

A large, dark blue, curved graphic element that starts from the left edge of the slide and curves upwards and to the right, ending near the center. It has a thick, solid appearance.

# **Pennsylvania Insurance Department Registration Process for Assistors**

**April 2023**

<b>Table of Contents</b>	<b>Page #</b>
<b>Becoming a Certified Pennie Exchange Assister</b>	<b><u>3</u></b>
<b>PID Registration Process Overview</b>	<b><u>4</u></b>
<b>Helpful Information</b>	<b><u>5</u></b>
<b>Registering with PID to Become a Pennie Assister</b>	<b><u>7</u></b>
<b>Creating an Account on Sircon</b>	<b><u>8</u></b>
<b>Submitting an Application</b>	<b><u>9</u></b>
<b>Application Fees and Submission</b>	<b><u>16</u></b>
<b>Uploading Your Pennie Training Certificate</b>	<b><u>17</u></b>
<b>Fingerprinting and Background Check</b>	<b><u>21</u></b>
<b>Checking Application Status</b>	<b><u>24</u></b>
<b>Notification of Successful Registration</b>	<b><u>25</u></b>
<b>Printing Your Assister Registration Certificate</b>	<b><u>26</u></b>
<b>Enrolling Your Entity/Organization with PID</b>	<b><u>28</u></b>



# Becoming a Certified Pennie Exchange Assister

Any individual or organization who provides public education or assists customers for or on behalf of the Pennsylvania Insurance Exchange (Pennie®) must be **registered** with the Pennsylvania Department of Insurance (PA Insurance Department or PID) as an **Exchange Assister**. This document guides you through the Exchange Assister multi-step registration process.

Before starting, confirm you are able to meet the requirements of the Pennsylvania Navigator and Exchange Assister Accessibility and Regulation Act (2015 Act 7) to be an Exchange Assister. An Assister must:

- Be at least 18 years of age.
- Reside in this Commonwealth or maintain a registered place of business in this Commonwealth.
- Not have committed an act that would be grounds for denial, suspension or revocation of a license as an insurance producer.
- Not have had a license as an insurance producer denied, suspended or revoked.
- Submit a completed application to the PA Insurance Department.
- Submit fingerprints for the PA Insurance Department to receive national criminal history records information from the Criminal Justice Information Services, Division of the Federal Bureau of Investigation.
- Pay the required registration fee and fees for obtaining national criminal history records information as prescribed by the PA Insurance Department.



# PID Registration Process Overview

- Step 1: Complete Pennie Assister training that may be requested using this form **[Request Assister Training \(office.com\)](#)**.
- Step 2: Complete a PA Insurance Department application electronically through the PA Insurance Department Sircon Pennsylvania portal.
- Total fee is \$5.50 (\$1.00 application fee and \$4.50 service fee).
  - Upload Assister Training Certificate as proof of completion with your application.
- Step 3: Schedule an appointment and be fingerprinted at an IdentoGO enrollment center.
- Fee is \$23.85.
  - A background check will be conducted.
- Step 4: You will be sent an email with your Exchange Assister registration number upon successful completion of the registration process.
- Step 5: Register your Pennie Exchange Assister Entity, if applicable.

You may view the status of your application at the PA Insurance Department web site at **[Application Status \(state.pa.us\)](#)**.



## Helpful Information

- The systems used for the Exchange Assister registration process also support applications for other licensees and states (i.e., producers and brokers). This guide only addresses registering as a Pennie Exchange Assister.
- The registration process will take several weeks due to the fingerprinting process. To save time, complete the application and training process concurrently and schedule your fingerprinting appointment as soon as you submit your application.
- Check on the status of your application periodically. If you see that it is delayed, check for emails requesting additional information (check your spam/junk email too).
- You will receive an email once you have successfully completed the Exchange Assister registration process that will provide you with your PID Registration License Number. You can also look up information using the PID online Licensee tool at **[Find a Licensed Individual \(pa.gov\)](#)**.
- If you encounter issues or have questions not addressed in this guide, contact:
  - Sircon – (877) - 876-4430
  - IdentoGO – (844) 321-2104 or (855) 845-7434
  - PA Insurance Department – [RA-IN-healthexchasst@pa.gov](mailto:RA-IN-healthexchasst@pa.gov) or call 717-787-3840, option 3

**You are required to complete the Pennie Assister training annually and must renew your PA Insurance Department registration every two years. Both Pennie and the PA Insurance Department will send you email reminders.**



# **Individual Assister Registration**



# Registering with PID to Become a Pennie Assister

- Go to the Sircon website: <http://www.sircon.com/pennsylvania>  
*(The Sircon system is used by PID to register Assisters and other license types.)*
- Scroll down to **Create your Sircon account.**
- Click on **Sign Up** under **Individuals.**

The screenshot displays the Sircon website interface. At the top, there's a navigation bar with 'Home', 'Services', and 'Notices'. Below this is a 'Licensees' section with various service icons and links like 'Apply for a License', 'Renew or Reinstate a License', etc. The main focus is the 'Create your Sircon account' section, which is divided into 'Individuals' and 'Agencies'. The 'Individuals' section contains a 'Sign Up' button, which is circled in red. Below the button, it says 'Already have an individual account? Sign In'. The 'Agencies' section also has a 'Sign Up' button and a 'Sign In' link for existing accounts.



