

## National Flood Insurance Program - Flood Setup Application Instructions

To begin the National Flood Insurance Program (NFIP) agent set-up process, please provide the following information:

1. A completed Set-Up application. (Attached).
2. A copy of your current E & O coverage declaration page or Certificate of Insurance.
3. A copy of the agency insurance license.
4. A completed Due Diligence form (Attached). **This is for the agent appointment and background check.** Any Producer/Agent providing proof of Flood Continuing Education must complete this form.
5. A list of States the agency holds a Non-Resident License. (Attached - just check off the states listed on the sheet.)
6. A completed W-9 form. (Attached)
7. A dollar amount of Flood insurance premium the agency plans on writing over the next 12 months. If you are not sure, list a low figure, as this amount will appear on the Commission Agreement you will sign later.
8. Copies of Flood Continuing Education Certificates for *all* Producers/Agents selling and writing Flood insurance **along with a copy of the agent license and their email address.** A minimum of three credit hours is required for each producer. **A Transcript cannot be used in place of a Certificate.** The Certificate must be fully completed to be acceptable.

If any Producer/Agent has not taken a Flood Continuing Education Class, WebCE offers a class online to agents in all states. The website is [www.WebCE.com](http://www.WebCE.com). (Go to the course catalog to order WebCE's *Flood Insurance Fundamentals: NFIP Training for Insurance Producers* course, which fulfills this requirement.) All other Flood CE classes must be approved by your State Department of Insurance for Continuing Education and meet the minimum class hour requirement stated in the Flood Insurance Reform Act of 2004.

You may email the documents to [pamela.moats@phly.com](mailto:pamela.moats@phly.com) or fax to 866-823-1858. When all of the required documents are received, the set-up process, which takes a minimum of **ten** business days, will begin. You will receive a confirmation email that the setup process has begun. Once the set-up process is complete, you will be emailed your login instructions to the Flood Insurance Portal so that you can begin quoting online.



## National Flood Insurance Program – Agency Enrollment Application

<b>AGENCY NAME</b>										
<b>DBA NAME IF APPLICABLE</b>										
<b>MAILING ADDRESS</b>							<b>CITY, STATE, ZIP</b>			
<b>LOCATION ADDRESS</b>							<b>CITY, STATE, ZIP</b>			
<b>CONTACT NAME</b>					<b>EMAIL ADDRESS</b>					
<b>FEDERAL TAX ID NUMBER:</b>					Check here if agency is incorporated. <input type="checkbox"/>		<b>AGENCY NATIONAL PRODUCER NUMBER:</b>			
<b>TELEPHONE NUMBER:</b>						<b>FAX NUMBER:</b>				
<b>WHO IS YOUR PRIMARY FLOOD CARRIER?</b>						<b>COMMISSION %</b>			<b>VOLUME \$</b>	<b>\$</b>
<b>REQUIRED – WHAT IS YOUR PROJECTED COMMITMENT?</b>						<b>ROLLOVER:</b>		YES	NO	
<b>AGENCY PRINCIPAL'S NAME:</b>						<b>AGENCY LICENSE NUMBER:</b>				
<b>ADD LICENSED AGENTS/PRODUCERS WHO ARE SUBMITTING PROOF OF FLOOD CONTINUING EDUCATION</b>										
<b>AGENT/PRODUCER NAME</b>				<b>EMAIL ADDRESS</b>					<b>NATIONAL PRODUCER NUMBER</b>	
<b>ADD CSR'S AND SUPPORT STAFF TO ACCESS POLICY INFORMATION</b>										
<b>CSR NAME</b>				<b>EMAIL ADDRESS</b>						

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please list the States that your agency holds a Non-Resident License

State	Agency License Number	State	Agency License Number
ALABAMA		MONTANA	
ALASKA		NEBRASKA	
ARIZONA		NEVADA	
ARKANSAS		NEW HAMPSHIRE	
CALIFORNIA		NEW JERSEY	
COLORADO		NEW MEXICO	
CONNECTICUT		NEW YORK	
DELAWARE		NORTH CAROLINA	
DISTRICT OF COLUMBIA		NORTH DAKOTA	
FLORIDA		OHIO	
GEORGIA		OKLAHOMA	
HAWAII		OREGON	
IDAHO		PENNSYLVANIA	
ILLINOIS		RHODE ISLAND	
INDIANA		SOUTH CAROLINA	
IOWA		SOUTH DAKOTA	
KANSAS		TENNESSEE	
KENTUCKY		TEXAS	
LOUISIANA		UTAH	
MAINE		VERMONT	
MARYLAND		VIRGINIA	
MASSACHUSETTS		WASHINGTON	
MICHIGAN		WEST VIRGINIA	
MINNESOTA		WISCONSIN	
MISSISSIPPI		WYOMING	
MISSOURI			

