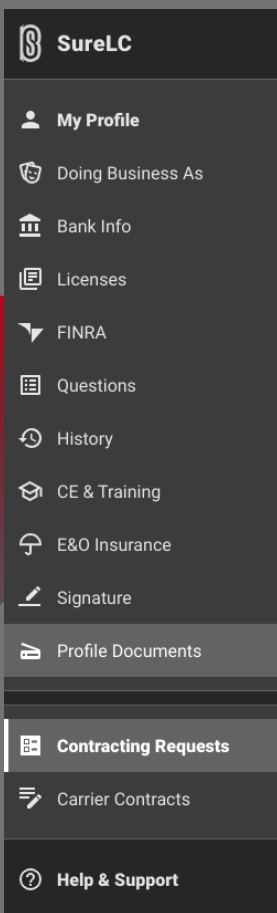


# ALL ABOUT REQUESTING YOUR 1ST 4 CARRIERS IN SURANCEBAY

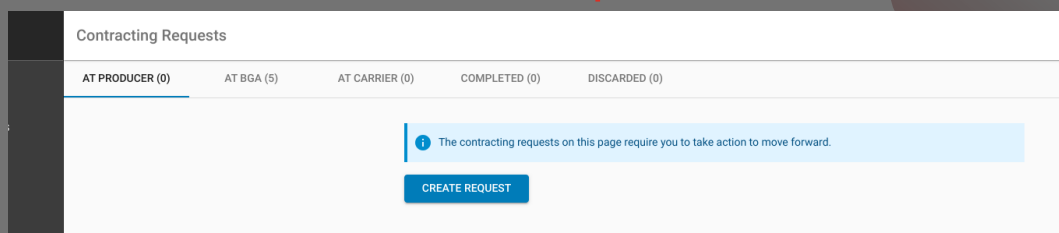


Login to your  
Surancebay account

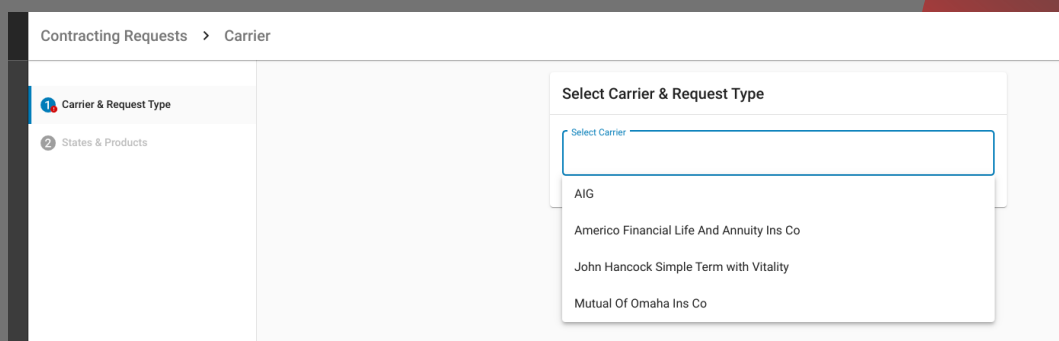


In your menu, select **Contracting Requests**

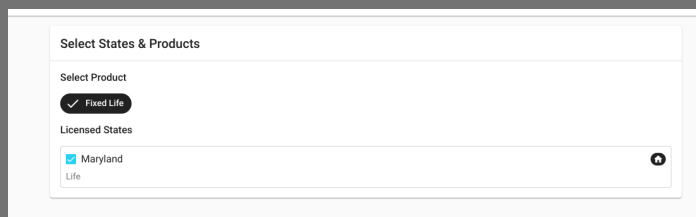
In **Contracting Requests**, under **At Producer**, select  
**Create Request**



