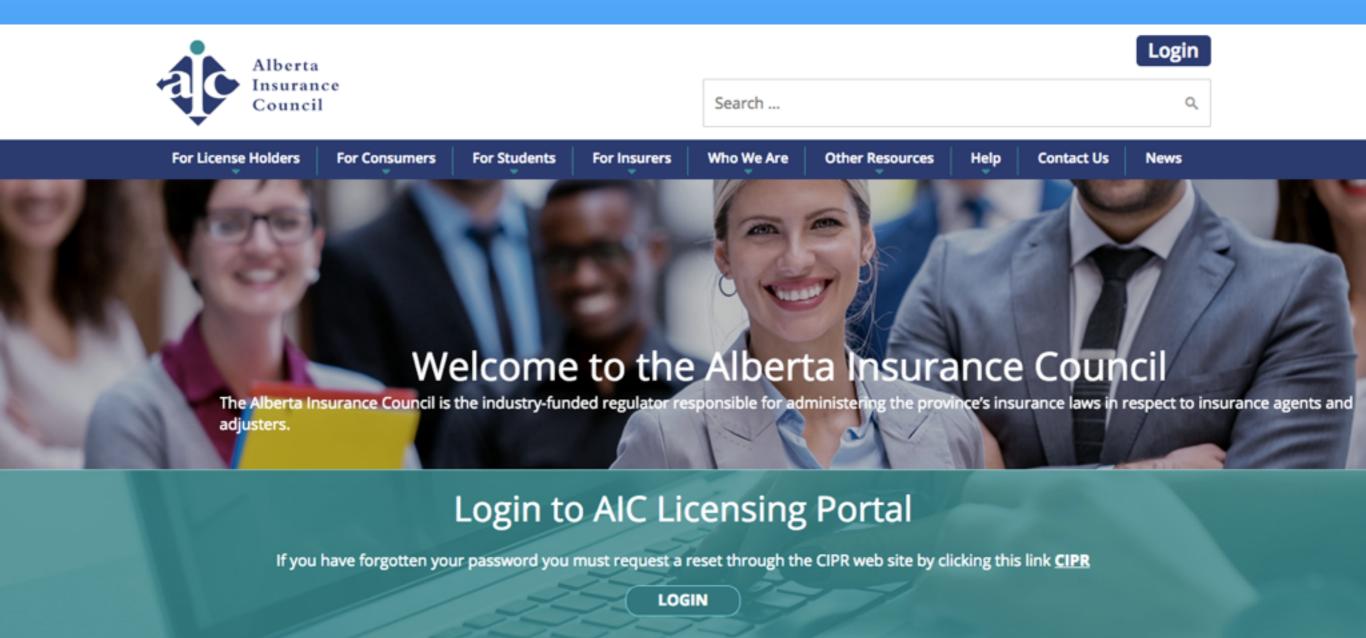
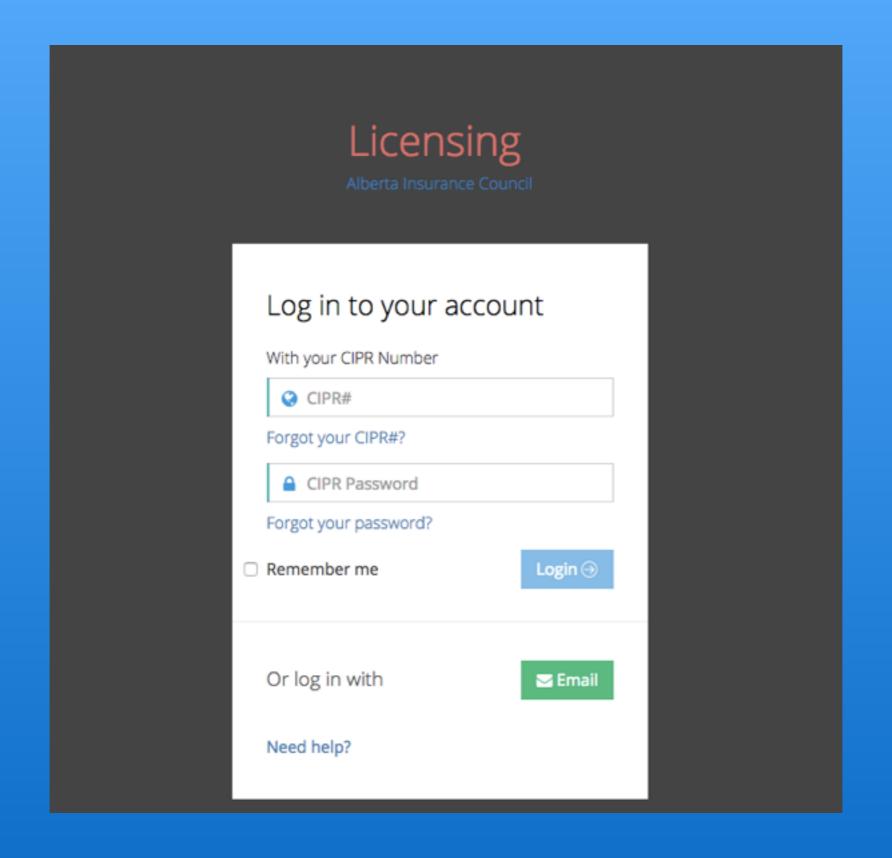
