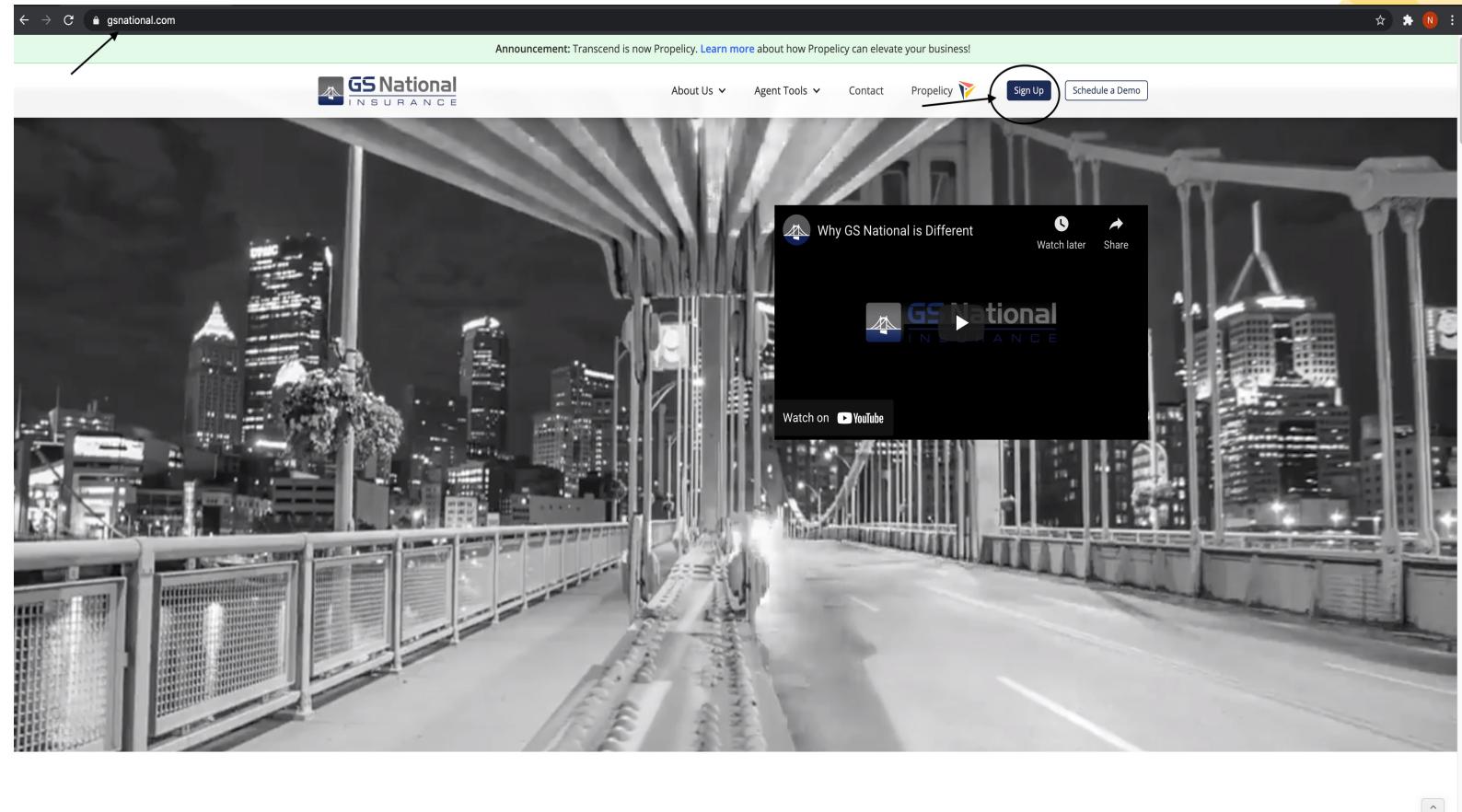






Onboarding Instructions for GA's

- 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.”



Welcome
Please sign into your GS National organization account

Email Address

Password

[Forgot password?](#)

[Sign In](#)

Don't have an account? [Sign up here](#)
[Learn more](#) about Propelcity

Sign Up
Complete your signup process to get fast access to Propelcity as a downline of GS National

Progress bar: **User Type** (active), Enter Info, Review & Submit

Choose what best describes you so that we can provide you with the best experience in Propelcity.

