



## CONGRATULATIONS!

This process is the first step in starting your new career with Penn Global. You will need all the documents & information listed below.

### DOCUMENTS (PDF format for uploading)

- 1. INSURANCE LICENSE(S)**
  - Must be Life & Health - If not, [www.ExamFX.com](http://www.ExamFX.com)
- 2. ACTIVE E&O CERTIFICATE**
  - You must be listed as an individual insured.
  - Must be effective on the 1st of the month you start working
- 3. ANTI-MONEY LAUNDERING CERTIFICATE (AML)**
  - [www.webce.com](http://www.webce.com) - certificate must be signed
- 4. AUTO INSURANCE CARD**
  - You must be listed as an insured or authorized driver
- 5. VOIDED CHECK FOR DEPOSITS**
  - Checking Acct** - Bank authorization form is also acceptable
- 6. DIGITAL PHOTO**
  - Headshot ( .jpg or .png format only )
- 7. LEGAL DOCUMENTS**
  - Must provide** upfront regarding litigation or judgement

# ONBOARDING



# ONBOARDING

## INFORMATION ALSO NEEDED

- **FULL LEGAL NAME**

on your insurance license.

- **NATIONAL PRODUCER NUMBER (NPN)**

<https://www.nipr.com/PacNpnSearch.htm>

- **VALID DRIVER'S LICENSE INFO**

- **DATE OF BIRTH**

- **ADDRESS INFO -**

Home & business may be the same, if necessary. Timeline last 2 years

- **EMPLOYMENT HISTORY**

7 year history, name, address, phone, supervisor name

- **CARRIER HISTORY**

Please note any carriers you are appointed with & if you're active with them. If you are active with a carrier under a previous upline, you will need a release, or let them know you need to be terminated from them

If you are appointed in other states or want to get licensed in another state, please talk to your manager