## Creating an Account on Sircon

- Enter your **First Name**, **Last Name**, and **Email Address** on the website form.  
(Be consistent with how your name is displayed on your Pennie Assister Training certificate.)
- **Continue** to the next screen. – Congratulations! You created an account.

The screenshot shows the Sircon website's account creation interface. At the top left is the Sircon logo. At the top right, there is a link 'Already have an account?' and a 'Sign In' button. The main content area features a dark header bar with the text 'Create an Individual Account' and a 'Help' link. Below this, a message states: 'Sircon individual accounts allow agents, brokers, adjusters, and CSRs to easily manage their insurance credentials.' The form consists of three input fields: 'First Name', 'Last Name', and 'Email Address This will be your Account ID'. Below the email field is a 'Loading' indicator with three dots. At the bottom right of the form is a 'Continue' button.





# Submitting an Application

- Open a new browser window and go to:  
<https://www.sircon.com/pennsylvania/>
- Select: **Apply for a License**  
You will be taken to this screen shown to the right.
- Go to the first section and select: **New Insurance Licenses.**
- You will have to answer the first question and select: **Resident** or **Non-Resident.**
- For the following question, select: **Individual.**
- **Continue** to the next screen.

**Sircon** |

[← Exit](#)

**i** If you have recently submitted an address change request to your resident state, please allow 5 to 7 business days for processing before submitting a new or updated license application.

[Renew an Existing License](#)

### NEW INSURANCE LICENSES

Start an application for a **new license** or **add new lines of authority** to an existing license [New Insurance License](#)

Is this a Resident or Non-Resident license?	<input checked="" type="radio"/> Resident	<input type="radio"/> Non-Resident
Are you an individual or a firm?	<input checked="" type="radio"/> Individual	<input type="radio"/> Firm

[Cancel](#) [Continue](#)

### NEW ADJUSTER LICENSES

Start an application for a **new adjuster license** or **add new lines of authority** to an existing license [New Adjuster License](#)

### OTHER LICENSES

Additional non-resident licenses that do not require an active resident license on the National Producer Database [Other Licenses](#)

*You'll be able to select a license type on following screens*



## Submitting an Application *(continued)*

- Enter your **Last Name** and your **SSN**.

*(Make sure you enter your name exactly as it appears on your Pennie Assister training certificate.)*

- For Preparer, select **Applicant**.

- Select the State where you work. This should be **Pennsylvania**.

*(Pennie Assistors must reside in the Commonwealth or maintain a registered place of business in the Commonwealth. An Assister Organization may be outside of the Commonwealth, but it must have a physical office and at least one registered PA Assister as its primary registrant.)*

- Continue** to the next screen.

The screenshot shows the Sircon application form. At the top is the Sircon logo. Below it is a blue 'Exit' link. The form contains several input fields: 'Last Name' (required), 'SSN' (required), and 'Confirm SSN' (required). Below these is a 'Preparer' section with radio buttons for 'Applicant' (selected) and 'Authorized Submitter' (required). A red text box states: 'A paper copy of each requested license application will be generated at the end of the process regardless of submission method(s)'. Below this is a section titled 'States Accepting Electronic License Applications'. It includes instructions to click on a state name to view license types. Two specific instructions are provided: one for Alabama applicants requiring proof of US citizenship, and one for Georgia applicants requiring a Citizenship Affidavit Form GiD-276-EN. A grid of 50 states follows, each with a radio button and a link to the state's page. The states listed are: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.



## Submitting an Application *(continued)*

- Select License Type:  
**Exchange Assister.**
- If you were previously licensed, select **Yes**.  
If not, select **No**.  
*(Note: If you currently have a Producer (Broker) license, you must surrender that license with a written notice and pay a fee before you submit an Exchange Assister application.)*
- **Continue** to the next screen.

