



## Ancillary Carrier Appointment Process



[www.geobluetravelinsurance.com/tgg](http://www.geobluetravelinsurance.com/tgg)

1. Click the “Sign Up” button in the right-hand corner below “Agent Sign Up”
2. Review and accept the terms of the agreement shown on this page
  - There are two check boxes to select: under “Agency Agreement” and under the “Compensation Schedule”
3. Click “Submit”
4. Complete the required fields indicated with a red asterisk(\*)
  - If assigning commissions to an agency:
    - Enter your agency’s information for the company
    - Enter your agent information as the contact
  - Appointments can be completed:
    - For the agency
      - All agents can use the personalized web link provided
    - For each agent within an agency
      - Each agent would appoint separately and have a personalized web link
  - Add personalized web link to your website or email signature (be sure to use the exact link from the confirmation email)



[www.mydearborngroup.com/producers](http://www.mydearborngroup.com/producers)

1. Click “Become a Dearborn Producer” under “Selling Dearborn”
2. Click “Online Application”
3. Click “New Applicant”
  - Choose how you would like to be contracted by selecting the application type from the drop down box and click “Begin”
  - Fill out the required fields to activate your account and click “Next”
4. After submitting your information, you will be taken to another page to sign up for Producers Corner, where you can quote a case, access other sales tools and access commission statements
  - If you encounter any problems or have questions, please contact Dearborn at 800.352.3935 and indicate you are having problems or have questions regarding the Producer Contracting Online Application. You may also contact them at [comm\\_services@mydearborngroup.com](mailto:comm_services@mydearborngroup.com)

*Dearborn Group insurance products issued by Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148*



[www.YourLifeSecure.com](http://www.YourLifeSecure.com)

1. Click on “Get Appointed” to the left of “Request A Quote”
2. Click “Get Started Today”
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
6. Agency/MGA Affiliation Name: TGG



1. Complete and sign the [Broker/Agent Application](#)
  - Appointment Fee is currently being waived so page five can be left blank (not confirmed when the promotion will end)
  - TGG Solutions will complete page six
  - All six pages must be submitted to TGG Solutions
2. Complete and sign the [Broker/Agent Agreement](#)
  - Pages one and seven must be completed and signed
  - All 13 pages must be submitted to TGG Solutions
3. If multiple agents within the agency want to appoint with LegalShield, then each agent must complete and sign the [Writing Agent Application](#)
  - LegalShield will issue one producer number for the agency not separate producer numbers for each writing agent
  - All commissions will pay to the agency and the agency will be responsible for dispersing to each writing agent
4. Submit copies of the following:
  - If choosing Direct Deposit for commissions, a blank and voided check is required
  - MI State Insurance License—for the agency and each respective agent being appointed under the agency
  - E&O Declaration page for each agent. If the E&O is under the agency, then a copy of the agency’s E&O is required
5. Submit all of the above to [ShieldServices@tggolutions.com](mailto:ShieldServices@tggolutions.com). We will notify you when your application has been processed



## Assurity®

### Agent Assigning Commissions to Agency

1. Agent and Agency Complete(s):
  - [TGG Solutions Contracting Kit](#)
  - [Solicitor Agreement](#)
2. If also appointing for group (worksite) products
  - [Supplement to Agreement](#) (completed by the agent only)
3. Submit paperwork to: [appointment@tggolutions.com](mailto:appointment@tggolutions.com)

### Agent Not Assigning Commissions to an Agency

1. Agent Completes:
  - [TGG Solutions Contracting Kit](#)
2. If appointing for group (worksite) products:
  - [Supplement to Agreement](#)
3. Submit paperwork to: [appointment@tggolutions.com](mailto:appointment@tggolutions.com)