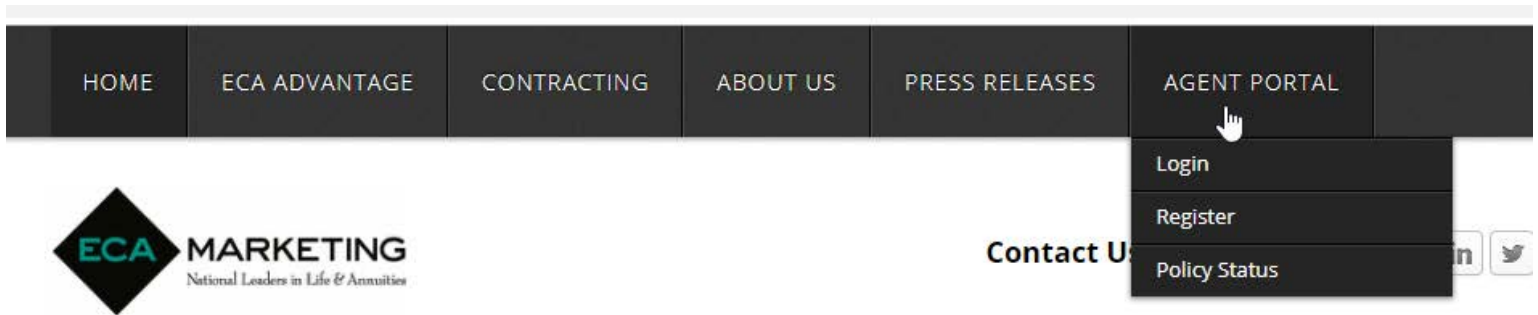


Online Contracting Set Up Instructions

- 1) Go to the ECA Marketing's home page at www.ecamarketing.com. Once there, click on the AGENT PORTAL tab at the header of the page.



- 2) Select Login or Register if you have never created an account before.

If you already have created an account: Your username is your email address. If you are unsure of your password you can select 'Forgot Password? Log in and proceed to Step 4.

A screenshot of the 'User Login' form. The form has a light grey background. At the top, the title 'User Login' is centered in a large, dark font. Below the title, there are two input fields: 'Email' and 'Password'. The 'Email' field is a white rectangle with a thin border. The 'Password' field is a white rectangle with a thin border. Below the 'Password' field is a green button with the text 'Login' in white. Below the 'Login' button are two links: 'Create Account' and 'Forgot Password?'. Below these links is a horizontal line. Below the line is a green button with the text 'Login Using IENetwork SSO' in white.

3) Fill in all the required fields to create your account. Please enter in your name as it appears on your insurance license. For Marketer: please select the marketer at ECA Marketing you have been working with or other ECA employee.

Create Account

First Name:

Last Name:

Gender: ☒ Male ☐ Female

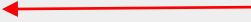
Timezone:

Phone:

Email:

Password:

Password must be at least 6 characters and contain at least 1 letter and 1 number or special character

Marketer: 

Who Referred You?:

