# MyRPS Retail Quick Start

Helping you come through for your clients



Becoming a RPS retail producer is a simple online process that takes only minutes to complete. Benefits include a broad base of market relationships, contract binding and brokerage, an experienced and dedicated staff, and the RPS national network of markets and products.

### **TO BEGIN**

Visit my.rpsins.com and click Start doing business with RPS.



Please note: During the registration process, you will be asked to upload your W-9 as well as an E&O certificate, declarations page, or binder.

## **STEP 1: ADMIN PROFILE**

Enter all required fields, check **I'm not a robot**, and select **Next**.



#### **STEP 2: ORGANIZATION DETAILS**

Enter your organization's National Producer Number (NPN) and, if applicable, your designated responsible licensed producer's NPN.

If you do not know your NPN, click **Look up your** organization's National Producer Number to search for your number on the NIPR website.

If you are a part of an association or group, select from the list or choose **NOT APPLICABLE.** 

Beginning at this stage and through the next few screens, you have the option to click **Next**, or **Save and Close** to return to the application later.

Organization Date		
Organization Deta	ails	
help you complete this process faster, we'll loo and pull the licenses, legal name and FEIN tied t	k up your organization o the NPN provided.	
What is your organization's National Produce	r Number (NPN)? *	
Look up your organization's National Proc	lucer Number	
What is your designated responsible license NPN number (if applicable to your	d producer (DRLP) agency)?	
Colort your consistion or group officia	tion, if any <b>*</b>	
Select your association of group annia		
NOT APPLICABLE	~	
NOT APPLICABLE How did you hear about RPS	\$	
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### **STEP 3: CONFIRM ORGANIZATION**

Confirm your organization, include a DBA name (if applicable), and add your accounting contact information and agency addresses on this step.

Confirm Organization		Accounting Contact	
We have pulled the information associated with your National Producer Number	O US 	e default contact information id accounting contact	
Your Organization		First name * Last r	ame *
Enter the NPN for a different organization		What is the email address for Accounting C	onlact?*
Due to state laws or federal tax classification my organization operates under a different legit amer and F2NXSSR. This checkbox is applied automatically if your organizations MPM is ded to a SSR. What is your organization legal name? •		Note: Payments to RPS must be made electro my RPSIes.com or RPSIes.com/say-cell	icaly via ne
	Physical address What is the physical address? *	Mailing address	Accounting address What is the accounting address?
What is your organization's Federal EIN (or SSN if you are a sole proprietor)?	Carit find address?	Apt/Suite Number	Apt/Suite Number
	Apt/Suite Number	Same as physical address	Same as physical address
What is your organizations's DBA name (If applicable)?			Some as mailing address
			Save and Close Next

## **STEP 4: UPLOAD DOCUMENTS**

As noted before, this is the stage where you'll provide your W-9 as well as an E&O certificate, declarations page, or binder.

If you're registering because of a merger, acquisition, or name or taxpayer identification number change, click **Yes** on the final question and enter a brief description. Otherwise, click **No**.



## **STEP 5: PRODUCER AGREEMENT**

If you are an authorized signer for your company, enter your job title, and click **Read, review and sign the agreement** to open and sign the retail producer agreement.

If you are not an authorized signer for your company, click **Request Signature**, enter the email address for the authorized individual, and click **Request signature for agreement**.

	Producer Agreement
	eSignature is a quick and easy way to sign your producer agreement. Please choose whether you'd like to sign now or
r	request a signature from another person in your organization.
	Sign Now Request Signature
By clicking the button below, you are owner or partner of the business. contract to anothe	agreeing that you are an authorized signer for your company. Typically authorized signers are an If you are not authorized as a signer, please select the 'Request Signature' option to send the er person within your company to prevent delays in approving your application.
	Job Title *
F	Enter job title
	Read, review and sign the agreement

Once you've completed the e-signature process and received the **Submitted**! confirmation message, you may close the window. One of our specialists will review your registration information and email you with the next steps.

ky you for completing our online registration process. It has been sent to one of our specialists to review. You will receive a notification vi mail address you have provided; either for your approval or for additional information needed. If your requested an authorized representation to sign the RPS Refail Producer Agreement, our review cannot begin until it is also completed.
etail Producer Agreement you or your authorized representative will receive via email is considered a preliminary copy versus fully execut as your appointment is not yet approved.
Continue to the Risk Placement Services Website



## **RPSins.com**

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