

Carrier Contracting Tips

- Register at <https://www.cpsadvantage.com/>
- Once logged in, from the Home page click on the “Application, Quotes, Contracting” link then “Contracting.” You’ll be directed to the SureLC portal where all of your carrier contracting will be managed. Create a profile and upload the **required items** and once you’ve signed the authorization page you can receive the carrier contracting.
- Please inform us when you have completed the contracting profile. Thank you!

Required Items:

Insurance License

What is this?

A life insurance license is a right or authorization to sell life insurance products to the public.

- Please Note: variable life, long term care products and riders may require additional licenses and training. Please reach out to your [Marketing Representative](#) to confirm what is required.

Why is this required?

Insurers require you to proof which lines of insurance you are authorized to discuss & sell.

How do I get it?

You can find a copy of your licenses by visiting [Home Page | NIPR](#). Select “Printing Your License”, then select the state and save your resident or non-resident license.

Voided check

What is this?

A voided check is a paper check with the word “VOID” written across the front of it, indicating that it cannot be used for payment. The name on the check must match the name of the applicant for appointment. If you don’t have a physical check, then we need to submit a letter from the bank with the following outlined:

- Name on account
- Account and routing numbers
- Signature by bank on financial institution’s letterhead

Why is this required?

A voided check is required by the carrier as an official way to provide the account and routing numbers for the account in which you would like compensation to be deposited. Compensation can only be paid to individuals or entities for the lines of insurance they are authorized to sell.

How do I get it?

If you do not have paper checks, ask your bank for an account verification letter or notice.

Anti-Money Laundering (AML) Certificate

What is this?

A document that certifies you have completed anti-money laundering training.

Why is this required?

The Federal Government, under the Patriot Act, requires insurers to certify that their distributors can recognize, and report, attempts at money laundering.

How do I get it?

Most carriers accept AML certificates from a variety of vendors – but not all. Check with your [Marketing Representative](#) if you are unsure. Most insurers accept LIMRA's AML Certificate, which you can obtain [here](#). AML recertification is required every 2 years. It is often included in annual compliance training.

Errors & Omissions (E&O) Insurance

What is this?

E&O insurance is a form of liability coverage. Proof of E&O coverage is required by insurers. You can provide an Agency or Group Certificate, but it must list your name as a covered individual.

Why is this required?

If a client alleges you misrepresented a fact, they may make a financial claim against you, your agency, and the insurer. E&O insurance may cover some of the financial damage awarded to a policyowner.

How do I get it?

You probably have E&O coverage and can obtain it from your compliance officer. You can also purchase coverage via E&O tab of the Producer Profile on the SureLC web site – log in under Contracting from [here](#).

*Don't let your E&O Insurance lapse to avoid a break in coverage. Continuous coverage is required to cover "prior acts."

Questions?

Connect with your [Marketing Representative](#) for additional questions.