

Contracting Checklist

Welcome to the Team! This is your personal checklist of everything you will need to complete during the contracting process. Please print this document out and check the requirements as you complete them.

For questions please contact:

Tiannah Sigler at fflfullthrottleoffice@gmail.com or 928-412-4772!

- Get Plugged Into the Team
- Complete HCMS onboarding
- Complete Surancebay (SureLc)
 - Complete ALL tabs with yellow and red dots (work from top to bottom)
 - Create and submit carrier requests in contract requests section
 - Contract requests should be under the BGA tab in contract requests section once fully submitted
- Complete NLC onboarding and submit Amerigo contract request
- Complete Prosperity contract request
 - Complete Prosperity AML training to fully submit contract
- Request additional carriers in HCMS and submit them in SureLc
 - **Carriers to request: American Amicable, TransAmerica, Aetna, and Foresters**
 - Corporate will approve these HCMS requests within 3 business days and upload them into SureLc
 - Contract requests should be under the BGA tab in contract requests section once fully submitted
- Complete LIMRA AML Training
 - Username: NPN Number
 - Password: Last Name - all lowercase
- Complete Bootcamp
- Schedule Coaching Call with Robbie or David

Congratulations!! You have fully completed contracting and are ready to crush it in the field!

