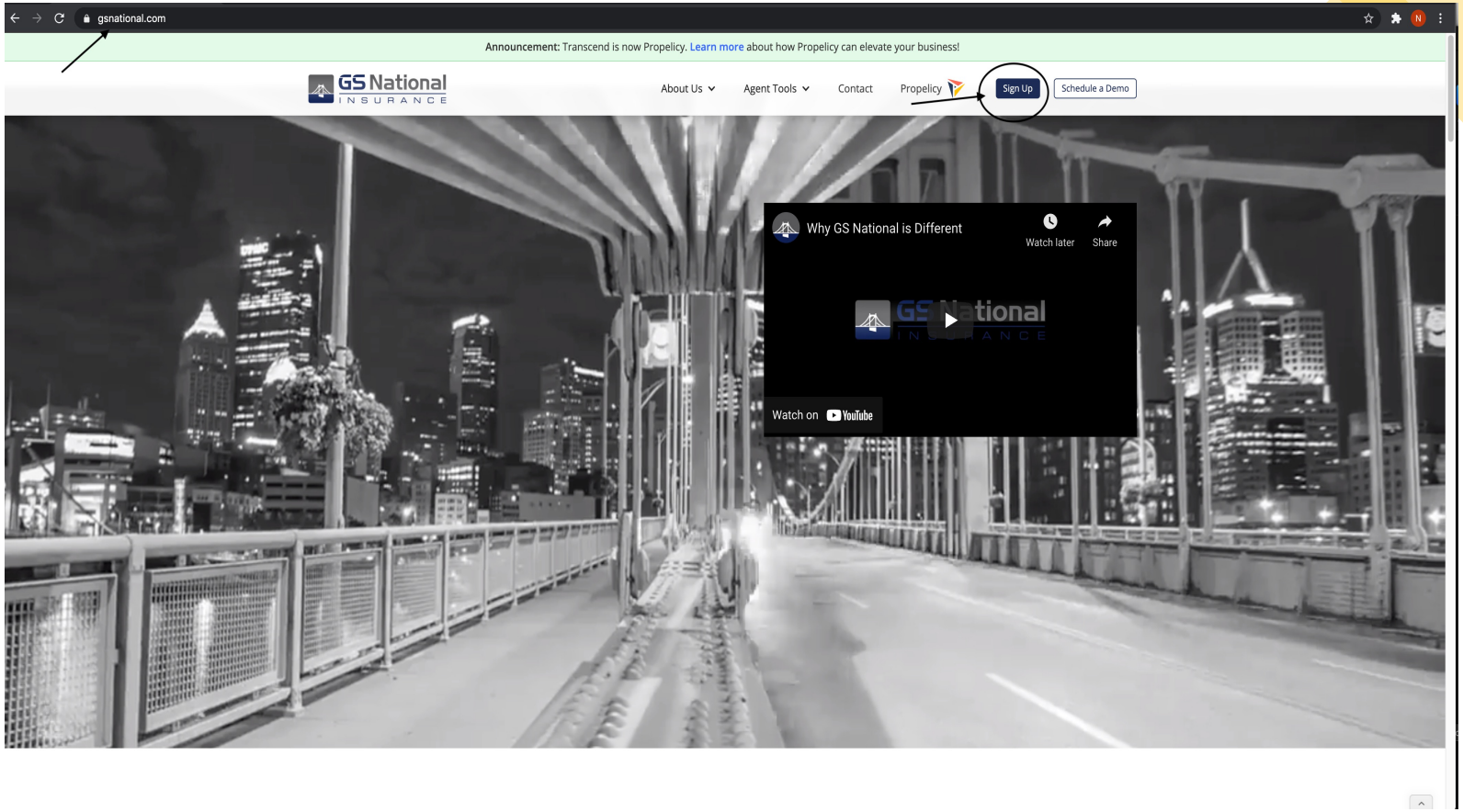
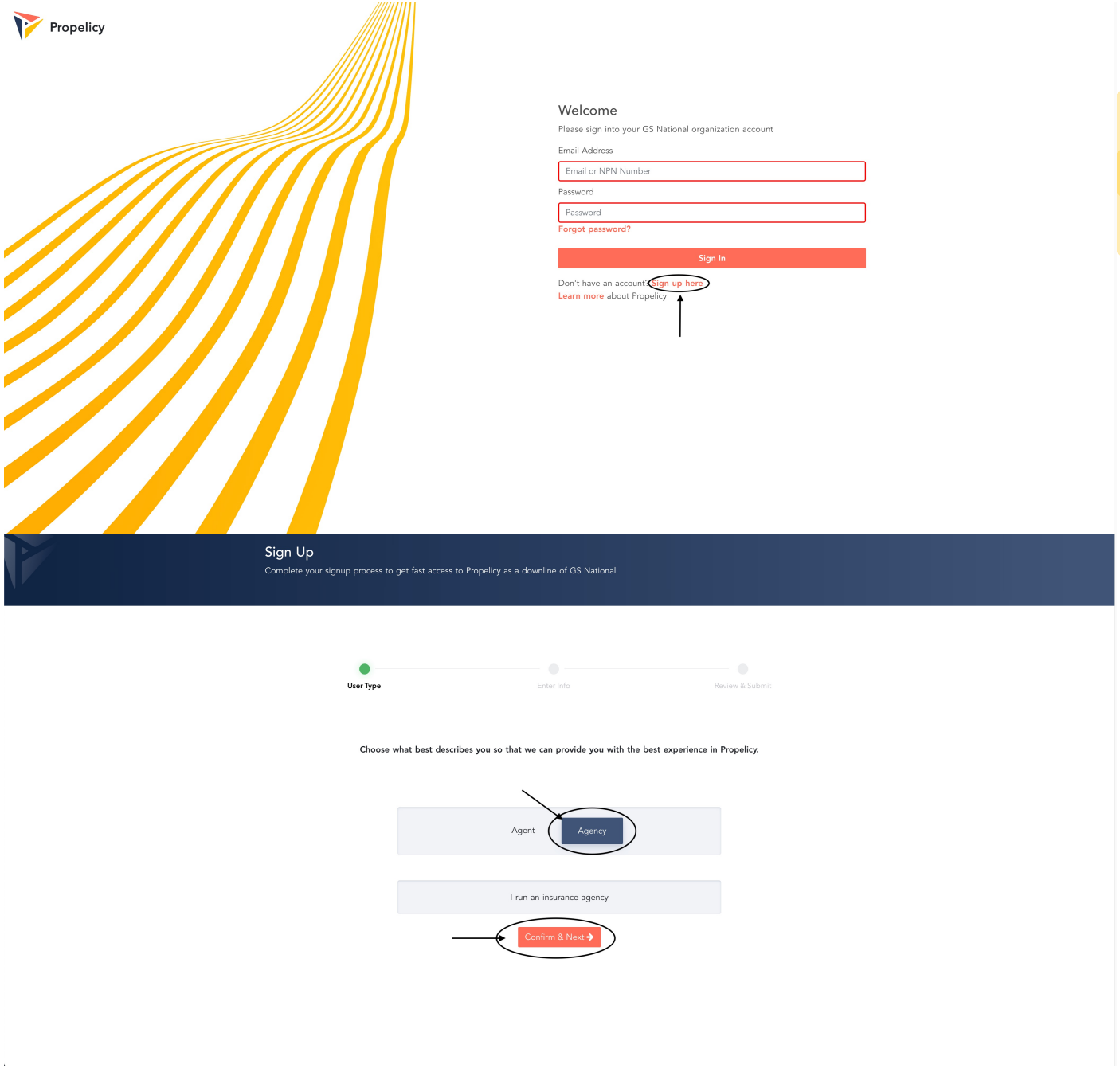
Onboarding Instructions for GA’s

