

# Philadelphia American Contracting Guide

## The Guide at a Glance

- 1** Request your contracts using the customized contract request link provided by your upline agency.

After you submit your contract requests, wait 24 business hours. Then:

- 2** You will receive an email with a link to begin the contracting process.  
**IMPORTANT: You will need to have E&O and Anti-Money laundering training before you start the process in our contracting system.**

After Step #2, you can immediately complete Step #3.  
This process can take up to an hour, assuming you have the correct training and licenses.

Using the link from Step #2, you can login or register your account to begin the contracting application.

- 3** This process consists of several steps, including NIPR, DBA, Licenses, EFT, E&O, Uploading Certificates, etc. Once your application is finished, you will submit it to the carrier.

Once you submit your contract, wait up to 2 weeks. Step #4 will occur.

Philadelphia American will process your contract over the next several days. After everything is processed, you will receive a welcome email.

- 4** This welcome email will include your unique writing number, indicating that you are ready to sell!

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*Continue reading the following pages for more details on the contracting process.*

An example of the Philadelphia American contracting email is below:

## Email Example:

Good morning!

We have received your request to contract with Philadelphia American Life. Attached are the contracting instructions that you will use to complete contracting.

If you have any questions, please let us know!

Thanks!

**NOTE: You will need to have E&O and Anti-Money laundering training (must be through an approved provider) before you start the process in our contracting system. Do not create a profile if you do not have these two requirements.**

**To begin the contracting process, follow the steps below.**

Click on the contracting link provided in the email. You will be taken to the login page.

If you have not registered with NALP before, you will register as a “NEW USER”

Get access to your account

Please provide your credentials and click login

User ID (email)

Password

LOGIN

PASSWORD RECOVERY

NEW USER

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Once you are logged in, complete ALL tabs:

1. NIPR
2. DBA
3. Questions (background for contracting)
4. Licenses (shows all of your licenses)
5. EFT
6. History
7. E&O
8. Training – ***The AML training from carriers will NOT be accepted***
9. Scan (Upload your signature and a copy of certificates such as AHIP, LTC, Annuity, Facilitated Marketplace, etc....) – **DO NOT UPLOAD YOUR PERSONAL LICENSES**

Once you complete all tabs, completing the contracting process. The contract will be submitted for processing.

Once the contract is processed, you will receive a welcome email **directly from Philadelphia American**. The welcome email will include your unique writing number.

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Once you receive your writing number, you are now registered  
and can begin certifications!

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**NOTE: It can take between 1 – 2 weeks to become appointed depending on the time of year.**