The screenshot shows the Sircon application interface. At the top is the Sircon logo. Below it is a disclaimer: "Not all license types are available in all states. If the license type that you seek is not listed, please contact the state directly and do not apply at this time. State contact information can be found here: [State Information Center](#)". The main section is titled "License Information" and contains a form for Pennsylvania. The "State" is set to "Pennsylvania". The "License Type" section has a list of options: Exchange Assister (selected with a blue radio button), Limited Resident Producer, Motor Vehcl Phys Dmg Appraiser, Res Ltd Lines Trvl Indv, Res Viatical Settlemnt Broker, Resident Producer, Resident Public Adjuster Indv, Resident Surplus Lines, and Resident Title Agent. The "Previously licensed ?" section has two options: Yes and No (selected with a blue radio button). At the bottom are three buttons: "Cancel", "Back", and "Continue".

**Sircon |**

Not all license types are available in all states. If the license type that you seek is not listed, please contact the state directly and do not apply at this time. State contact information can be found here: [State Information Center](#)

**License Information**

**State** Pennsylvania

**License Type** ☒ Exchange Assister

☐ Limited Resident Producer

☐ Motor Vehcl Phys Dmg Appraiser

☐ Res Ltd Lines Trvl Indv

☐ Res Viatical Settlemnt Broker

☐ Resident Producer

☐ Resident Public Adjuster Indv

☐ Resident Surplus Lines

☐ Resident Title Agent

**Previously licensed ?** ☐ Yes ☒ No



## Submitting an Application *(continued)*

- On this screen, fill out all the required fields (indicated with an asterisk (\*)) with your Individual Information:
  - SSN**
  - First, Last Name**
  - Birth Date**
  - Citizen Country Code**
  - Gender**
  - Business Email Address**
  - Applicant Email Address**
- Make sure you put your personal email under “Applicant Email Address”, as this is where you will be contacted.
- Continue** to the next screen.

**Sircon**

### Individual Information

Social Security Number  \* Required

National Producer Number  [What's this?](#)

First Name  \* Required

Middle Name

Last Name  \* Required

Suffix (Jr, Sr, etc.)

Birth Date  MM-DD-YYY  \* Required (mm-dd-yyyy)

Citizen Country Code  \* Required

Gender  \* Required

Business Email Address  \* Required

Applicant Email Address  \* Required

Business Web Address

FINRA CRD Identifier  [What's this?](#)

### Individual Alias Information (Optional)

The information in this section is optional.  
If you elect to provide this information, please enter all required fields.  
List any other assumed, fictitious, alias, maiden or trade names which you have used in the past. List any trade names under which you are currently doing business or intend to do business. (May be subject to state approval)

Type  \* Required

First Name  \* Required

Middle Name

Last Name  \* Required

Suffix Name

Type  \* Required

First Name  \* Required

Middle Name

Last Name  \* Required

Suffix Name

Type  \* Required

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## Submitting an Application *(continued)*

- Enter your Employment History for the last five (5) years, starting with your current job. You must include information for the entire time period.

*(Note: Education, Full & Part-time Work, Volunteer Activities, and all other categories listed at the top of the screen can be included.)*

- If entering a current job, provide current month and year as the ending date.
- Continue** to the next screen.

**Sircon**

### Employment History Information

Please enter information into the sections below (at least one is required).  
Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.  
If providing current employment, please enter current month and year as the end date.

**Current Employment** ☐

**Employment Type**

**Beginning Date**  \* Required (mm-yyyy)

**Ending Date**  \* Required (mm-yyyy)

**Employer Name**  \* Required

**City**  \* Required

**State**

**Province**

**Country**  \* Required

**Position Description**  \* Required

**Current Employment** ☐

**Employment Type**

**Beginning Date**  \* Required (mm-yyyy)

**Ending Date**  \* Required (mm-yyyy)

**Employer Name**  \* Required

**City**  \* Required

**State**

**Province**

**Country**  \* Required

**Position Description**  \* Required

**Current Employment** ☐

**Employment Type**

**Beginning Date**  \* Required (mm-yyyy)

**Ending Date**  \* Required (mm-yyyy)

**Employer Name**  \* Required

**City**  \* Required

**State**

**Province**

**Country**  \* Required


**Position Description**  \* Required

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## Submitting an Application *(continued)*

- On this screen, answer all the **PA Individual License Application Questions**.
- **Continue** to the next screen.

 Sircon |

[← Exit](#)

**PA Individual License Application Questions**  
*All questions are required unless otherwise specified*

Please answer the following PA Individual License Application Questions

**Question 1**

Have you ever been convicted of or pled nolo contendere (no contest) to any misdemeanor or felony or currently have pending misdemeanor or felony charges filed against you?  
If yes, provide certified court records as to the type of charge (i.e., felony), basis of charge, and outcome or sentence.

