

NLG Contracting Tips - SureLC

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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.

The image displays two screenshots of the SureLC website. The left screenshot shows the 'Login to SureLC' page with a 'REGISTER NEW ACCOUNT' button highlighted in a red box. An arrow points from this button to the right screenshot, which shows the 'Create Your SureLC Account' page. The 'Step 1. NIPR Verification' section is highlighted in a red box, showing input fields for SSN, Last Name, and Date of Birth, each with a red error message indicating it is required. To the right of the registration form is an 'Authorization To Obtain PDB Report' section with explanatory text.

Login to SureLC
This login page is only for accounts with the agency listed above

User ID (Email Address) *

Must be specified.

Password *

FORGOT PASSWORD? LOGIN

Don't have a SureLC account with this agency yet?

REGISTER NEW ACCOUNT

Create Your SureLC Account

Step 1. NIPR Verification

Being a licensed producer is required to create a SureLC account. Enter your information to verify with NIPR's Producer Database.

SSN*

SSN is required

Last Name*

Last Name is required

Date of Birth*

Date of Birth is required

Authorization To Obtain PDB Report

The [National Insurance Producer Registry](#) ("NIPR[®]") maintains a report on every licensed producer known as the Producer Database Report ("PDB report"). NIPR[®] currently collects data from all 50 states, the District of Columbia and Puerto Rico. The PDB report consolidates each producer's licensing information, as updated on a regular basis by participating state insurance departments, as well as data from external sources such as the Regulatory Information Retrieval System, and includes the following information: (1) general producer demographics, such as name and addresses; (2) license information, such as states licensed, license numbers, authorized lines, and license status; (3) appointment information, such as company appointments, effective date, termination date and reason; and (4) regulatory actions, if any.

The information contained in the PDB report is subject to the [Fair Credit Reporting Act](#) ("FCRA"). Only entities with a "permissible purpose" are permitted to access a consumer's credit report. The Authorization satisfies the permissible purpose requirement by serving as a written instruction by you, the consumer, to whom the report relates.

The PDB report is free to you. The NIPR[®] fee is covered by your agency.

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.

 We found the record in the NIPR[®] database!
The full name on the account is **WILDS, BRANNON B.**
We need your authorization to access your Producer Database Report from NIPR[®].

Step 2. User ID

 Enter your email address below. This email address will be your User ID, which is part of SureLC login credentials. It is required to have access to this email inbox in order to activate your account.



 If you already have a SureLC account with one or more other agencies, you may use the same User ID, but the password must be unique

Confirm User ID (Email Address)* 

By pressing "CREATE ACCOUNT" you acknowledge that you read and understand the Authorization and you authorize SureanceBay, LLC to pull your PDB report from NIPR[®].

