

MyRPS Retail Quick Start

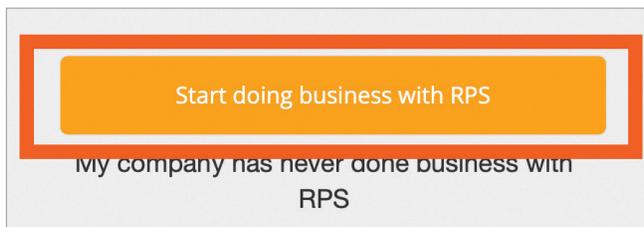
Helping you come through for your clients



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.

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.

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**.

RPSins.com

The information contained herein is offered as insurance industry guidance and provided as an overview of current market risks and available coverages and is intended for discussion purposes only. This publication is not intended to offer legal advice or client-specific risk management advice. Any description of insurance coverages is not meant to interpret specific coverages that your company may already have in place or that may be generally available. General insurance descriptions contained herein do not include complete insurance policy definitions, terms, and/or conditions, and should not be relied on for coverage interpretation. Actual insurance policies must always be consulted for full coverage details and analysis. Copyright © 2024 Risk Placement Services, Inc.

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**.

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.