☐ No  
☐ Yes

**Question 2**

Have you ever been subject to an administrative action, penalized or fined, had an insurance license or other financial services license or its equivalent refused, suspended or revoked by a Government entity or is any such action now pending?  
If yes, provide a full explanation on a separate sheet of paper.

☐ No  
☐ Yes

**Question 3**

Have you ever failed to pay state income tax or comply with any administrative or court order directing the payment of state income tax?

☐ No  
☐ Yes

**Question 4**

Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?  
If you answer yes, you must attach to this application:  
a) a written statement summarizing the details of each incident,  
b) a certified copy of the Petition, Complaint or other document that commenced the



## Submitting an Application *(continued)*

- You must carefully read the Attestation Information screen. You will need to confirm that your application is truthful, you understand everything on the screen, and you will comply with Pennsylvania's insurance laws and regulations.
- Please read and check the acknowledgement box if you agree.

*(This is a required field. If you cannot agree, you cannot proceed.)*

- **Continue** to the next screen if you have agreed.

**Sircon |**

**Attestation Information for State of Pennsylvania: Exchange Assister**

The Applicant must read the following very carefully:

I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.

I further certify that I grant permission to the Insurance Commissioner, or other appropriate party to verify information with any federal, state or local government agency, current or former employer, or insurance company. I authorize the release of any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the persons providing information from any and all liability of whatever nature by reason of furnishing such information.

I further certify that, under penalty of perjury, either a) I have no child-support obligation, or b) I have a child-support obligation and I am currently in compliance with that obligation.

I acknowledge that I understand and will comply with the insurance laws and regulations of Pennsylvania.

☐ I Agree\* *Required*



# Application Fees and Submission

- Click on **Review License Application** and verify the information is correct or make corrections.
- Confirm Dest. State is **Pennsylvania** and License Type is **Exchange Assister**.
- Check the box at the bottom to indicate that you understand all license application fees are non-refundable.
- If everything is correct, click **Submit**.
- On the next screen, securely **enter and submit your credit card information** to complete the process.

*(Sircon accepts Visa, MasterCard, American Express, and electronic checks.)*

- You will receive a **Confirmation ID** number. Record this number. You will need it to check the status of your application and upload your training certificate. (Refer to page 24 for a sample confirmation email.)

**Sircon |**

**License Application Summary**

State to Apply: Pennsylvania  
Last Name: [Redacted]  
[Review License Application](#)

Electronic Applications			
Dest. State	License Type	Qualification Type	Total State Fee
<a href="#">Pennsylvania</a>	Exchange Assister		\$1.00
State Fee Total			\$1.00
Sircon Service Fee			\$5.00

Fee Summary	
Electronic Applications State Fee Total	\$1.00
Sircon Service Fee Total	\$5.00
Processing Fee Total	\$0.00
<b>Total</b>	<b>\$6.00</b>

Note: The above amount will not be charged to your credit card until you complete the payment process. Click the Submit button to proceed with the payment process.

☒ I understand that all license application fees are non-refundable.

[Click here to view additional state requirements](#)





# Uploading Your Pennie Training Certificate

This is a **VERY IMPORTANT** step – Your Exchange Assister registration will not be approved without your Pennie Assister Training Certificate.

*(After completing the Pennie Assister training, a link is provided to download a PDF version of your training certificate. You may log into the Moodle training system at anytime to download your certificate after completing all required Assister training modules.)*

- To upload your Pennie Training Certificate, go to: <https://platform.sircon.com/#/login>.
- Enter the **email and password** used when you created your Sircon account.
- When you are in the system, click on **ACTIVITIES** located on the top menu.
- Click on the **License Application** link.

The screenshot shows the Sircon platform interface. At the top, there is a navigation bar with 'OVERVIEW', 'SERVICES', and 'ACTIVITIES'. The 'ACTIVITIES' tab is selected and circled in red. Below the navigation bar, there is a section titled 'All Activities' with a 'Filter By' dropdown. A table displays activity information with columns: ACTIVITY, ENTITY, INITIATED BY, and STATUS. The first row shows 'License Application' (circled in red), 'Pennsylvania', 'Me', and 'Under State Review'. Below the table, there is a 'Show: 10' dropdown.

ACTIVITY	ENTITY	INITIATED BY	STATUS
<a href="#">License Application</a> 1111111111	Pennsylvania	Me	Under State Review



## Uploading Your Pennie Training Certificate *(continued)*

- Search By **Confirmation ID**.
- Enter your **Confirmation ID** number.
- Click on **Submit**.