Select the carrier(s) you wish to contract with

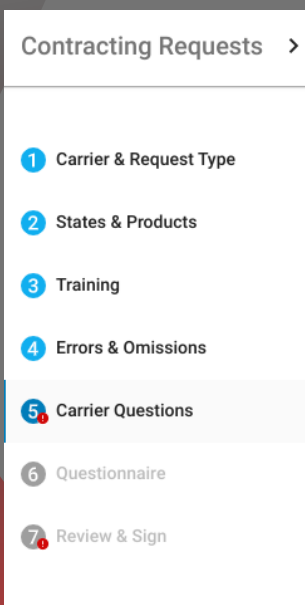
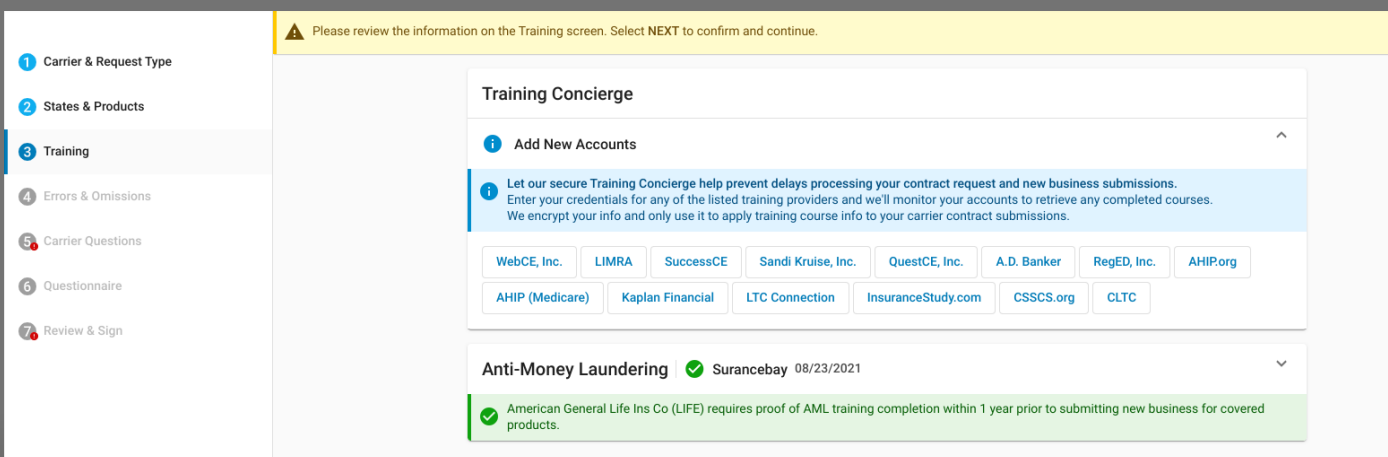


Select **Contract** as the  
**Request Type**



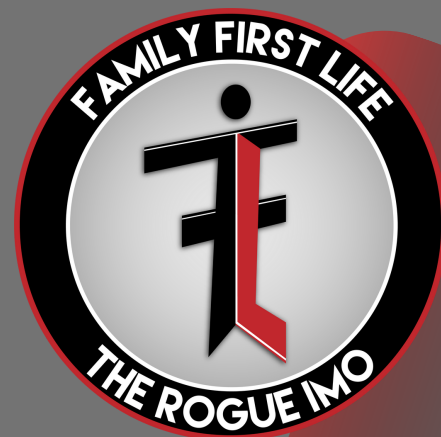
Select the **LIFE**  
product(s) you wish to  
have access

Upload your **AML (Anti-Money Laundering)** Certificate to your account. Some carriers require LIMRA. Please read instructions carefully!



Your **Error & Omissions Insurance** should already be uploaded into Surancebay. If not, make sure to upload the proof of insurance

Complete the **Carrier Questions** and **Questionnaire**. Once those are finished, read over the terms and agreements, then sign the agreements



Repeat these steps for all of the 4 carriers:

**John Hancock, AIG, Americo, Mutual of Omaha**