1) Using Google Chrome, type in the search bar, gsnational.com and click on ”Sign Up” in the top right hand corner of the page

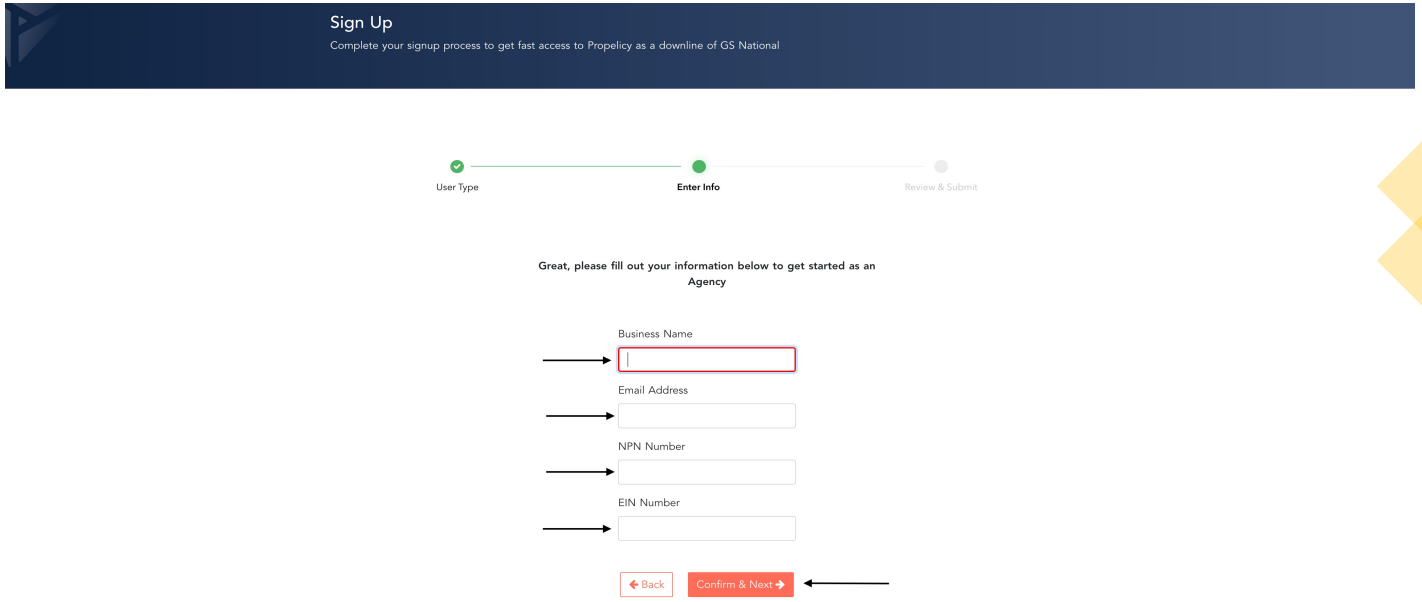


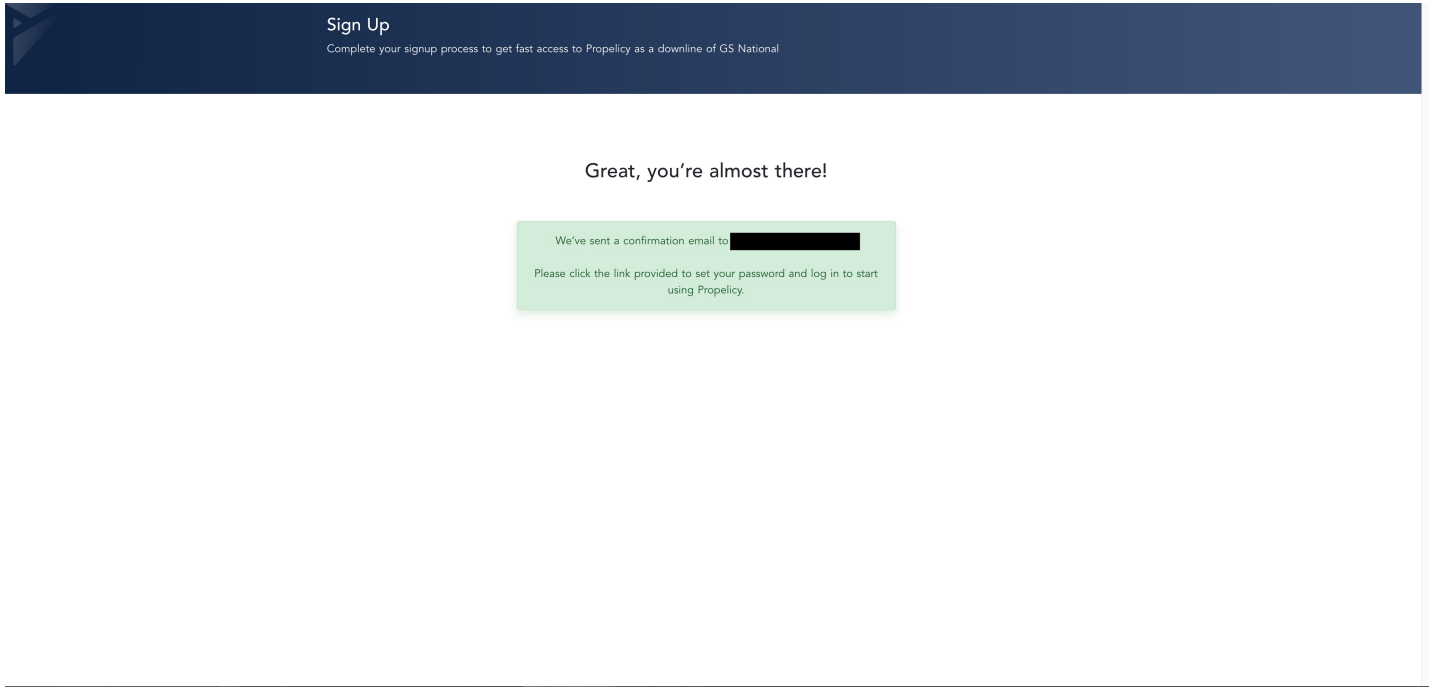
2) Click on “Sign up here” and make sure ”Agency” is selected and click “Confirm & Next.