The screenshot shows the Sircon web interface. At the top is a dark header with the Sircon logo and name. Below the header is a navigation bar with a blue arrow and the text "Exit". The main content area is a white box with a black border. Inside this box, there is a section titled "Search By" with two radio buttons: "Confirmation ID" (selected) and "Date". Below this is a text input field labeled "Confirmation ID" containing the number "111111111" and a red asterisk followed by the word "Required". Below the input field is a line of text: "I agree to use any information viewed or printed including, but not limited to, social security numbers only in compliance with the Social Security Privacy Act of 1974." At the bottom of the section is a "Submit" button.

**Sircon** |

[← Exit](#)

**Search By**   ☒ **Confirmation ID**   ☐ **Date**




**Confirmation ID**      *\* Required*

*I agree to use any information viewed or printed including, but not limited to, social security numbers only in compliance with the Social Security Privacy Act of 1974.*




## Uploading Your Pennie Training Certificate *(continued)*

- Click on the **Paper Clip** icon at the far right of the screen to upload your Pennie Training Certificate.






[← Exit](#)




 [Print](#)

No of Records: 1

03-11-2022 05:14 PM CST

**Key:**  
 = Print Confirmation  
 = Print Application Form\*  
 = Attach Supporting Documents

**Pennsylvania Exchange Assister Application**

Confirm ID #	Submit Date	Producer	EIN/SSN	License Number	Status	Effective Date	Expiration Date	Transmission Method	NIPR Trans ID	Submission Method	User	Action
111111111	03-10-2022	X X X X X X X X			Under State Review			Sircon Direct		Online Entry	X X X	  

Result Rcvd Date	Qualification Type	Result	Description
03-10-2022		Under State Review	

[Revise Inquiry](#)

[How do I print my license?](#)

I agree to use any information viewed or printed including, but not limited to, social security numbers only in compliance with the Social Security Privacy Act of 1974.

The expiration dates provided herein by Sircon Industry Platform are for informational purposes only. While we do our best to ensure expiration dates are accurately calculated, we do not guarantee they are accurate. In some cases Sircon Industry Platform does not calculate the expiration date due to insufficient data needed to accurately calculate the date. Please contact the appropriate State regulatory agency to confirm the dates if you have any questions or concerns.



## Uploading Your Pennie Training Certificate *(continued)*

- Click on the **Choose File**.
- Search for and select your **Assister Training Certificate** file.
- Upload your **Training Certificate** file.
- Edit or add the **Document Description** if necessary to indicate it is your Pennie Training Certificate.
- Click **Attach**.
- You have uploaded your training certificate and have one more step to complete.

The screenshot shows the 'Attach Supporting Documents' page on the Sircon portal. A red box highlights the top four steps: 1) Click on Choose File, 2) Upload File, 3) Add Document Description, and 4) Click ATTACH. Red arrows point from these steps to the 'Choose File' button and the 'Attach' button, which are both circled in red. The interface includes a table for 'License Applications' and a table for 'Attachments'.

**Sircon**

← Exit

**Attach Supporting Documents**

YOUR NAME

**License Applications**

You may attach files to the license applications below.

State	License Number	License Type	Date Submitted	Status
PA				Submitted

**Attachments**

- Use the fields to
- Clearly identify
- Note that the a
- Please see the

application requests, on field, ted above.

File Name	File Description	Size	Attached	Action
Pennie_2022_Plan_Year_New_As.pdf	Pennie Certificate	211.39 kb	03-10-2022	

✎ = Edit Description ✖ = Delete

Select a Document: Choose File (circled in red) No file selected

Document Description: Attach (circled in red)



# Fingerprinting and Background Check

- All Pennie Exchange Assister registration applicants must be fingerprinted at an **IdentoGO** Center to complete the process.

*(You must go through this specific fingerprinting process. Prior fingerprinting will not be accepted.)*

- To pre-register and schedule an appointment, go to this site: **IdentoGO**.
- Enter the Pennsylvania Service Code: **1KGBGJ** and click on **Go**.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to "English". The main content area has a dark background with a fingerprint scanner graphic. It features the text "Enter your Service Code to get started." above a text input field containing "1KG8Q3." and a blue "GO" button. Below the input field, it says "Don't know your Service Code? Contact your agency or [click here](#)." At the bottom of the main area, it states "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." The footer is split into two sections: a light blue section on the left with a checkmark icon and the text "Check the Status of your Service" (with subtext "Check your status or reprint your cardscan registration form. For additional help, [contact customer service](#)."), and a dark blue section on the right with a calendar icon and the text "Manage an existing Appointment" (with subtext "Reschedule an existing appointment or schedule a retake.").



## Fingerprinting and Background Check *(continued)*

- You can schedule an appointment, confirm the documentation you must bring, and review locations of fingerprinting centers.

