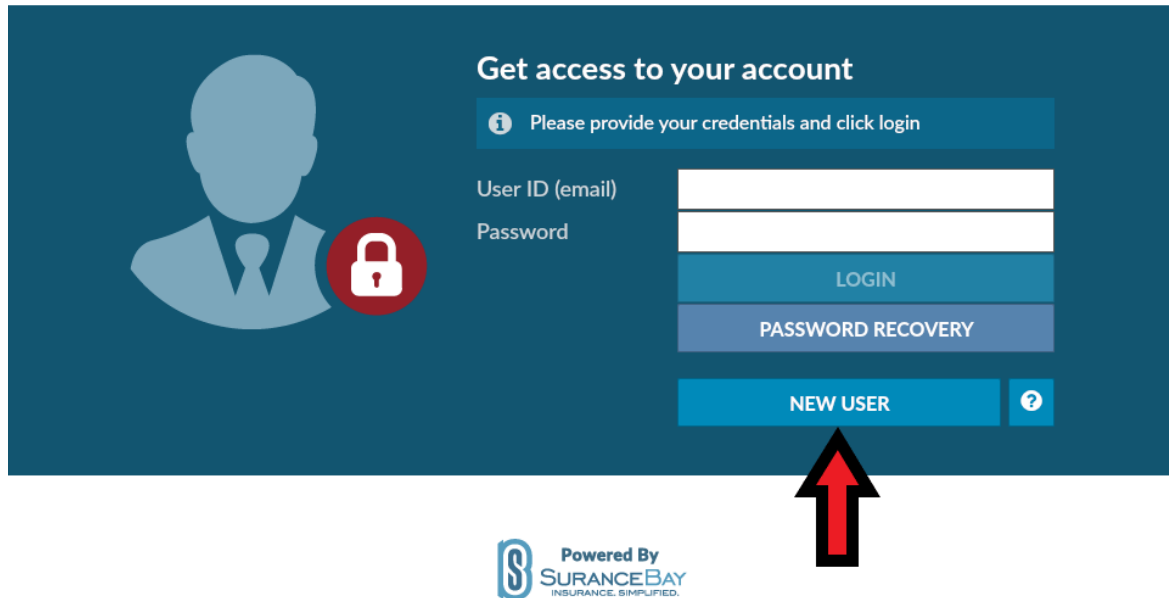


Getting Appointed using the SureLC Online Licensing Portal

1. At the SureLC landing page, select “New User”.



The screenshot shows a login interface with the heading "Get access to your account". Below the heading is a message: "Please provide your credentials and click login". There are two input fields: "User ID (email)" and "Password". Below these fields are three buttons: "LOGIN", "PASSWORD RECOVERY", and "NEW USER". A red arrow points to the "NEW USER" button. At the bottom of the page, there is a logo for "Powered By SURANCEBAY INSURANCE. SIMPLIFIED."

2. Identify yourself

Aspire Benefits, LLC. account powered by SureApp™

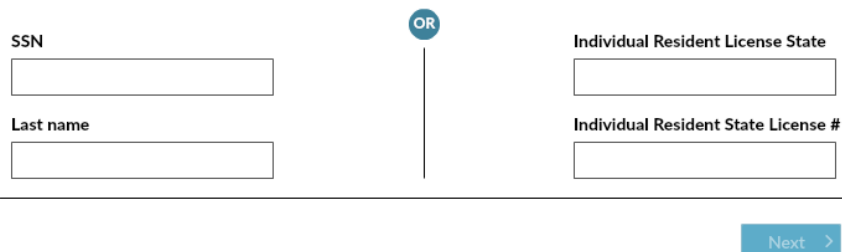
1 IDENTIFICATION 2 NEW USERID 3 REVIEW & CONFIRMATION 4 ACTIVATION

Welcome to the SureApp account creation workflow

We will help you create your new account in just a few short steps.
First you will need to help us:

1. Identify you
2. Identify your producer record in the National Insurance Producer Registry (NIPR) database

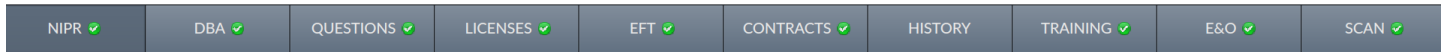
Use one of the available identification methods to provide the data. Then press Next.



The screenshot shows the identification step with two columns of input fields. The left column has "SSN" and "Last name" fields. The right column has "Individual Resident License State" and "Individual Resident State License #" fields. An "OR" button is positioned between the two columns. A "Next >" button is at the bottom right.

3. You will receive an email with a link to login to the system, and will need to create a password.

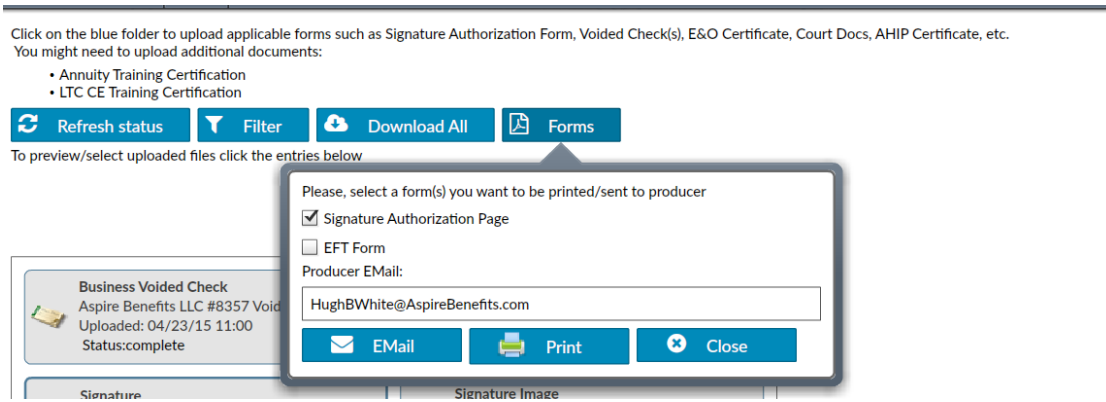
4. Much of your information will be populated from the NIPR database. You must complete all the missing information until each tab at the bottom contains a “Check” mark.



5. **EFT** Tab: Complete Routing # and Account # and upload a copy of your check.

6. **E&O** Tab: Complete E&O information and upload a copy of your certificate.

7. **SCAN** Tab: Click “Forms” and email yourself the “Signature Authorization Page. Print, sign and upload.



8. Once all tabs at the bottom are checked, click “Appointment Request” at the upper right-hand corner and request the carrier you would like to get appointed with. Scroll through screens and hit “Confirm”