3) Here you will enter the Agency name, a good email address for the Agency and the NPN and EIN of the agency. Once that info is entered, click “Confirm & Next”

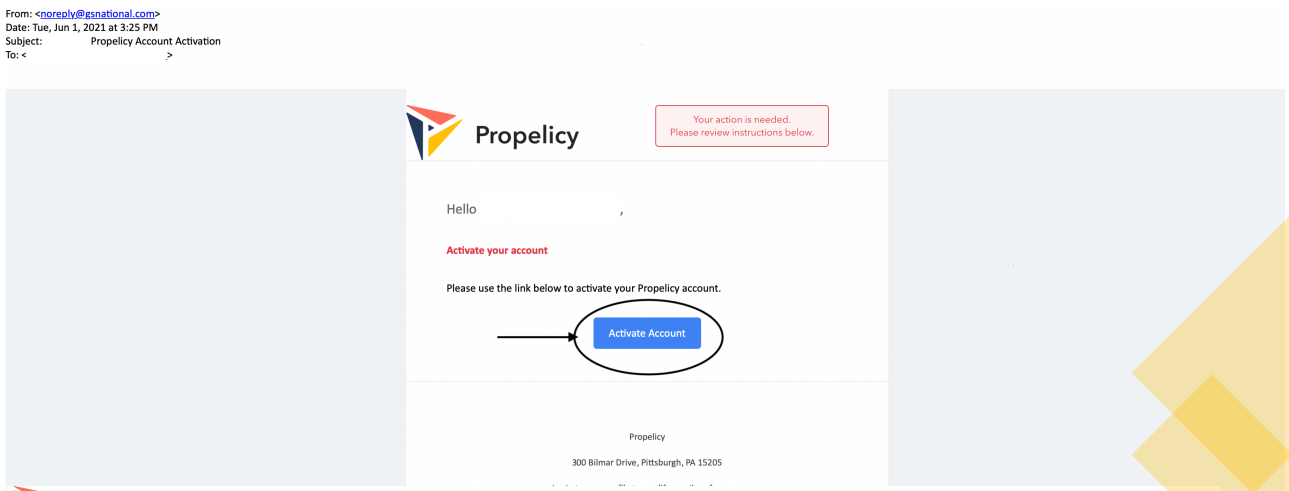
- A message will appear for you to check your emails (the email address you entered) to set up your password and continue the onboarding process

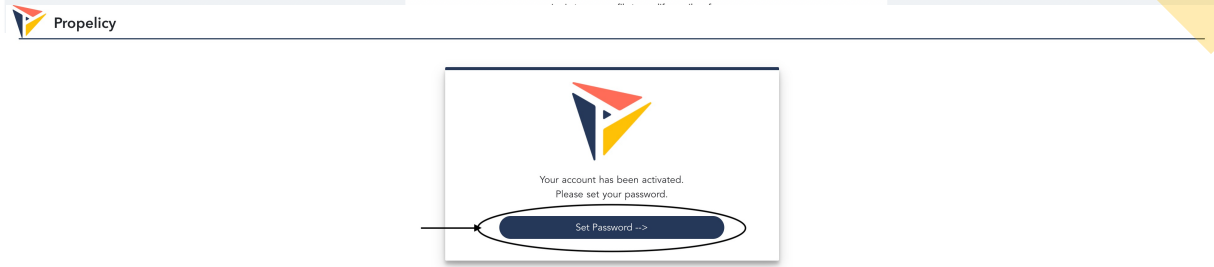


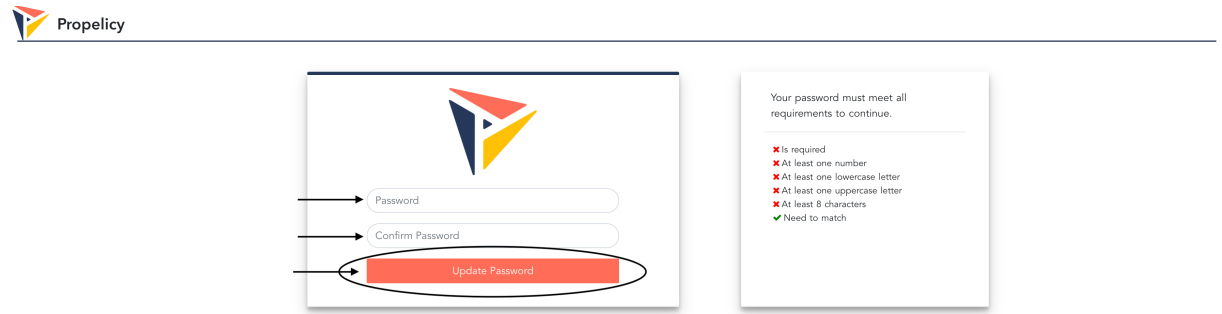


4) You will open the Activation email and click on “Active Account”

- Click on “Set Password” and create the password of your choice
- Once you have created the password of your choice, click on ”Update Password”