*(To pre-register and schedule an appointment via telephone, call 844-321-2101 Monday through Friday, 8AM to 6PM Eastern Time.)*

**IdentoGO**English ▼

**1KG8Q3 - Pennsylvania DOI - Insurance License Applicants**

[◀ Back to Home](#)

**Schedule or Manage Appointment**  
Schedule an in-person appointment or change an existing appointment.

**What do I need to bring to enrollment?**  
Find out which documents you need to bring to the enrollment center to facilitate processing.

**Locate an Enrollment Center**  
Locate and get directions to an enrollment center near you.

**Submit A Fingerprint Card by Mail**  
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.



## Fingerprinting and Background Check *(continued)*

- If you select **Schedule or Manage an Appointment**, you will be taken to this screen.
  - *Note: You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.*
  - *Legal Name must match exactly on all identification documents brought to enrollment.*
  - *Remember the phone numbers and/or email address you enter on this form, as they will be used to retrieve your information during your in-person enrollment.*
- Enter all required information and select **Next** to schedule your appointment.

The screenshot shows the IdentoGO registration interface. At the top, the IdentoGO logo is on the left, and a language selector (English) is on the right. Below the header, a blue banner reads "1KG8Q3 - Pennsylvania DOI - Insurance License Applicants". A progress bar indicates the current step is "Essential Info", with other steps being "Citizenship", "Personal Questions", "Personal Info", "Address", and "Documents".

Below the progress bar, a note states: "Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit." A small asterisk indicates required fields.

There are two radio button options: "Name / Method of Contact" (selected) and "UE ID / Date of Birth".

A green box contains the following notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

The form fields are as follows:

- Legal Name:**
  - \* First Name: [Text Input]
  - \* Middle Name (or NMN if no middle name): [Text Input]
  - \* Last Name: [Text Input]
  - Suffix: [Dropdown Menu with "Choose One" selected]
- Date of Birth:**
  - \* Date of Birth: [Text Input with format / /]
  - \* Confirm Date of Birth: [Text Input with format / /]



## Checking Application Status

- You may view the status of your application at [Application Status \(state.pa.us\)](http://Application Status (state.pa.us))
- Enter **Name**, **SSN** and click on **Check Application Status**.

**pennsylvania**  
INSURANCE DEPARTMENT

Producer Application Status Lookup

Please enter a Business Entity Name or Individual Last Name, EIN/SSN.

<b>Name:</b>	<input type="text"/>
<b>EIN/SSN:</b>	<input type="text"/> Ex: 12-3456789 or 123-45-6789

Check Application Status

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## Notification of Successful Registration

- You will receive an email with your PA Insurance Department Exchange Assister registration number upon successful completion of the registration process.

Subject: Approved Notification

Pennsylvania has approved the following license application:

Confirmation ID: #####

License Type: Exchange Assister

Individual

TIN: \*\*\*-\*\*-###

You may return to Sircon Compliance Express and check the details of your approved license including the individual qualification results, or follow these steps:

Step 1: Click <https://www.sircon.com>

Step 2: Click "Check Application / Renewal Status".

Step 3: Enter your Confirmation ID, SSN, and Producer Type.

Step 4: Click Submit.

If you submitted your license application using your Sircon account, you can simply login to your account at [www.sircon.com/login](http://www.sircon.com/login) and look in the "My Requests" panel to check the details of your license application.

- You can also lookup your registration information using the PA Insurance Department online Licensee tool at **[Find a Licensed Individual \(pa.gov\)](http://pa.gov)**.

*(Note: only enter your name and Pennsylvania as the state for the best results.)*



# Printing Your Assister Registration Certificate

- You may print your registration certificate from the following PA Insurance Department web site:

## **For Individuals: How to Print Your License (pa.gov)**

- You will be asked to provide your license number (which is the Registration Number for Assisters) and password, which is your SSN.
- Read all instructions.
- Note: the PA Insurance Department no longer mails paper licenses.

[Pennsylvania Insurance Department](#) > [Licensees](#) > For Individuals: How to Print Your License

## **For Individuals: How to Print Your License**

**Important! Please read before you begin.** After you key in your license number, you will be asked to provide a password. **Your password is the last 4 digits of your social security number.** The SSN is not transmitted over the network, is not stored in its original form in the license file, and is not stored on the computer used to request the license. Producer licenses are produced in a secured Adobe Acrobat (PDF) format.

Please verify the address shown on your license is correct. To correct or change an address, please do so at [www.nipr.com](http://www.nipr.com) or [www.sircon.com/pennsylvania](http://www.sircon.com/pennsylvania)

Care must be taken when requesting a license from a public-access computer. The PA Insurance Department is not responsible for documents saved locally.