CREATE ACCOUNT

Authorization To Obtain PDB Report

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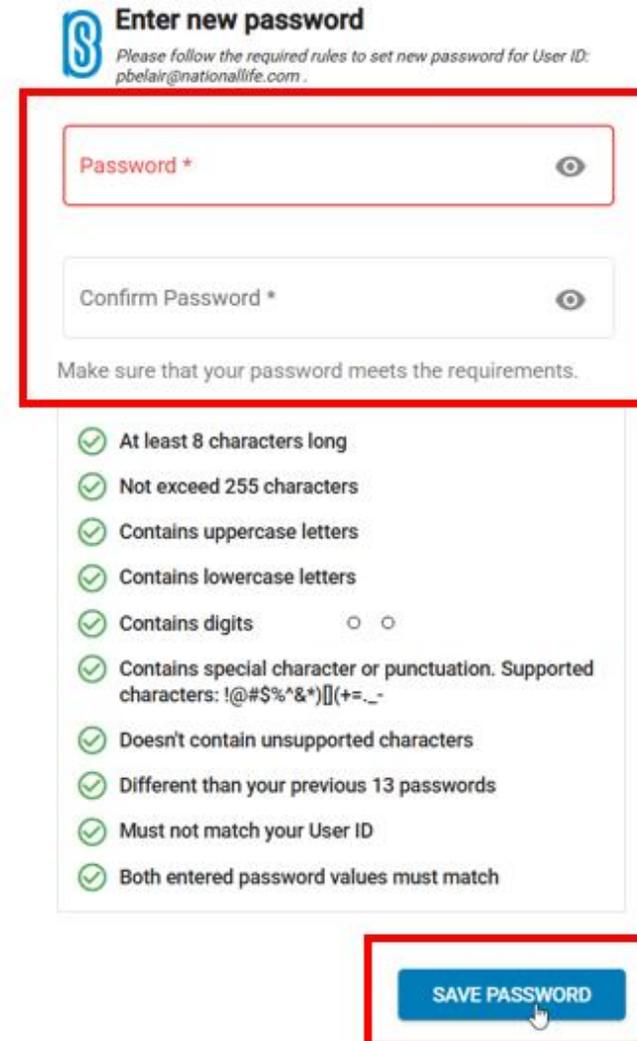
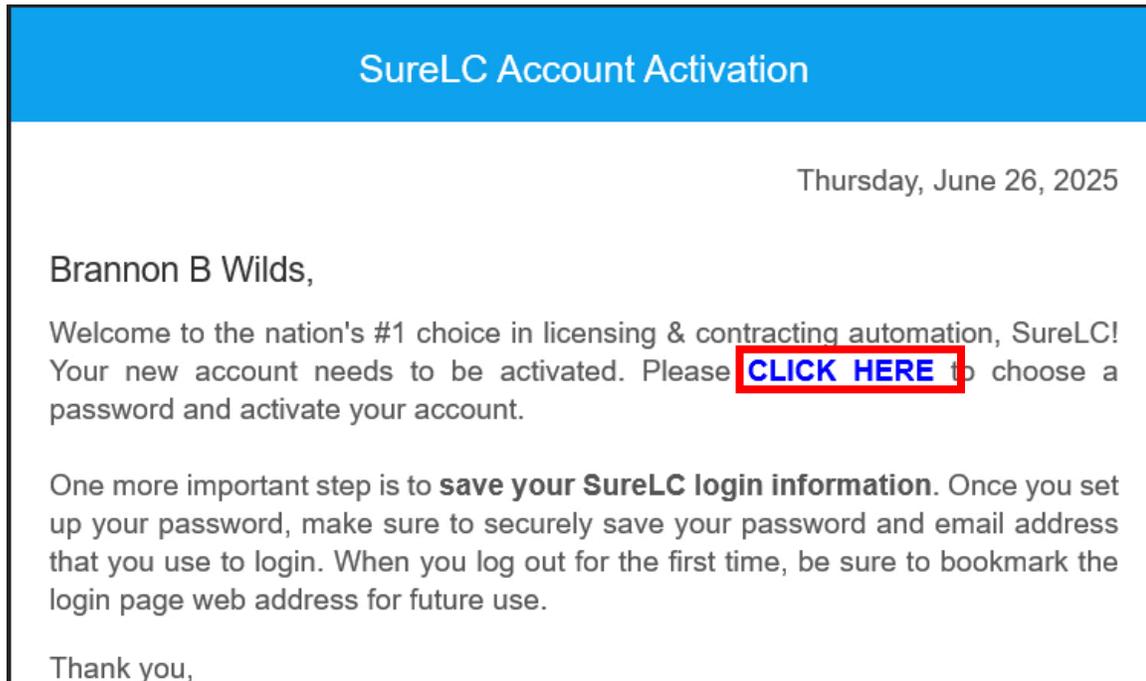
Registration Completed



Your account was successfully created.
Please check your email for the activation message.

Step 3: Activate your Account

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



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 Communications Agreement, more fully set out below.

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 posted at [SureLC™ SaaS Terms of Use](#) and the Service Agreements may contain other

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.

SureLC My Profile / Contact Info / Producer Info

Follow the steps below to get started using SureLC

1. Bookmark this page and save your User ID and password. They are unique to your National Life Group / NLG Test Agency SureLC profile **only**
2. Review the information on each page of your profile. Pages with **incomplete required information** will be marked with a **red** notification
3. Pages with **yellow** notifications indicate incomplete information that is **not required** to create contracting requests
4. Once your profile no longer has any red notifications, the **Contracting Requests** page will allow you to request carrier contracts

- The **Help & Support** page contains your agency's contact information, plus access to the SureLC Help Center's guides and tutorials

Hello, BRANNON! Welcome to your SureLC profile with National Life Group / NLG Test Agency!

If you need to access SureLC with another agency, contact that agency for login instructions

Full Name SureLC ID# 2280811

Title	First Name*	Middle Name	Last Name
Title	BRANNON	B	WILDS
Suffix	Suffix		

Personal Information

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.

The screenshot displays the SureLC interface for 'Contracting Requests'. On the left, the navigation menu includes 'MY PROFILE' (Contact Info, Doing Business As, Bank Info, Licenses, FINRA, History, CE & Training, E&O Insurance, Signature, Profile Documents) and 'CONTRACTING' (Requests, Contracts). The 'Requests' option is highlighted. The main content area shows a 'CREATE REQUEST' button. A detailed view of the 'Carrier & Request Type' form is shown, with 'National Life Group (NLG) (Independent)' selected in the carrier dropdown and 'Contract' selected in the request type radio buttons.

For Agent Use Only - Not for Use with the Public

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.

National Life Group (NLG) (Independent) > Carrier Questions [Need a guide on using this page?](#) BW

1 Carrier & Request Type
2 States & Products
3 Training
4 Errors & Omissions
5 Carrier Questions
6 Questionnaire
7 Review & Sign

Producer Questions

E&O INSURANCE: What is the deductible amount on your E&O Insurance?

\$10,000.00

Are you currently contracted with National Life Group (NLG)? Yes No

Do you plan to ever solicit business in New York state? Yes No

ESI AFFILIATION: If you are interested in affiliating with Equity Services Incorporated (ESI) as your Broker Dealer you will need to complete a separate contracting request. (Note: Equity Services Incorporated is the Broker Dealer affiliated with National Life Group). Please acknowledge your understanding that a separate request will be needed.

As an Individual what is your DBA name (If Applicable)?

Type here

Preferred Name

PREVIOUS **NEXT**

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.