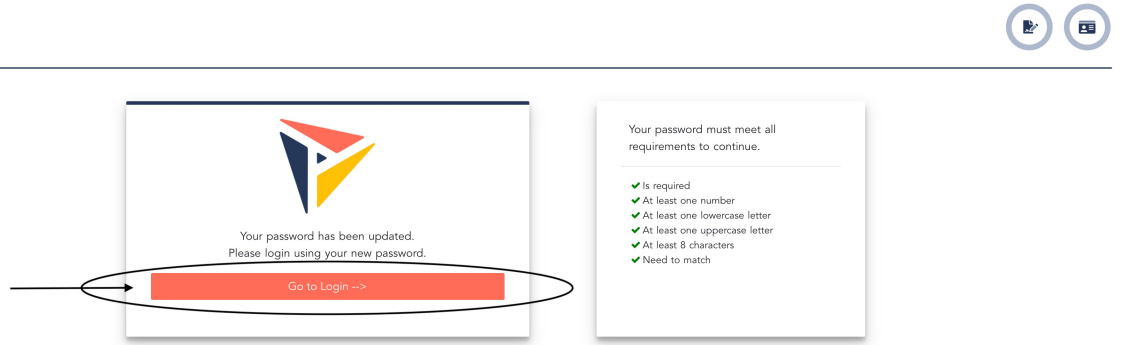


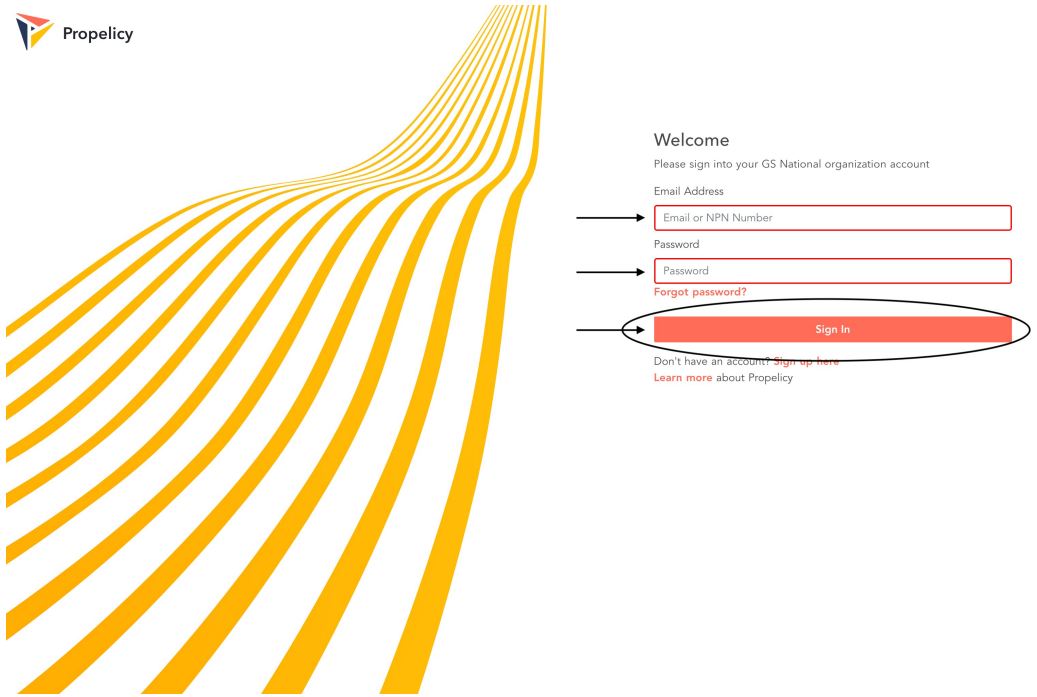




5) After clicking Update Password, you will be prompted to login, click on “Go to Login” to do so

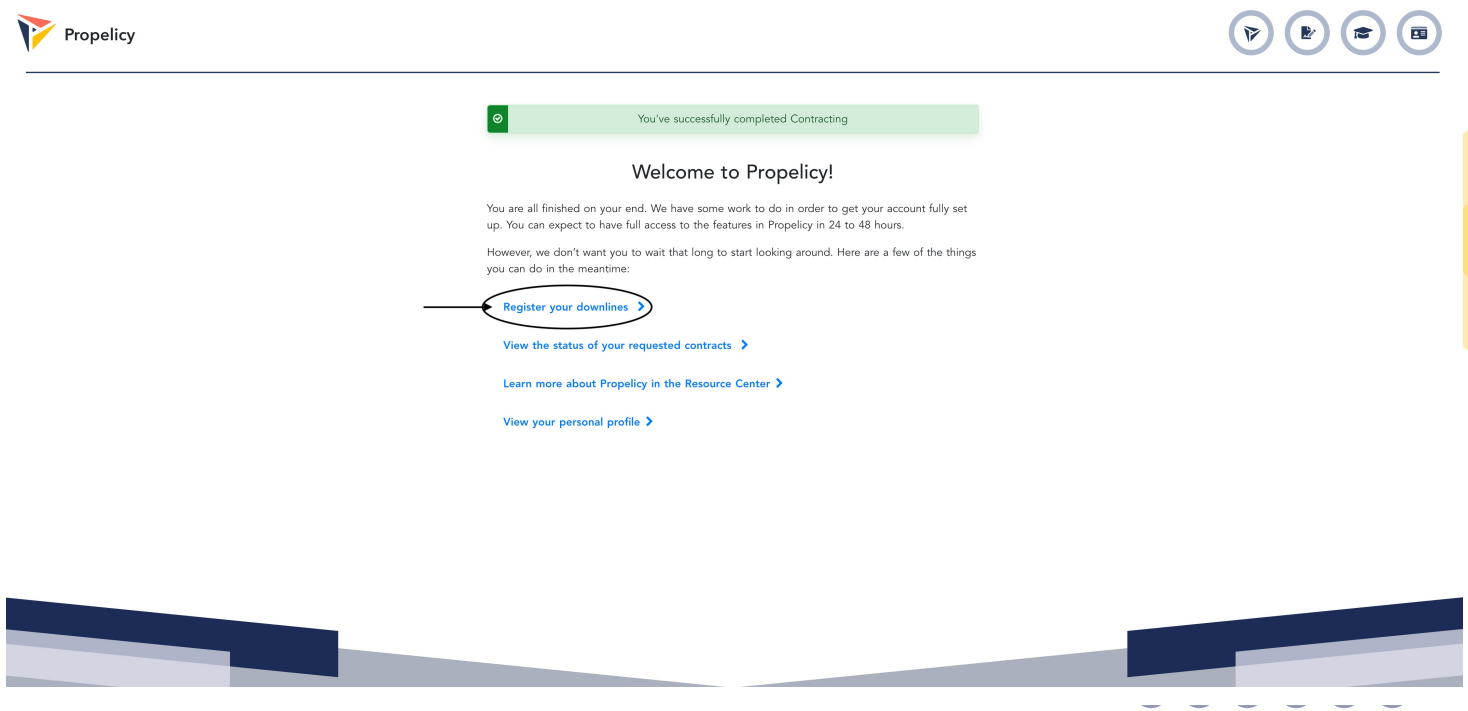
- Enter your email address as the username and the password you just created to login and continue the onboarding process