Agent ☒ **Agency**

☐ I run an insurance agency

[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

Sign Up

Complete your signup process to get fast access to Propelcity as a downline of GS National

✓

●

●

User TypeEnter InfoReview & Submit

Great, please fill out your information below to get started as an Agency

Business Name

→

Email Address

→

NPN Number

→

EIN Number

→

← Back

Confirm & Next →

←

Sign Up

Complete your signup process to get fast access to Propelcity as a downline of GS National

Great, you're almost there!

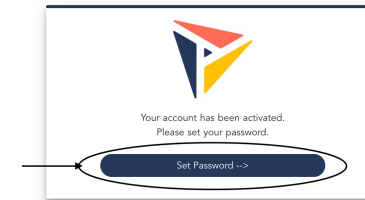
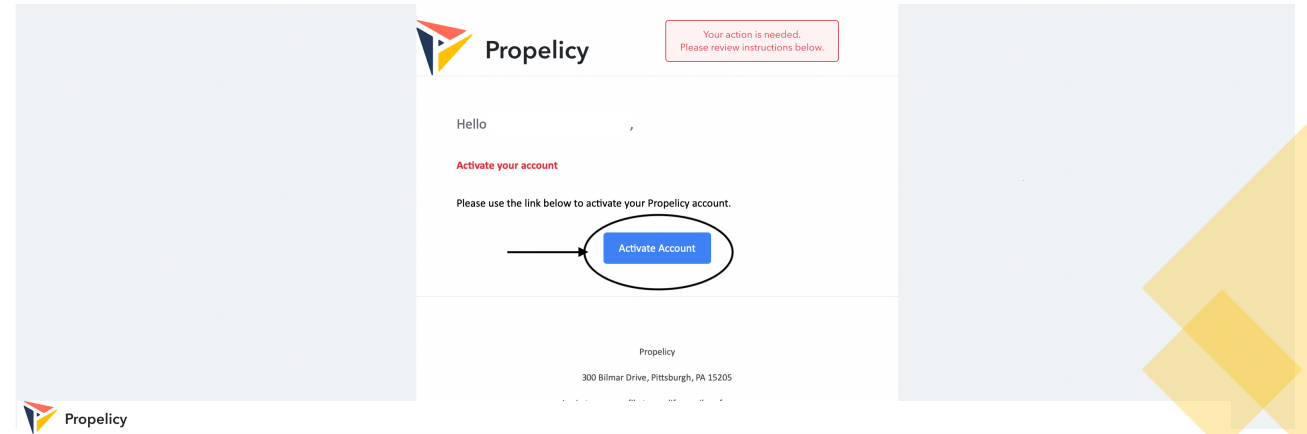
We've sent a confirmation email to [REDACTED]

Please click the link provided to set your password and log in to start using Propelcity.

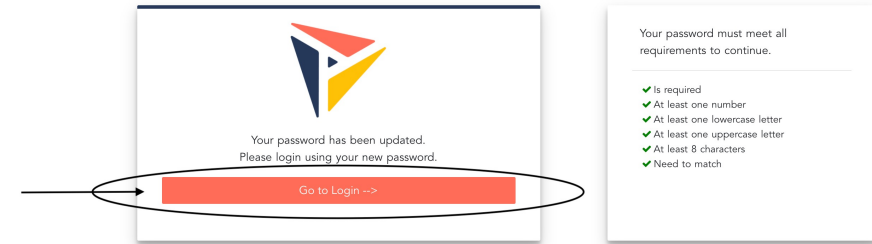
4) You will open the Activation email and click on “Active Account”

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

From: <noreply@gsnational.com>
Date: Tue, Jun 1, 2021 at 3:25 PM
Subject: Propelcity Account Activation
To: <>

