

## ONLINE AGENT APPOINTMENT (AFA)

### ***“NO MORE FORMS” INSTRUCTIONS***

**STEP 1:**      Go to: [www.afadvantage.com](http://www.afadvantage.com)

1. Click on “Brokers & Agents”
2. In the second column of the Brokers & Agents page click on **“On-Line Application.”**

**STEP 2:**      You are now at ***“NO MORE FORMS”***

1. Make sure you choose American Fidelity Group as the insurer.
2. Complete log in, you will need a password which you establish at the site and a package code. The package code is case sensitive: Our package code is: **securecare**
3. Complete paper work in full. On the site the paperwork is labeled as:
  - a. Licensing Application Pt1
  - b. Licensing Application Pt2
  - c. Licensing Application Pt 3
  - d. BG Investigation Autho
  - e. Producer Agreement
  - f. Producer with Sub-producer (if applicable)
  - g. Insurance License Fact Sheet
  - h. New Business-Field Version
4. Once completed, make sure you click “submit.”

You have now completed your appointment paper work for American Fidelity!!!!

**STEP 3:**      Please remember to fax us a copy of your:

- Errors & Omissions.
- Copy of your resident insurance license.
- License for any other state you wish to be appointed in.
- Agency license if commissions are to be paid to an agency

The fax #: **405-523-5747**

### **Time-saving Tip**

If you get an error saying your social security number is already on file, you will need to scroll down and enter using the "Returning Applicant" field. Select American Fidelity as the client and enter their social security number.

Click on the "forgot password" instead of entering a password. It will ask them for your last name and social security number. It will then instruct you to enter a new password.

This is case sensitive so make sure you enter all caps or all lower case, must be at least 4 letters or numbers. You will then be able to proceed to our appointment paperwork.

If you should have any questions, please let us know! 1-877-967-5748