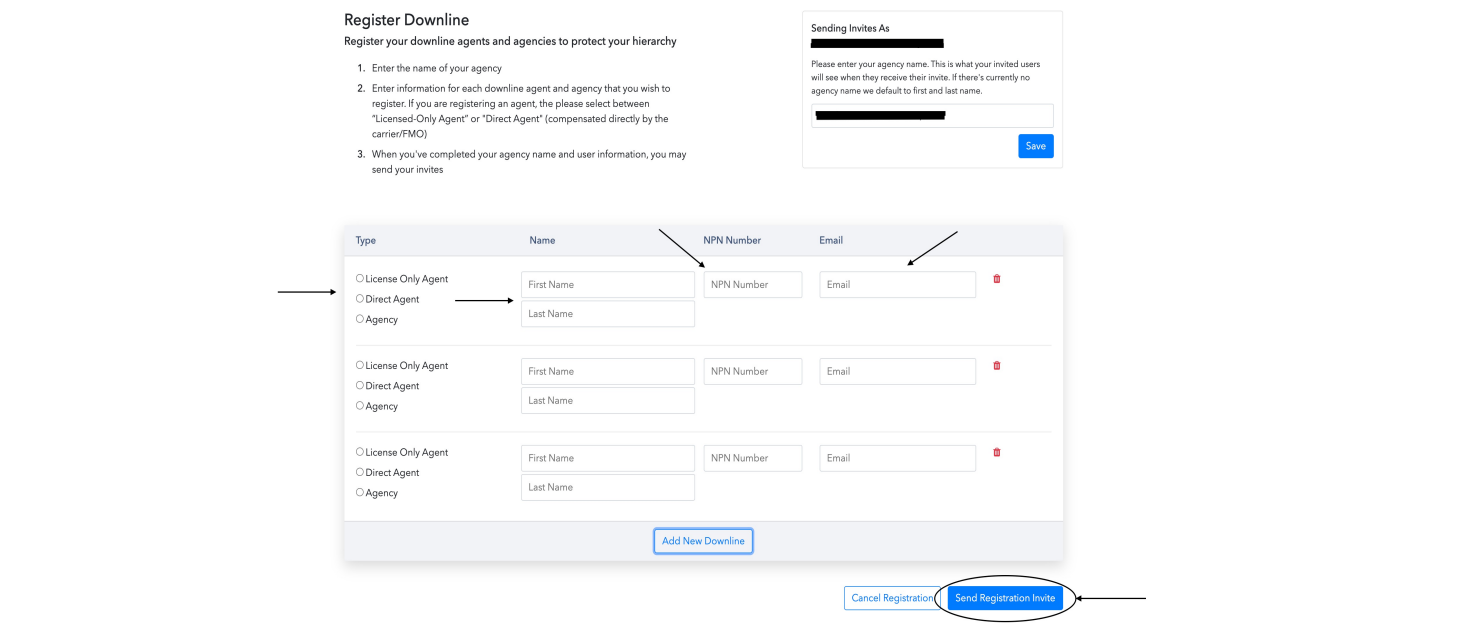




6) After you complete the onboarding for the Agency, you will be able to invite your downline brokers to appoint as well. Click on “Register your downlines”

- In the top right hand corner, you can dictate how the invite will go out
- You also have three designations to invite your brokers
    - LOA: is a Captive Broker
    - Direct Agent: is a Street Level Broker
    - Agency: is a downline agency that you can invite underneath your GA (must use agency’s NPN for invite)
    - You also have the ability to send mutlitple invites at once by clicking on “Add New Downline”
    - Once all brokers information has been entered you can click on “Send Registration Invite” and the invites will be sent to the brokers





