

MyRPS Retail Get Started Guide

Helping you come through for your clients.



RPSSM RISK
PLACEMENT
SERVICES

THERE ARE MANY REASONS TO BECOME AN RPS RETAIL PRODUCER:

- Broad base of market relationships
- Both contract binding and brokerage
- Experienced and dedicated staff
- RPS national network of markets/products

It's a simple online process that will take only a few minutes to complete.

This brochure will help you navigate the five steps involved in the process.

To begin, visit my.rpsins.com and click **Start doing business with RPS.**

Note: The process requires electronic copies of your W-9 and E&O. You will want to have these before you begin the registration process.

RPS

Welcome!

What would you like to do?

Login

I have a username
[Forgot username/password](#)

Request Login

My employer is appointed with RPS,
I just need a personal login

Start doing business with RPS

My company has never done business with RPS
or I need to return to an application I have started

Step 1 of 5: Admin Profile

This screen is the first step in the registration process. Enter all data in the required fields, check **I'm not a robot** and click **Next**.

Admin Profile

You'll be the RPS account admin since you're creating the account.
Don't worry, you can assign this role to someone else later.

First Name *

Last Name *

The primary phone number at your location *

Best number to reach you (if different)

Your Work Email Address *

Re-Type Email Address *

Please set up your password so that you can log back in. Your changes will be saved as you move forward.

Create Password *

Re-Type Password *

Must include 1 uppercase letter


Must include 1 lowercase letter

Must include 1 number

Must be 8 characters long

Passwords must match

✓ I'm not a robot


reCAPTCHA
Privacy - Terms

Next





Step 2 of 5: Organization Details

Enter your organization's National Producer Number* (NPN) and, if applicable, your designated responsible licensed producer.

*If you do not know your NPN, click **Look up your National Producer Number** to search for your number on the NIPR website.

If you are a part of an association or group, select from the list or choose **NOT APPLICABLE**.

Click **Next**, or **Save and Close** to return to this application later.

Organization Details

To help you complete this process faster, we'll look up your organization and pull the licenses, legal name, and FEIN/SSN tied to the NPN provided.

What is your National Producer Number (NPN)? *

[Look up your National Producer Number](#)

What is your designated responsible licensed producer (DRLP) NPN number (if applicable to your agency)?

Are you a member of any below association? *

Save and Close

Next

Step 3 of 5: Confirm Organization

Confirm your organization, include a DBA name (if applicable), and add your accounting contact information and email address on this step. Click **Next**, or **Save and Close** to return to this application later.

Confirm Organization


We have pulled the information associated with your National Producer Number

Your Organization

Company Name

Enter the NPN for a different organization

☐ Due to state laws or federal tax classification my organization operates under a different legal name and FEIN/SSN

What is your organizations's DBA name (if applicable)? 

Accounting Contact


☒ Use default contact information

☐ Add accounting contact

First name *

Last name *

What is the email address for Accounting Contact? *




Physical address

What is the physical address? *

Can't find address?

Apt/Suite Number

☐ Same as physical address




Mailing address

What is the mailing address? *

Can't find address?

Apt/Suite Number

☐ Same as physical address



Accounting address

What is the accounting address? *

Can't find address?

Apt/Suite Number

☐ Same as physical address

☐ Same as mailing address

Save and Close

Next



Step 4 of 5: Upload Documents

This screen requires W-9 and E&O information. Enter all data in the required fields.

If you're registering because of a merger, acquisition, or name of tax classification change, click **Yes** on the final question and enter a brief description. Otherwise, click **No**.

Click **Next**, or **Save and Close** to return to this application later.

Upload Documents


We have pulled the legal name, Federal EIN/SSN, and licenses tied to the National Producer Number you provided. Additional licenses can be submitted after approval.


Upload W-9 *


Select a File


[Download blank W-9 form](#)

What is your tax classification? *


Individual


Partnership


Corporation


LLC

Upload Image of E&O Certificate, Declarations Page or Binder *

Select a File


E&O Policy Number *

Carrier Name *


Per Claim Limit (RPS Requires \$1M minimum) *


\$

Expiration Date *



Are you registering because of a merger/acquisition/name or tax classification change? *


Yes


No

Save and Close

Next

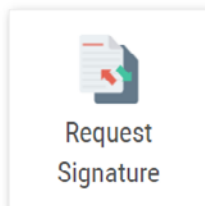
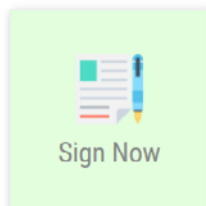
Step 5 of 5: Producer Agreement

If you are an authorized signer for your company, enter your job title and click **Read, review and sign the agreement** to open and sign the retail producer agreement.

If you are not an authorized signer for your company, click **Request Signature**, enter the email address for the authorized individual, and click **Request signature for agreement**.

Producer Agreement

eSignature is a quick and easy way to sign your producer agreement. Please choose whether you'd like to sign now or request a signature from another person in your organization.



By clicking the button below, you are agreeing that you are an authorized signer for your company. Typically authorized signers are an owner or partner of the business. If you are not authorized as a signer, please select the 'Request Signature' option to send the contract to another person within your company to prevent delays in approving your application.

Read, review and sign the agreement

Once you've completed the eSignature process and received the **Submitted!** confirmation message, you may close the window. One of our specialists will review your registration information and email you with next steps.

SUBMITTED!

Thank you for completing our online registration process. It has been sent to one of our specialists to review. You will receive a notification via the email address you have provided; either for your approval or for additional information needed. If you requested an authorized representative to sign the RPS Retail Producer Agreement, our review cannot begin until it is also completed.

The Retail Producer Agreement you or your authorized representative will receive via email is considered a preliminary copy versus fully executed as your appointment is not yet approved.

[Continue to the Risk Placement Services Website](#)

Visit RPSins.com to view available products and programs from RPS or find an expert to discuss how we can help you come through for your clients.





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