

Welcome to Level Four Insurance

We look forward to working with you on all of your insurance cases. The first step in this process is to get your information into our Insurance Contracting System known as Surance Bay. We utilize a Master Contracting System for the majority of our Carriers. Rather than spending hours completing contracting paperwork every time you want to be contracted with a carrier, you will just enter your information into our system one time and we can help from there.

PLEASE OPEN IN GOOGLE CHROME

Getting started

1. [Click Here](#) to get started.
2. Create your own portal for Surance Bay. This portal is controlled by you – remember your user ID and password.

Please note that if you have a Sure LC login with another company, you can use the same User ID, but you **MUST change the password for your login with Level Four.*

3. Enter your personal information following the online instructions. There are tabs across the side of the page indicating each section that needs to be completed. The first 5 sections need to be completed in order to move forward. If you have any yellow circles as you move through the tabs, you will need to complete or correct those items. The system will not allow you to move forward with incomplete items.
4. IMPORTANT: In the Training tab, please complete the links to the various providers you may use for your Continuing Education. Provide your user ID and password for those vendors. This allows the system to update with your current training certs. (Note: your password is secure and we are unable to see it) This section is not mandatory but is beneficial in the processing of your contracts.
5. After completion of the top section, be sure to complete your digital signature.
6. Once you complete your Surance Bay information, your data will feed into our system. As you need a carrier, you will simply log into your portal.
 - a. In the lower left section, click on the “Contracting Requests” tab.
 - b. Choose the Carrier you wish to be appointed with
 - c. Request type – will currently be “Contract”
 - d. Select the product type you are requesting appointment for.
 - e. Select state in which business is being written.Scroll through the next sections for completeness. (Each carrier may ask

some additional questions but usually just three or four items need to be completed.)

- f. When you get to the Review & Sign tab, Read and scroll to the bottom of the screen and then select "Apply my Signature".

If you have questions, you may reach out to Debora Foutz at 972-284-5409.