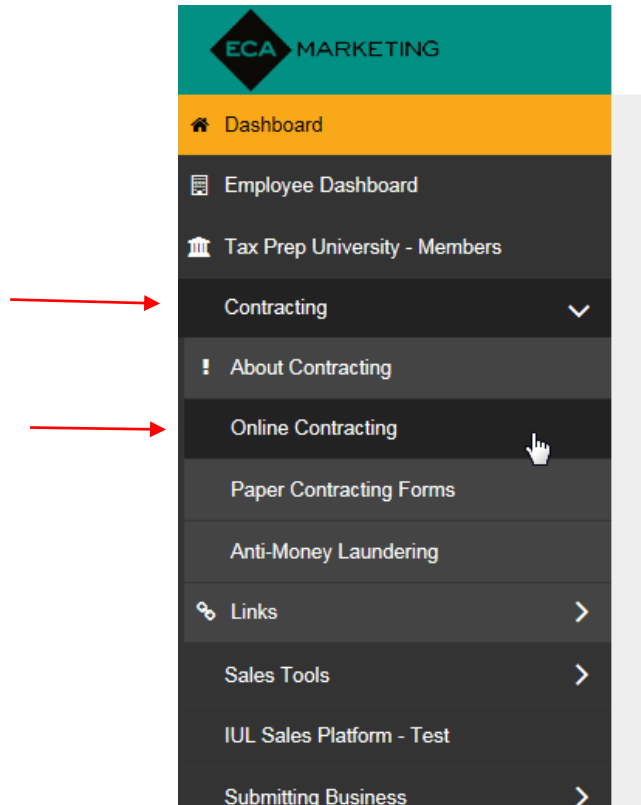
☒ I would like to subscribe to the ECA Marketing Newsletter

☐ I agree to the [Terms of Service](#)

Someone at ECA Marketing has to approve your profile. This is only done during business hours. You should get an email when your profile is approved. If you don't, call ECA Marketing or try logging in with your email address and password you just created.

Proceed to www.ecamarketing.com and login using your email and newly created password.

- 4) Once logged in, you will be brought to your Agent Portal. On the left side of your screen, you will see a menu of all your resources. Click on the Contracting tab to open the sub-menu. Click on the Online Contracting Link.



- 5) This will redirect you to the SureLC program, where you will see the below screen. Adobe Flash Player is required to use this program.

ECA Marketing account powered by SureApp™

1 IDENTIFICATION 2 AFFILIATION 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**.

SSN	OR	License State
Last name		License Number

- 6) Begin filling in your information. Much of it will be auto-populated from NIPR, however, please be sure to fill out all required questions. Please upload any pertinent training certificate, EFT information with a voided check, a copy of your E&O certificate, and any necessary documentation regarding possible background issues. It is imperative that you add your signature to your profile, or we will not be able to process any contracts. If you can't do this electronically, print the signature authorization form, hand sign it, and upload it to your profile. You will know that your contracting is in good order when all tabs show green dots.

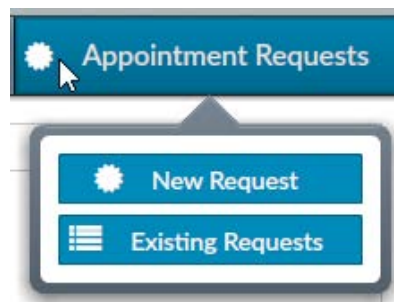
NOT IN GOOD ORDER

NIPR	DBA	QUESTIONS	LICENSES	CONTRACTS	HISTORY	TRAINING	SCAN
------	-----	-----------	----------	-----------	---------	----------	------

IN GOOD ORDER

NIPR	DBA	QUESTIONS	LICENSES	EFT	CONTRACTS	HISTORY	E&O	TRAINING	SCAN
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Once all the tabs are green and your profile is complete, you can select which carriers you would like to contract with by selecting Appointment Requests in the upper right hand corner. Then select 'New Request'. The list of carriers we offer will be shown and you can select the carrier and request type (contract). On the next page select the state and product line. On the next page, answer any questions that are highlighted in red. The final step is to review the contracting paperwork (no changes can be made), scroll all the way to the bottom and select Confirm and Apply my Signature. The contract request will then be sent to ECA Marketing for processing.



NOTES:

- If you receive a notice that your email has already been used to create an account, please try the "Forgot Password" link on the login page before calling your rep at ECA.
- The process will be significantly hastened if you advise your marketer that you created a login. That way, he or she will be able to approve it right away.
 - If you do not receive your confirmation email within 24 business hours, contact your marketer or licensing rep at 800-356-4189.
- If you are having trouble uploading documents to your profile, please send them to your licensing and contracting rep. He or she can upload the documents using the administrative profile.