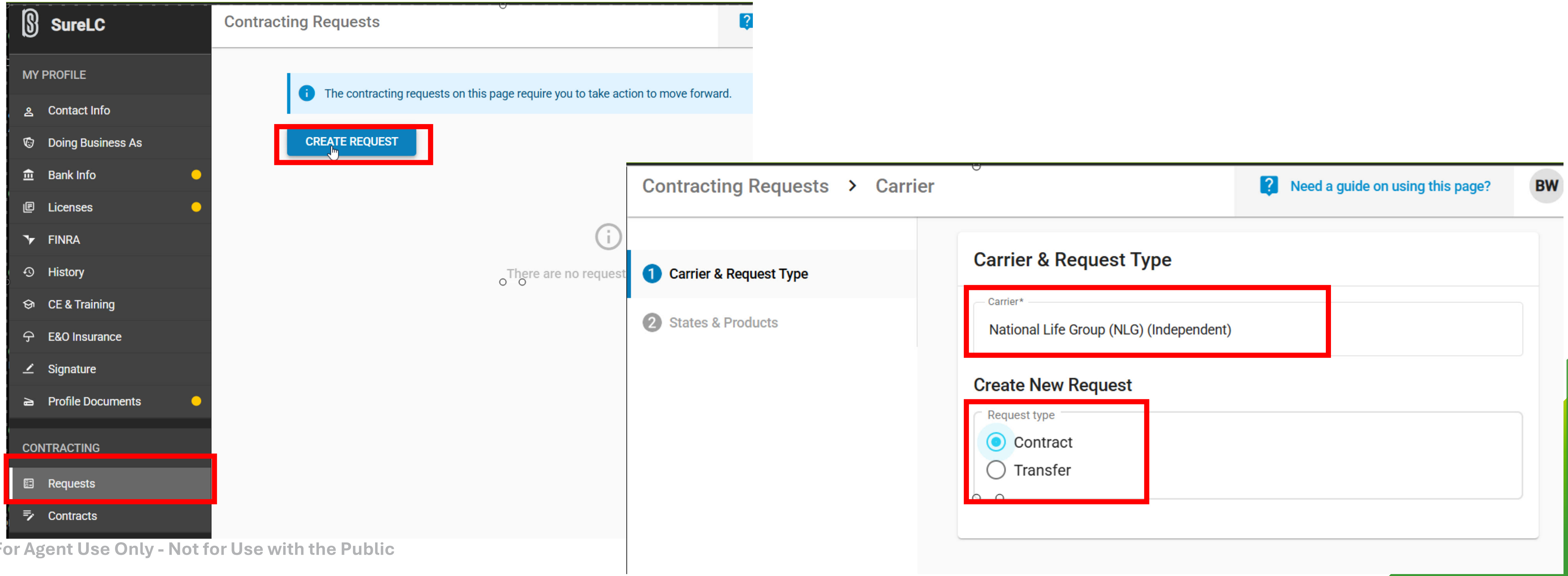
- **CE & Training** tab: shows your CE and Training as reported by the vendors listed on that tab.

- **E & O Insurance** tab: upload a copy of your E&O certificate. You are not required to purchase E&O from CalSurance. Be sure to take note of the deductible on your E&O certificate. You will need this information when you complete your Contracting.