Onboarding Instructions for Brokers

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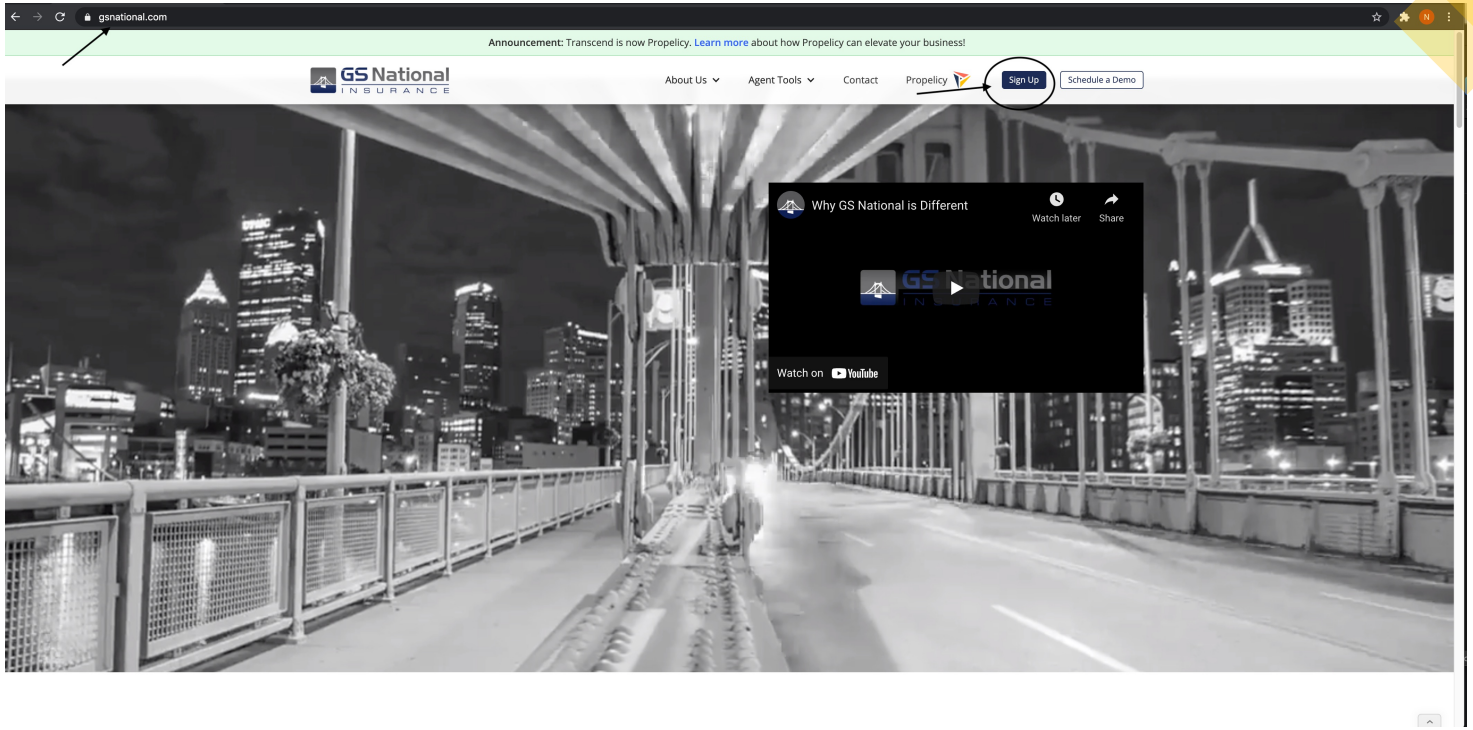
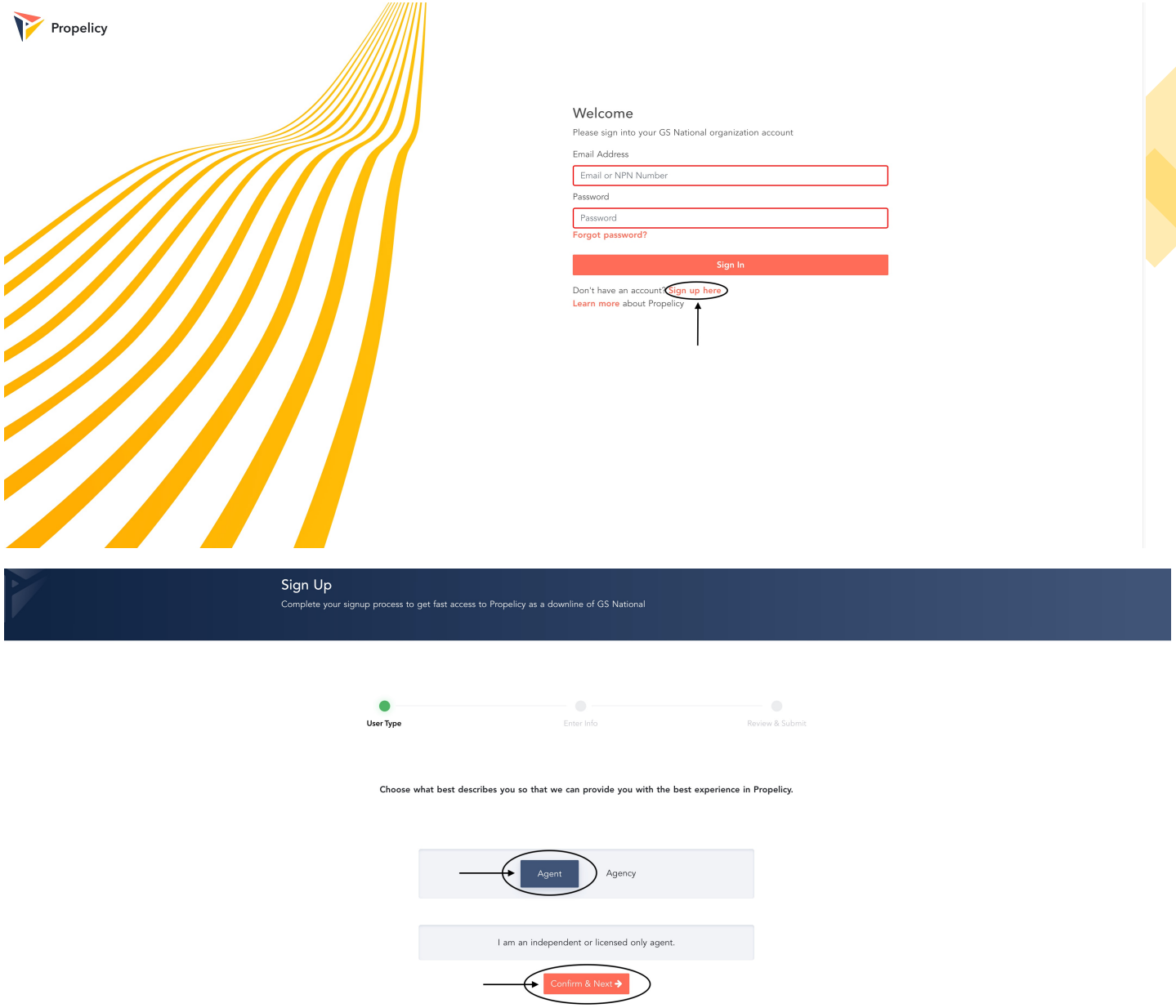
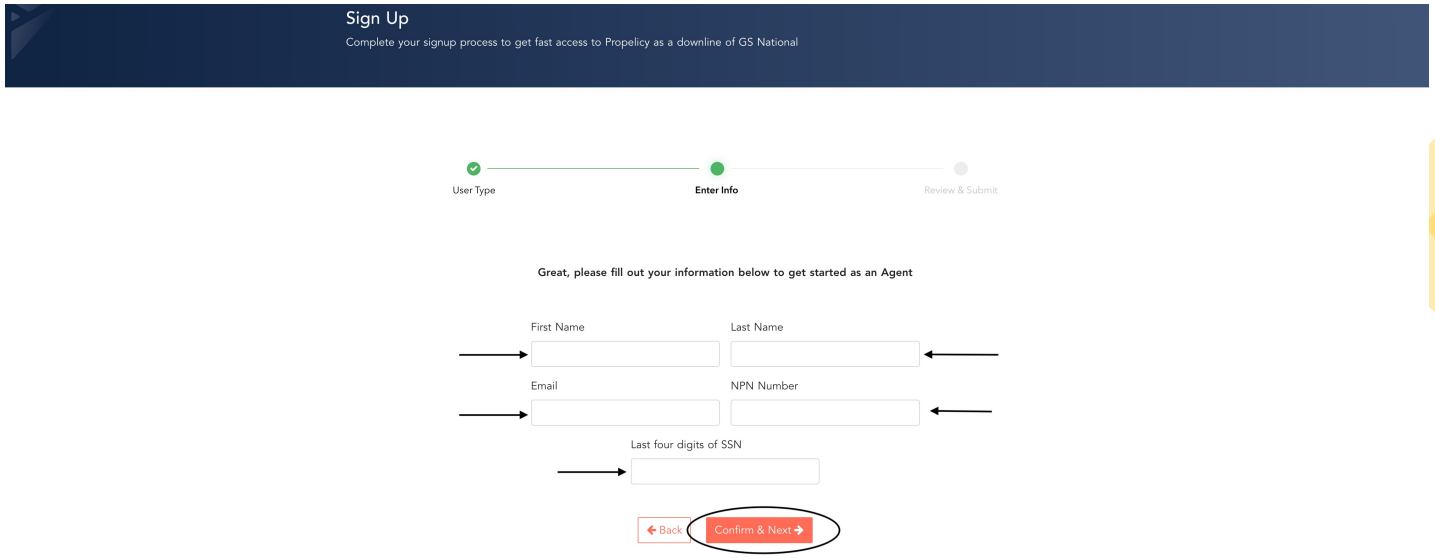