If you do not know your license number you may look it up by using the [Individual License Search](#).

If you experience issues printing your license, please review these tips:

- Do not access the Department's website through "bookmarks" or "favorites". You must access the website directly at [www.insurance.pa.gov/licensees](http://www.insurance.pa.gov/licensees)
- If you are trying to print your license from a work computer, there could be certain security settings in place that may prevent you from printing the license. Try printing the license from your home computer.
- If you are using Google Chrome as your web browser, you may see a blank or black screen after you enter the license number and it may take several minutes for the password prompt to appear.
- Be sure to disable any pop-up blockers. If you have pop-up blockers enabled this may prevent the password prompt from appearing.
- Try clearing your computer's cache and cookies.

If you have questions or encounter issues, contact us at [ra-in-producer@pa.gov](mailto:ra-in-producer@pa.gov) or call 717-787-3840, option 3.

License Number:  After you click "next" you must provide a password (the last 4 digits of your SSN only: XXXX).



# **Organization/Entity Registration**



## Enrolling Your Entity/Organization with PID

- Once your organization has one PID-registered Exchange Assister, the organization/entity must also be registered with the PA Insurance Department. This is done through a slightly different process than the Exchange Assister registration.
- Go to the Sircon website: <http://www.sircon.com/pennsylvania>

The screenshot shows the Sircon website interface. At the top, there is a black header with the Sircon logo. Below the header, a grey banner reads "Welcome Pennsylvania Producers and Agents!" with a "Return" button on the right. The main content area is divided into two sections: "Consumers" and "Licensees".

**Consumers**

Use the following online searches to verify that you are dealing with a licensed insurance company and/or professional:

- Agency License Search
- Individual License Search

**Licensees**

The Licensees section contains a grid of icons and links for various services:

- Apply for a License**  
Check the Status of an Application
- Renew or Reinstate a License**  
Check the Status of a Renewal/Reinstatement
- Change an Individual Address**
- Print a License**  
Request a Letter of Certification
- Lookup Education Courses or Transcript**
- Lookup License Number / Check Producer Status with**
- Change Agency Address**  
Change Agency Email Address



## Enrolling Your Entity/Organization with PID *(continued)*

- Be prepared with the following required information regarding the organization/entity **(referred to as Agency in the system)**:
  - ✓ Federal Employer Identification Number
  - ✓ Full business name
  - ✓ Date the agency was incorporated in its residence state
  - ✓ Agency Type Code that represents the agency's organization structure
  - ✓ Nation or principality in which the agency is domiciled
  - ✓ If the organization is affiliated with a bank
  - ✓ Principal's, administrator's, or other general business email address
  - ✓ Business address information
  - ✓ Mailing address information
  - ✓ Workphone number
  - ✓ Owners and Officers and percent of ownership
  - ✓ Whether the Agency is owned or controlled by an Individual or another Agency
  - ✓ Designated/Responsible Licensed Producers – this would be one or more PID registered Assisters within your organization, their SSN and PID issued Assister number



## Enrolling Your Entity/Organization with PID *(continued)*

- Under Licensees, select **Apply for a License**.

The screenshot shows the Sircon website interface. At the top, there is a black header with the Sircon logo. Below the header, a grey banner reads "Welcome Pennsylvania Producers and Agents!" with a "Return" button on the right. The main content area is divided into two sections: "Consumers" and "Licensees". The "Consumers" section includes a heading and a list of links: "Agency License Search" and "Individual License Search". The "Licensees" section is highlighted with a red arrow pointing to the "Apply for a License" link. Below the "Licensees" heading, there are three columns of links, each with an icon and a title. The first column includes "Apply for a License" (with a document icon), "Check the Status of an Application" (with a document icon), "Print a License" (with a printer icon), "Request a Letter of Certification" (with a document icon), "Change Agency Address" (with a globe icon), and "Change Agency Email Address" (with a globe icon). The second column includes "Renew or Reinstatement a License" (with a circular arrow icon), "Check the Status of a Renewal/Reinstatement" (with a circular arrow icon), "Lookup Education Courses or Transcript" (with an apple icon), and "Lookup License Number / Check Producer Status" (with a magnifying glass icon). The third column includes "Change an Individual Address" (with a person icon) and "Lookup License Number / Check Producer Status" (with a magnifying glass icon).