- **Signature** tab: Draw or Upload your Signature

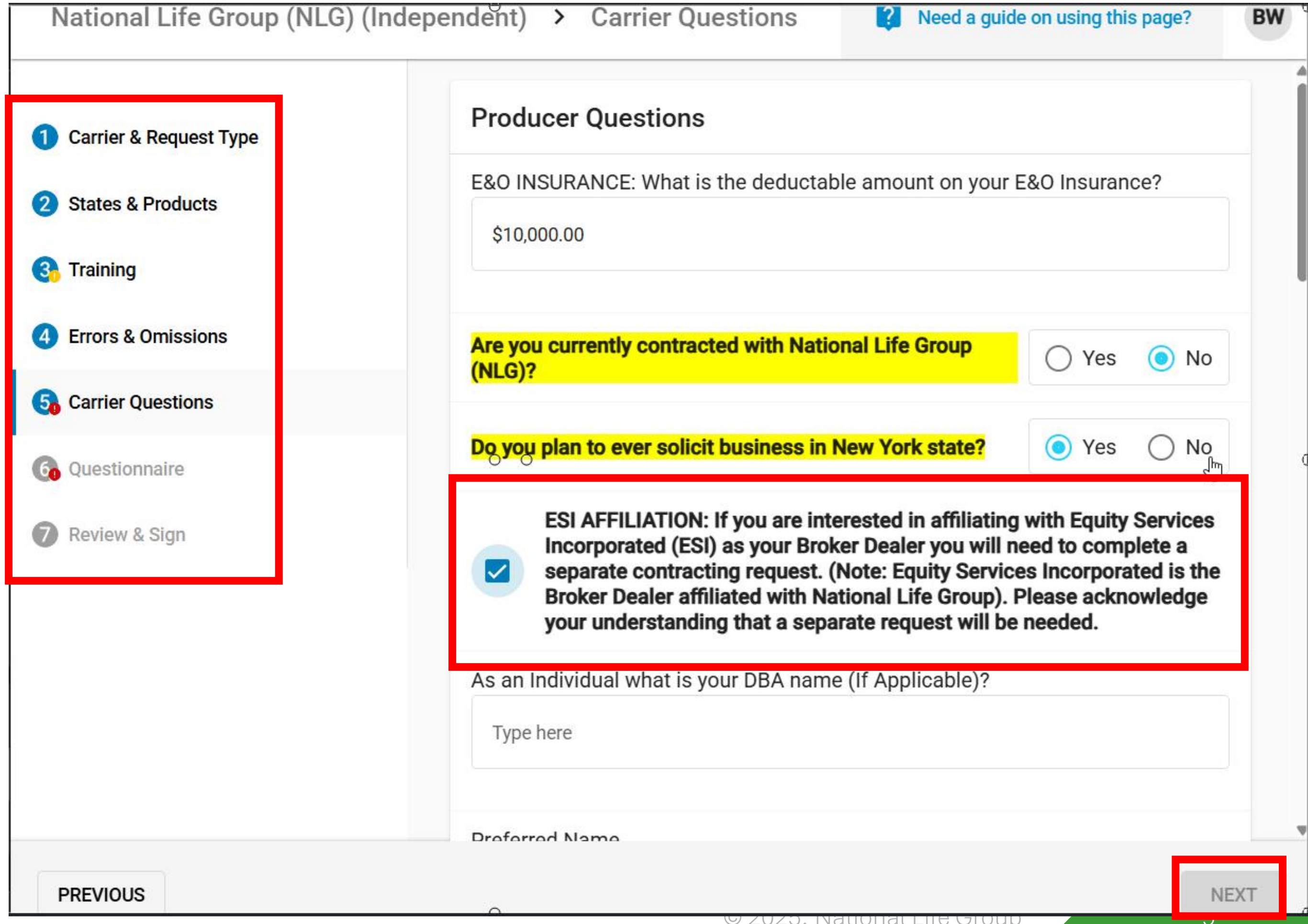
Step 6: Request a National Life Group Contract

- On the left side navigation, click on Requests; then click Create Request.
- In the Carrier & Request Type drop down box, choose National Life Group (NLG) (Independent).
- Under Create New Request, choose Contract if you are submitting a new contract OR Transfer if you are transferring from another NLG agency.



Step 7: Complete NLG Contract Request

- Complete all pages of the NLG Contract Request.
- You can see your progress along the left side.
- Sections with a red dot are required to complete contracting; sections with a yellow dot are optional.
- Use the Next button at the bottom right of each page to move on to the next section.
- You must click the ESI Attestation. This simply acknowledges that IF an agent would like to affiliate with ESI as their Broker Dealer, a separate contract request would need to be completed.



Step 7: Complete NLG Contract Request - Tips

- **States & Products** tab: you will select the states where you would like to write business and the products that you would like to sell. Agents will receive a life agent number and annuity agent number from NLG. Agents will be appointed in their resident state. Non-resident appointment will be done when the first piece of business is submitted. PA requires pre-appointment for solicitation. Please notify NLG if you need a PA non-resident appointment.

- **Training** tab: populates your trainings from your profile.

- **Errors & Omissions** tab: populates the information from your E&O certificate that was uploaded in your profile.

