



# Ancillary Carrier Appointment Process



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)

<https://www.geobluetravelinsurance.com/nexben>