

## BTIS Agency Sign Up Worksheet

The following information will be needed to complete the application on the BTIS Website. To apply for an appointment, gather the information in the table below and go to the BTIS website (<https://btisinc.com>).

Click on the **Register NOW!** red button link on the left sidebar. A new page will open.

Complete the Application on the right side of the page under the heading "**Registrar as a Producer.**"

In section 1, be sure to select "**Retail**" for **Agency Type** and "**Smart Choice**" for **Are You an Agent with any of the Following?**

After completing the form, click the **Submit My Information** button and a BTIS representative will send you an email with the Log in credentials and further instructions.

**If you have any problems, call BTIS 916-772-9200.**

Question				
Q 1. Has your Agency Ever Been Subject to any DOI Action or Violations?	YES	NO		
Q 2. Have there been any E&O Claims against your agency for the past 5 years?	YES	NO		
Q 3. Has Agency or Owners filed for Bankruptcy in the past 5 years?	YES	NO		
Q 4. Are there any current or open Liens or judgments levied against your Agency?	YES	NO		
<b>Agency T-Docs</b>				
Licensed Entity Name <i>*if Incorporated you need to provide an Agency License</i>				
Physical Location Address <i>No P.O. Box</i>				
City-State Zip Code				
Separate Mailing Address				
<b>Type of Business</b>	<b>Sole Proprietorship</b>	<b>LLC</b>	<b>S-Corp</b>	<b>Other</b>
Officer Name				
Officer E-Mail Address				
Designated Agency Contact Name				

Designated Contact E-mail Address				
Office Phone				
Office Fax				
Alternate Phone				
Agency Insurance License Number * if Incorporated				
Personal Insurance License Number				
E&O Carrier Name				
E&O Policy Number				
E&O Expiration Date				
E&O Limit/Face Amount *Minimum needed \$1,000,000/\$1,000,000				