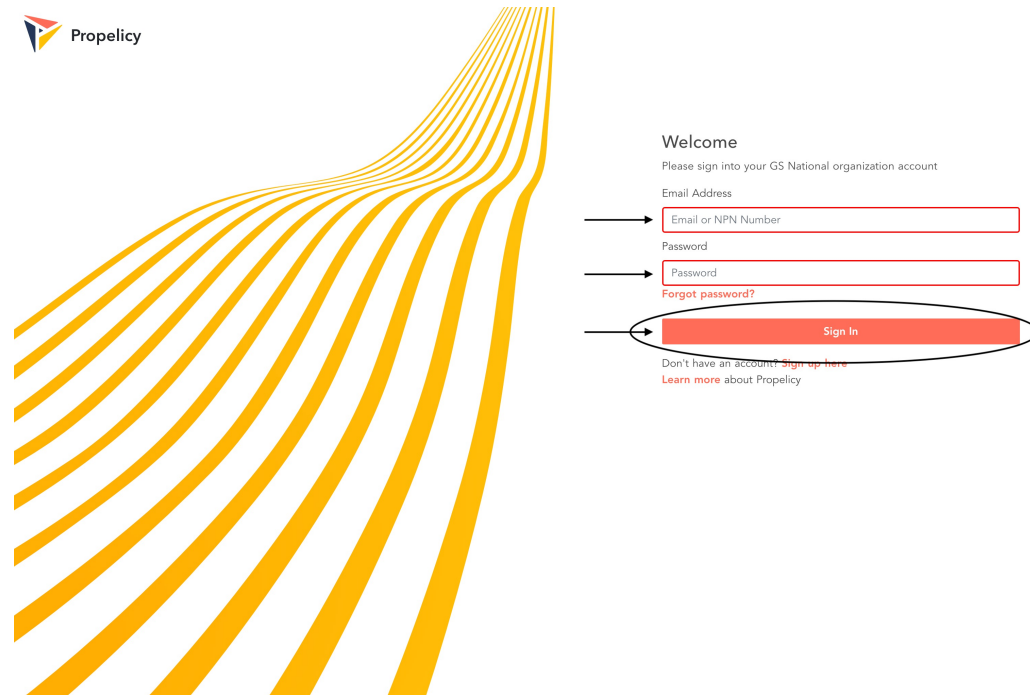


This is a screenshot of a web form for creating a password. It has two input fields: "Password" and "Confirm Password". Below these fields is a red button labeled "Update Password" which is circled with a black arrow pointing to it. To the right of the form is a box containing the text "Your password must meet all requirements to continue." followed by a list of requirements: "x Is required", "x At least one number", "x At least one lowercase letter", "x At least one uppercase letter", "x At least 8 characters", and "✓ Need to match".



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



You've successfully completed Contracting

Welcome to Propelcity!

You are all finished on your end. We have some work to do in order to get your account fully set up. You can expect to have full access to the features in Propelcity in 24 to 48 hours.

However, we don't want you to wait that long to start looking around. Here are a few of the things you can do in the meantime:

[Register your downlines](#)

[View the status of your requested contracts](#)

[Learn more about Propelcity in the Resource Center](#)

[View your personal profile](#)

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 multiple 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



Register Downline

Register your downline agents and agencies to protect your hierarchy

1. Enter the name of your agency
2. Enter information for each downline agent and agency that you wish to register. If you are registering an agent, the please select between "Licensed-Only Agent" or "Direct Agent" (compensated directly by the carrier/FMO)
3. When you've completed your agency name and user information, you may send your invites

Sending Invites As

Please enter your agency name. This is what your invited users will see when they receive their invite. If there's currently no agency name we default to first and last name.

Save

Type	Name	NPN Number	Email
<input type="radio"/> License Only Agent <input type="radio"/> Direct Agent <input type="radio"/> Agency	<input type="text"/> First Name <input type="text"/> Last Name	<input type="text"/> NPN Number	<input type="text"/> Email
<input type="radio"/> License Only Agent <input type="radio"/> Direct Agent <input type="radio"/> Agency	<input type="text"/> First Name <input type="text"/> Last Name	<input type="text"/> NPN Number	<input type="text"/> Email
<input type="radio"/> License Only Agent <input type="radio"/> Direct Agent <input type="radio"/> Agency	<input type="text"/> First Name <input type="text"/> Last Name	<input type="text"/> NPN Number	<input type="text"/> Email

[Add New Downline](#)