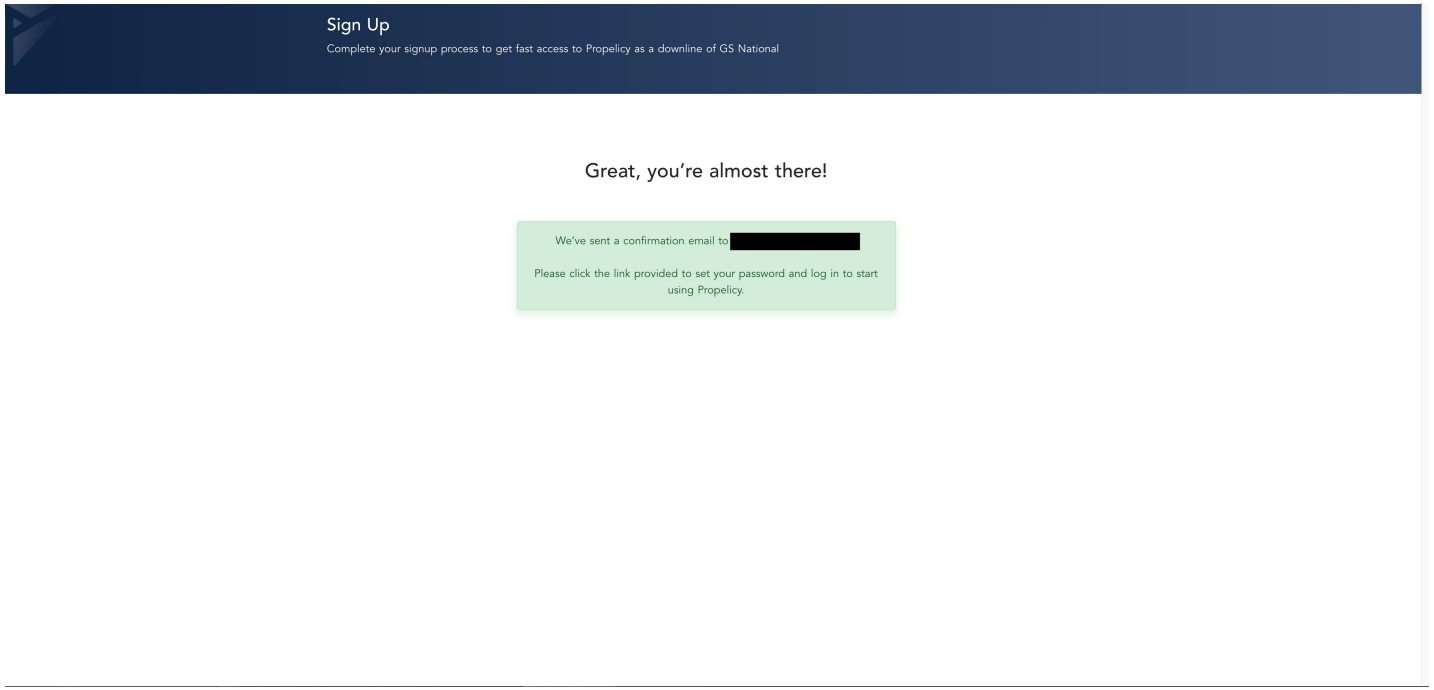
2) Click on “Sign up here” and make sure ”Agent” is selected and click “Confirm & Next”.



3) Here you will enter your name, a good email address, your NPN and the last 4 digits of your SSN. Once that info is entered, click “Confirm & Next”

- A message will appear for you to check your emails (the email address you entered) to set up your password and continue the onboarding process





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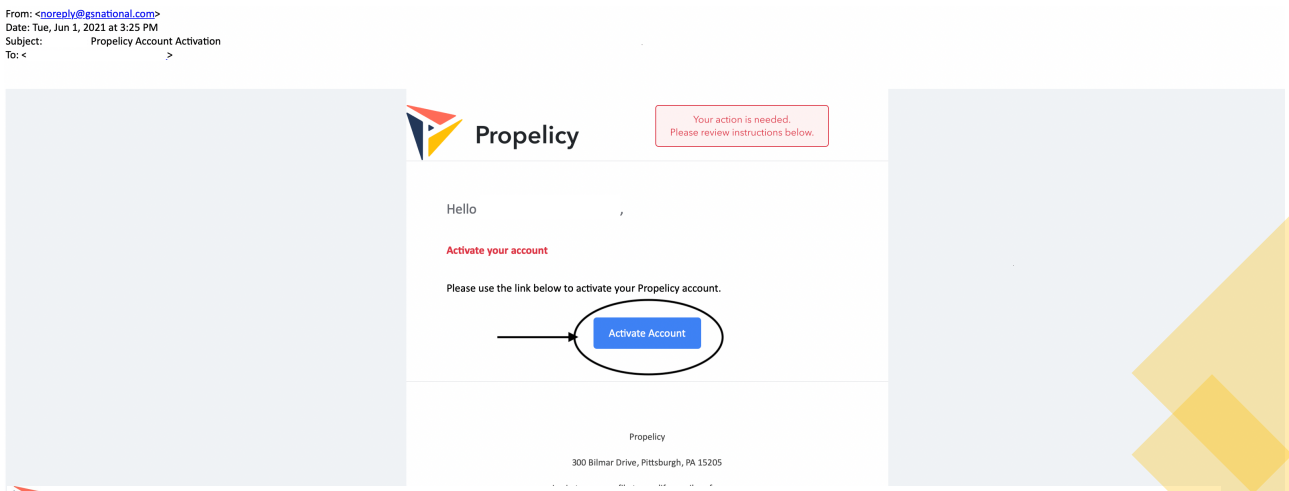

