

Registered Representative Split Code Requests

REFERENCE SHEET – OPENING ACCOUNTS/SERVICING ACCOUNTS

Overview

A registered representative (rep) code is a unique identifier automatically assigned to each individual MML Investors Services (MMLIS) registered rep, and a rep split code is a unique identifier that reps can request for splitting MMLIS business between two or more reps.

NOTE! If there is more than one rep listed on the account and the scope or responsibility is not shared equally for servicing and maintaining the account, the **Scope of Responsibility Form (MI1208)** must be submitted. The original form should be maintained in the client's file.

Request a New Split Code for Reps from the Same Agency

Request a new split code for two or more reps from the same agency via the Split Code Application on FieldNet:

Method	Description
FieldNet	<ul style="list-style-type: none"> • Navigate to FieldNet/New Sales/MMLIS • Expand the Split Code Application tab • Select Launch Split Code • Select Create New Split Code • Complete the required information in the Request Form • Select Submit Request

Each rep listed on the new split code request will receive an email confirmation from MMLIS, confirming the request has been received. A second email containing the split code information will be sent as soon as MMLIS processes the request.

Request a New Split Code for Reps from Different Agencies

Request a new split code for two or more reps from different agencies in one of the following ways:

Method	Description
Email	<ul style="list-style-type: none"> • A request can be emailed from a Financial Guide email address, copying the reps of record to: tgraham42@massmutual.com or kogrady@massmutual.com
Phone	<ul style="list-style-type: none"> • The rep of record or someone authorized to clear security for the rep of record can request by phone to MMLIS Representative Services

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Viewing the Status of a Split Code Request

To view the status of a rep split code request submission, refer to your **Cases** Widget, located on your Advisor360° Dashboard.

Use the Forms tab in Practice360° to access the forms library. For more information about the forms library, refer to the [Forms Library Overview Reference Sheet](#).

For submission and contact information, refer to the [MMLIS Contact List](#).