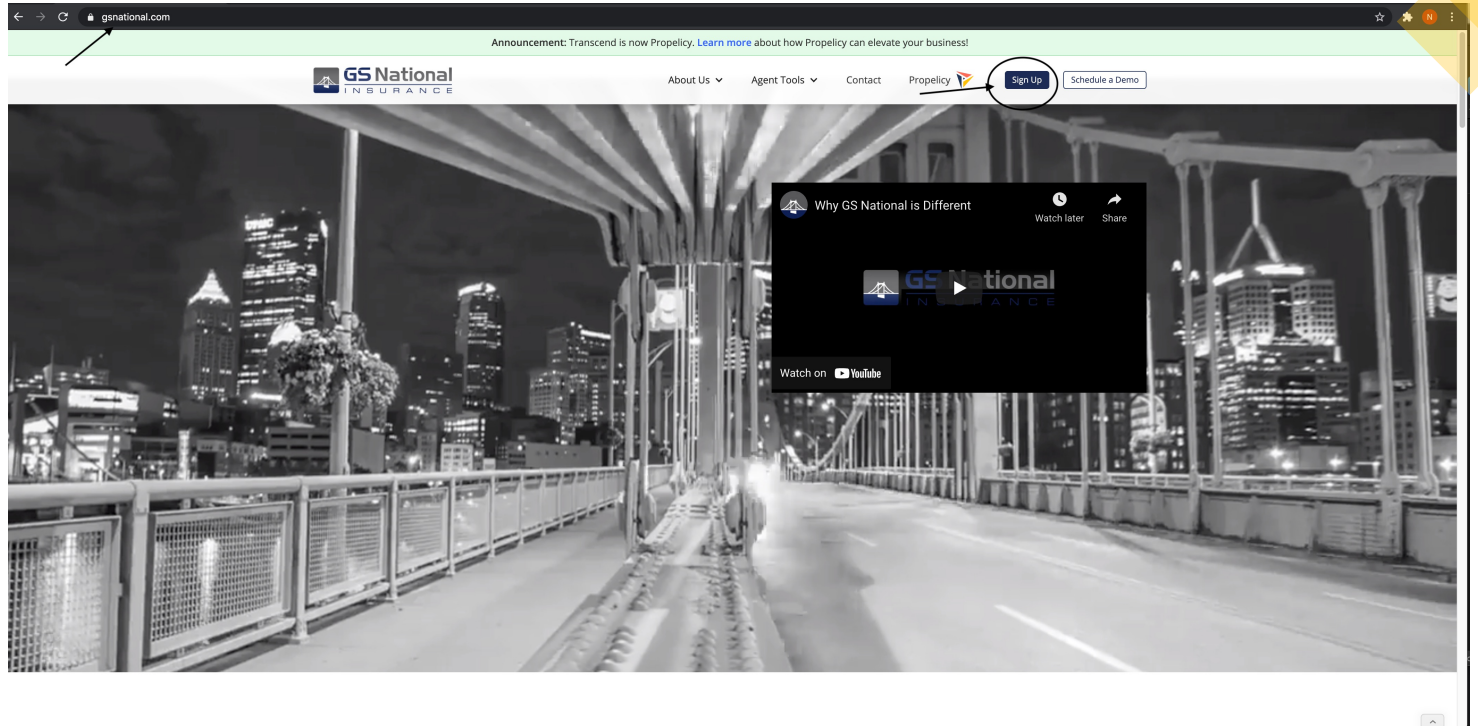
[Cancel Registration](#)

[Send Registration Invite](#)





Onboarding Instructions for Brokers

- 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 “Agent” is selected and click “Confirm & Next”.



Welcome
Please sign into your GS National organization account

Email Address

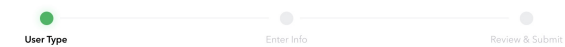
Password

[Forgot password?](#)

[Sign In](#)

Don't have an account? [Sign up here](#)
[Learn more](#) about Propelcity

Sign Up
Complete your signup process to get fast access to Propelcity as a downline of GS National



Choose what best describes you so that we can provide you with the best experience in Propelcity.

☒ Agent Agency

☐ I am an independent or licensed only agent.

[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

Sign Up
Complete your signup process to get fast access to Propelcity as a downline of GS National

Progress: User Type (Completed) → Enter Info (Current) → Review & Submit

Great, please fill out your information below to get started as an Agent

First Name: Last Name:

Email: NPN Number:

Last four digits of SSN:

[← Back](#) [Confirm & Next →](#)

Sign Up
Complete your signup process to get fast access to Propelcity as a downline of GS National

Great, you're almost there!

