

## FAQ's: Contracting with Brokerage Professionals Inc:

- Where do I go to complete my contracting request? Or how do I get “setup” for doing new business with BPI?
  - Go to our website [www.brokeragepros.com](http://www.brokeragepros.com) and log in (or [register](#) for new users). Then click on “Contracting” on the left side of the screen under the “Advisor Tools” section. Next select “Click To Continue”, which will take you to the SureLC website. Here you will be prompted to provide your social security number, last name, birth date, and email to create a profile. **Be sure to save your login information for future use with BPI and SureLC’s websites.**
- What if I forgot my password for BrokeragePros.com?
  - Located on the BPI home screen use the “[Forgot your password?](#)”
  - If you still experience problems logging in contact our IT department for further assistance at 480-505-2500.
- How long before I am appointed with the carrier?
  - BPI submits your contracting to the carrier as quickly as possible, usually within a day of the request being received. Carriers can take between 3 business days and a few weeks to complete a request once it is received “in good order” along with all supporting documents (licenses, AML, E&O, etc.). Depending on the carrier and the agent’s state, your background check may take some time to come in. Appointment requests with new business or for states requiring pre-appointment are always handled as a priority.
- When can I take a client application?
  - **As long as you are not in a pre-appointment state, you are not using a carrier that requires pre-appointment, AND all of your required training has been completed beforehand, you can take a client application at any time** (even before your request contracting, although this is not recommended).
  - See the [Contract Processing & Pre-Appointment State Guide](#) for details.
- If I am already appointed with a carrier through a different Agency, do I need to complete new contracting to do business with Brokerage Professionals?
  - Yes, contracting is specific to each Agency. Most carriers allow dual appointments, meaning you can maintain your existing setup and adding another appointment setup under Brokerage Professionals. See the [Dual Appointment Guide](#) for details.

- I have my own business (or I work under a company), what do I need to get setup under my company's name?
  - You (or the Principal of the business) must complete the online contracting and provide current proof of E&O for the company, the company's state insurance license, and the company's voided check for direct deposit.
    - If you are not the principal of the company, after the business appointment has been requested, you will then need to complete your Soliciting Agent or LOA appointment request.
  
- What information will I need to get appointed?
  - The following items are helpful to have accessible prior to starting your contracting request on SureLC's website:
    - current copy of your resident state insurance license
    - current copy of your E&O Certificate of Coverage
    - void check or letter from bank (for set up of EFT/direct deposit)
    - proof of Anti-Money Laundering training (if completed on LIMRA, have your login information)
    - proof of Long-Term Care and/or Annuity CE Training (if applicable)
  
- Is there anything additional needed for an Annuity or Long Term Care (LTC) appointment?
  - Yes, with Long Term Care and/or Annuity related sales, there is additional training required prior to taking the client's application.
    - Visit the BPI contracting section for [Annuity & LTC state Licensing Requirements](#).
    - For Annuities: more states are beginning to adopt the NAIC Suitability Model Regulation in their state, meaning that there is required CE for the state. There is also (usually) Carrier required specific product training which MUST be completed prior to taking a client application. See [www.clearcert.com](http://www.clearcert.com) for state-by-state rules and links to training options.
    - For LTC: most states have a required LTC course (that may or may not be reciprocal to other states). The LTC CE Training is required for any product with an LTC rider or aspect. See [www.clearcert.com](http://www.clearcert.com) for state-by-state rules and links to training options.
  
- Which Continuing Education provider should I choose?
  - There are many different Continuing Education providers to choose from. Visit the BPI contracting section for a list of some [Continuing Education](#) providers we recommend.
  
- Where can I complete Annuity Carrier/Product Specific training?
  - Visit the BPI website and located on the home screen click the [Annuity Required Training](#) link.

- What is E&O Coverage, do I need it, and where do I get it?
  - Visit the BPI contracting section for a list of some [E&O Options](#).
  - E&O Coverage is also known as Errors & Omissions Insurance. It is basically like “malpractice insurance” for Financial Advisors and Insurance Sales Agents. E&O coverage is generally required to be current prior to sale or solicitation of new business. If you work with a Broker Dealer, you will have to request a copy of your coverage with them.
  
- What is AML training, how often do I need to complete, and where do I go to take it?
  - Visit the BPI contracting section for [Anti-Money Laundering Training](#) providers.
  - AML is also known as Anti-Money Laundering and is training required industry-wide. This training is typically required every two years (although some carriers require the “latest” AML course to be done, so training may be required more frequently).
  - You will need to submit “Proof of your AML Training” – in the SureLC system you can input your LIMRA login information OR if you have a different AML provider, you will need to enter the details and upload your certificate. LIMRA is free, but does not issue certificates of completion.
  
- If I live in AZ and have my insurance license, but my case is in MN – where do I go to add a non-resident insurance producer license?
  - Go to the National Insurance Producer Registry at [www.nipr.com](http://www.nipr.com), select “Apply for a License”, and follow the steps to request a new license. You will need to pay for a non-resident producer license based on whatever that state charges for their licenses. This request can take a few hours up to a few weeks to complete, depending on that state’s processing timeframe. You can track the progress on NIPR’s website and should not proceed with any client sale or solicitation until your license for their resident state is in good order. You will also need to be sure that your client application is for the correct state as well (meaning if the client lives in MN, you must use the carrier’s MN application for that particular product).
  
- How do I find my National Producer Number aka NPN number?
  - Visit <http://www.nipr.com/PacNpnSearch.htm>
  
- I have changed my bank account information, how to I update this with the carriers I am appointed with through BPI?
  - Each carrier will have their own EFT or Direct Deposit Authorization Form. You will need to contact BPI (email: [contracting@bpim.com](mailto:contracting@bpim.com) or call 480-505-2500) for assistance in getting and submitting the forms for each carrier. Please do this ahead of expected new business commission payments and note that this process can take up to two weeks to complete (depending on the carrier).
  
- What if I have more questions?
  - We are here to help and are happy to answer any questions that you may have. Please email [contracting@bpim.com](mailto:contracting@bpim.com) or call us at 480-505-2500 for additional assistance.