



## How to apply for an agent or agency appointment



Completing a LifeSecure appointment request is easy. This instruction sheet will guide you through the steps.

**For Agents/Agencies under:** \_\_\_\_\_  
**(Name of Agency)**

1. Go to [www.YourLifeSecure.com](http://www.YourLifeSecure.com) and click on the login drop down box in the upper right hand corner and select "Agents and Agencies"
2. Click on the link titled "Click here to request an appointment" towards the bottom of the page
3. Select the radio button to indicate whether you are submitting your own application or if you are a third party submitting on behalf of an agent (if you are a third party, the system will then ask for the submitting person's information).
4. Select the appropriate appointment type and click "Next"
5. The system will now walk you through all of the required appointment fields for the selected appointment type chosen

**NOTE:** LifeSecure will automatically send an email notification to the requestor of the appointment with a clickable link to bring you back to the request. If you are unable to complete the appointment request in one session, you can save the request and return anytime within 60 days to complete.

That's it! The entire appointment request via LifeSecure's E-appointment system generally takes about 20 minutes or less, depending on the appointment type. Once you complete and submit your request, it goes to the Licensing Department for review. Once the request is reviewed and approved, the Licensing Department will send you a Welcome Letter notifying you of your writing number and instructions on how to log into the agent portal to begin submitting business.

**If you need assistance completing an E-appointment request or any have appointment questions please contact:**  
**Agent Licensing (866) 582-7701 (option 1 then option 2) or [agentlicensing@yourlifefsecure.com](mailto:agentlicensing@yourlifefsecure.com)**