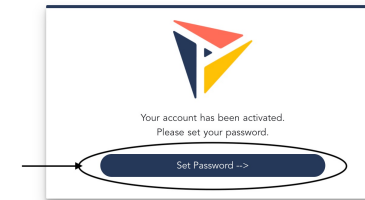
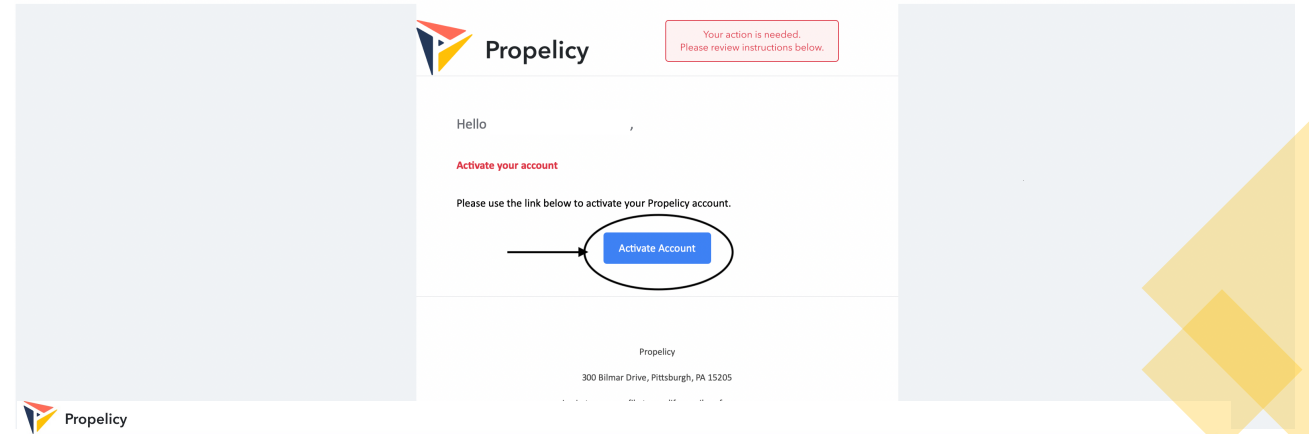
We've sent a confirmation email to [redacted]

Please click the link provided to set your password and log in to start using Propelcity.

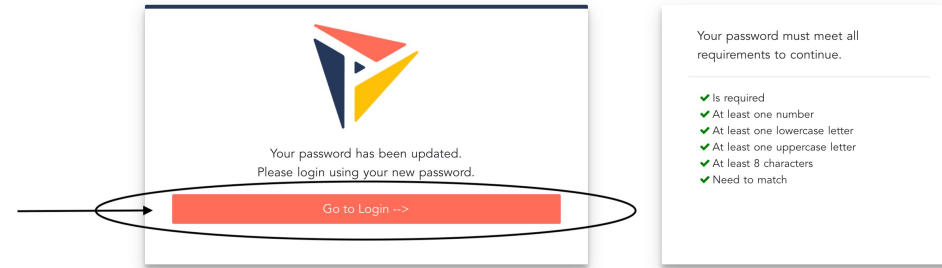
4) You will open the Activation email and click on “Active Account”

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

From: <noreply@gsnational.com>
Date: Tue, Jun 1, 2021 at 3:25 PM
Subject: Propelcity Account Activation
To: <>

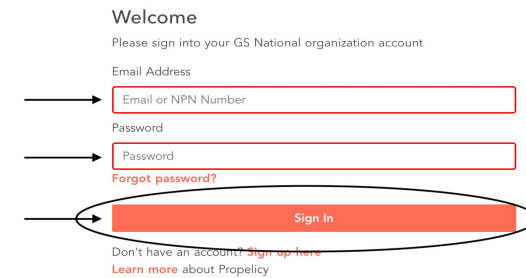


This is a screenshot of a web form for creating a password. It has two input fields: "Password" and "Confirm Password". Below these fields is a red button labeled "Update Password" which is circled with a black arrow pointing to it. To the right of the form is a box containing the following requirements: "Your password must meet all requirements to continue." followed by a list: "x Is required", "x At least one number", "x At least one lowercase letter", "x At least one uppercase letter", "x At least 8 characters", and "✓ Need to match".



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 click “Save & Finish”. You will gain full access to Propelcity 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



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However, we don't want you to wait that long to start looking around. Here are a few of the things you can do in the meantime:

[View the status of your requested contracts >](#)

[Learn more about Propelcity in the Resource Center >](#)

[View your personal profile >](#)