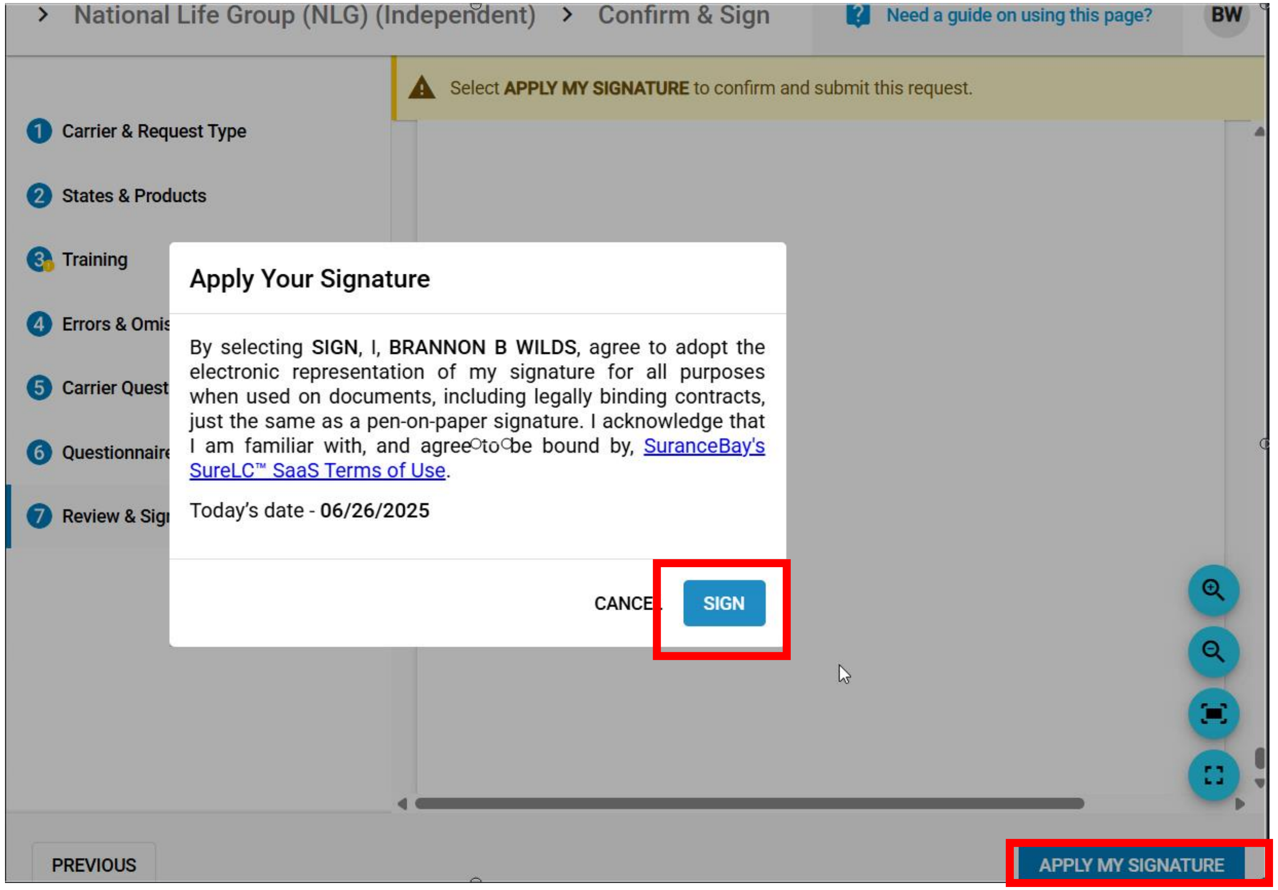
- **Carrier Questions** tab: you will complete the questions presented to you. Questions highlighted in red are required; all other questions are optional. Note:
  - You must indicate your E&O deductible
  - You must click the ESI Attestation, acknowledging a separate packet would be required to affiliate with ESI

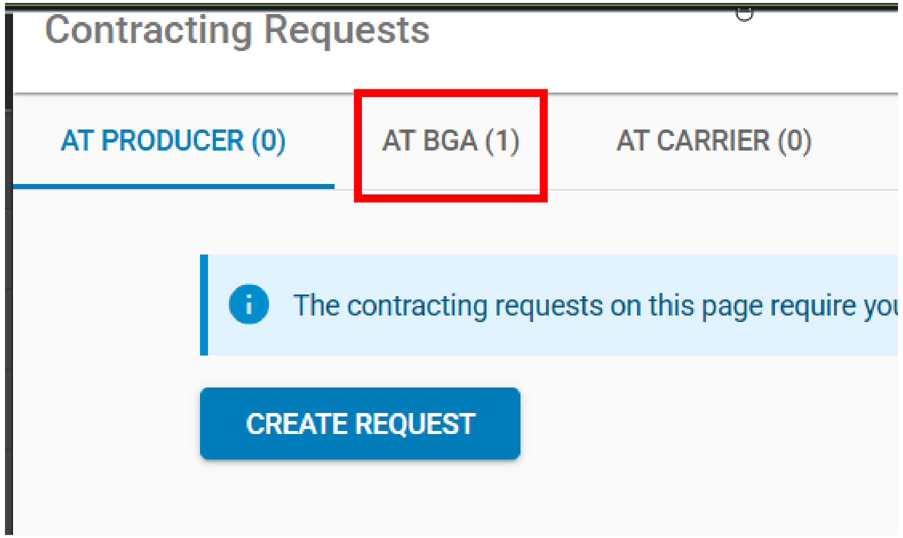
- In addition, you will complete the following trainings by clicking each link, reading the material, and checking the box to certify that you have read the material:
  - Annuity Product Training
  - Life Product Training, if applicable
  - Anti-Money Laundering Training
  - Compliance Manual certification

- **Questionnaire** tab: you will complete the remaining contracting questions.

Step 8: Review & Sign your NLG Contract Request

- Review and sign your contract request
- When you see that you have a contract request AT BGA, this means your contract has been successfully submitted to your agency for review.
- When you have a contract request AT CARRIER, this means your agency has submitted your contract to NLG.





National Life Group®