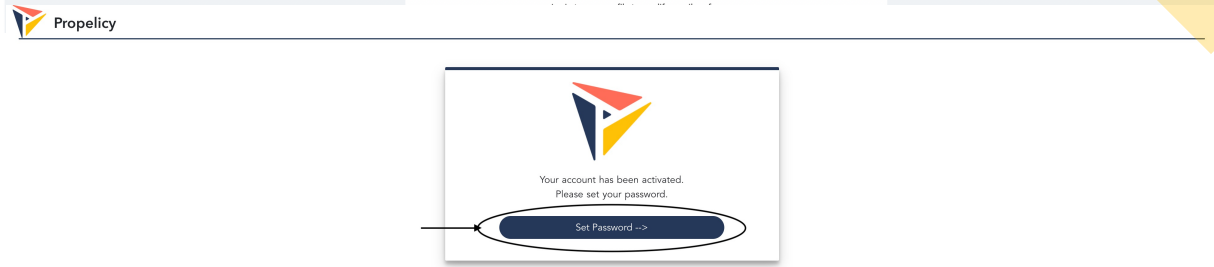

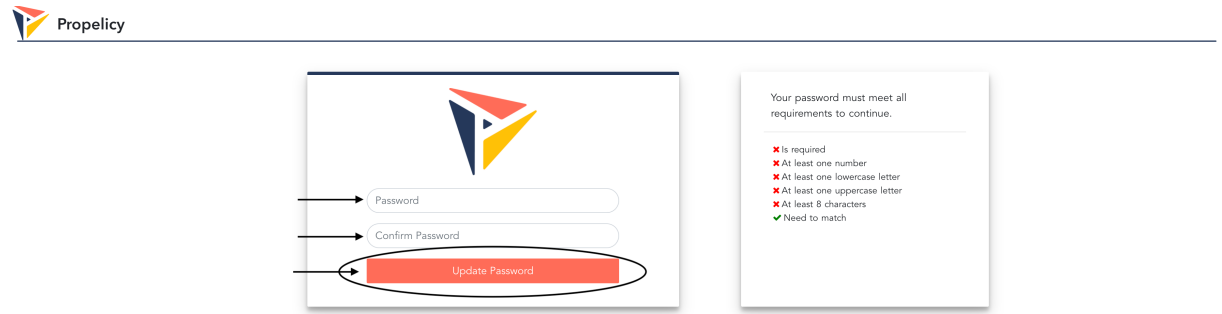

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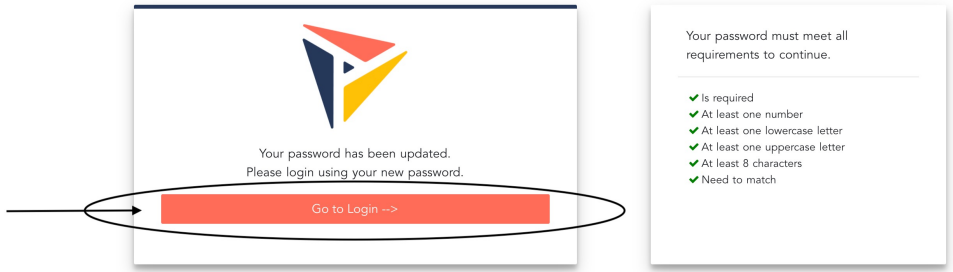
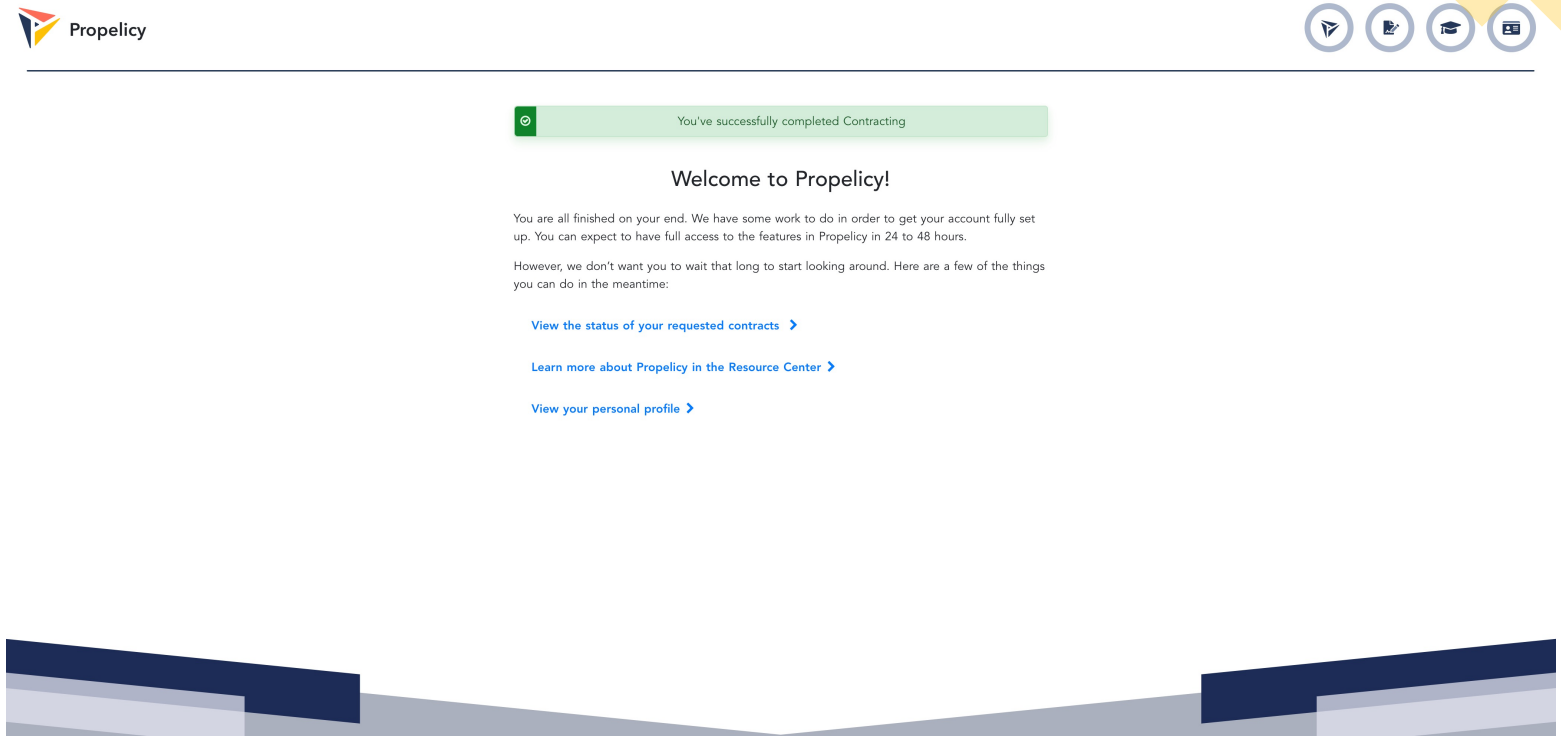
6) After you complete the onboarding click “Save & Finish”. You will gain full access to Propelicy within 24-48 hours, but you do have the ability to see that statuses of your appointment requests as well as viewing your Personal Profile