**Consumers**

Use the following online searches to verify that you are dealing with a licensed insurance company and/or professional:

- Agency License Search
- Individual License Search

**Licensees**

- Apply for a License
- Check the Status of an Application
- Renew or Reinstatement a License
- Check the Status of a Renewal/Reinstatement
- Change an Individual Address
- Lookup License Number / Check Producer Status
- Lookup Education Courses or Transcript
- Print a License
- Request a Letter of Certification
- Change Agency Address
- Change Agency Email Address



## Enrolling Your Entity/Organization with PID *(continued)*

- Select **Other Licenses**.
- The option of Individual or Firm will display.
- Select **Firm** and then select **Continue**.

**License Applications**

**i** If you have recently submitted an address change request to your resident state, please allow 5 to 7 business days for processing before submitting a new or updated license application.

[Check the Status of an Existing Application](#) [Renew an Existing License](#)

**NEW INSURANCE LICENSES**

Start an application for a new license or add new lines of authority to an existing license [New Insurance License](#)

**NEW ADJUSTER LICENSES**

Start an application for a new adjuster license or add new lines of authority to an existing license [New Adjuster License](#)

**OTHER LICENSES**

Additional non-resident licenses that do not require an active resident license on the National Producer Database

[Other Licenses](#)

You'll be able to select a license type on following screens

Are you an individual or a firm?

☐ Individual ☒ Firm

[Cancel](#) [Continue](#)



## Enrolling Your Entity/Organization with PID *(continued)*

- Select the Organization/ Entity's **State of Residency**.
- Enter the **Employer Identification Number (EIN)**.
- Select the appropriate **Agency Type** and **Preparer**.
- Scroll down to **Payment Method** and select the appropriate method.
- Select **Continue**.

### Firm License Application

State of Residency  \*Required [Which state should I choose?](#)

EIN  \*Required

Agency Type  \*Required

Preparer  \*Required

You have reached this page because you have reached the state of residency that does not require you to have an active resident license on the National Insurance Producer Database (NIPDB). If you were unable to validate your resident license, please use the links below to apply for a resident license.

Only select states have licenses. After you select your state of residency, you will be able to view the state workflow. After you select your state of residency, you will be able to apply for.

If you would like to apply for a Resident License [click here](#)

If you would like to apply for Non-Resident License using a Resident license that exists on the PDB [click here](#)

### Payment Method

☒ Credit Card/Electronic Check Submission  
\*\* We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. \*\*

☐ I am actively working with a Siron insurance carrier, agency or partner who is responsible for all or part of the transaction fee. I understand that I am responsible for paying any fees not paid for by the carrier/agency/partner.  
\*\* We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. \*\*

☐ I am actively working with a Siron insurance carrier, agency or partner to obtain licensure. I understand that, by checking this box and entering a username/password below, my request will be sent to the carrier/agency/partner who will determine whether to process with the state.

The information on the following pages may include information provided from the National Insurance Producer Registry's Producer Database and may contain information subject to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [here](#), and is available for viewing.





## Enrolling Your Entity/Organization with PID *(continued)*

- After you select your State of Residency you will be able to view the states and available licenses.
- Select the **Exchange Assister** license type for Pennsylvania.

**Firm Resident License Application**

Not all license types are available in all states. If the license type that you seek is not listed, please contact the state directly and do not apply at this time. State contact information can be found here: [State Information Center](#)

**License Information**

State **Pennsylvania**

License Type ☒ Exchange Assister

☐ Res Ltd Lines Travel Agy

☐ Res Public Adjuster Agency

☐ Res Viatical Settlement Broker

☐ Resident Ltd Lines Prod Agy

☐ Resident Producer Agency

☐ Resident Surplus Lines

☐ Resident Title Agency

Previously licensed ? ☐ Yes ☒ No

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## Enrolling Your Entity/Organization with PID *(continued)*

- After you have responded to all the required questions, you will be asked to attest that the information you are submitting is complete, truthful, and accurate.

The screenshot shows a web form titled "Firm Resident License Application". Below the title is a section header "Attestation Information for State of Pennsylvania: Resident Producer Agency". The main text of the form reads: "I DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT. NOTE: FALSE STATEMENTS MAY RESULT IN CRIMINAL PENALTIES, APPLICATION DENIAL, ADMINISTRATIVE ENFORCEMENT ACTION OR ALL OF THE AFOREMENTIONED." Below this text is a checkbox with a green checkmark and the text "I Agree\* Required". At the bottom of the form are three buttons: "Cancel", "Back", and "Continue". A footer bar at the bottom of the page contains links: "Home | Help | News Releases | FAQ | State Information | NAIC Information".

- You will then be presented with the **License Application Summary** and **Fee Summary**.
- If you need to return to the application and update information you entered earlier, click the **Review License Application** link.
- When you are ready to submit the license application, click the **Submit** button.
- The system will send a confirmation email to the email address you entered in the Business Email Address field with an updated status on the application and information on how to follow up on its status.

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