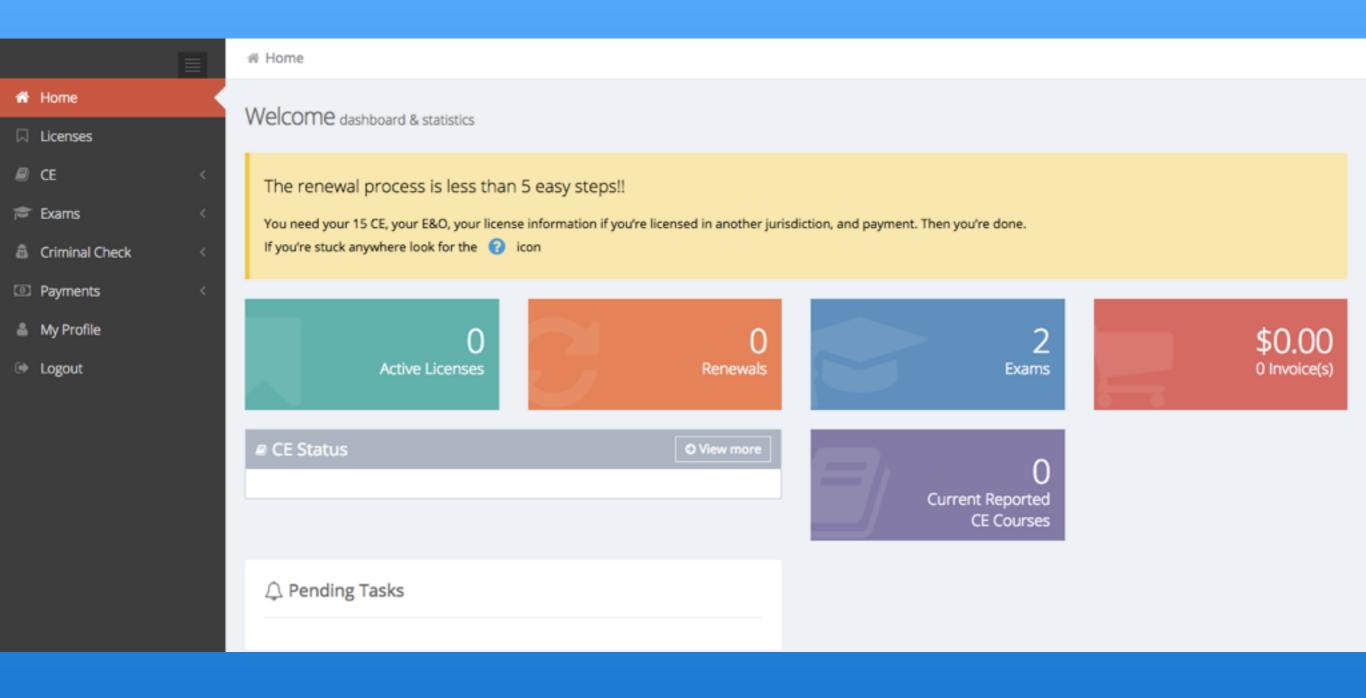
Apply for your license in 7 Easy Steps!



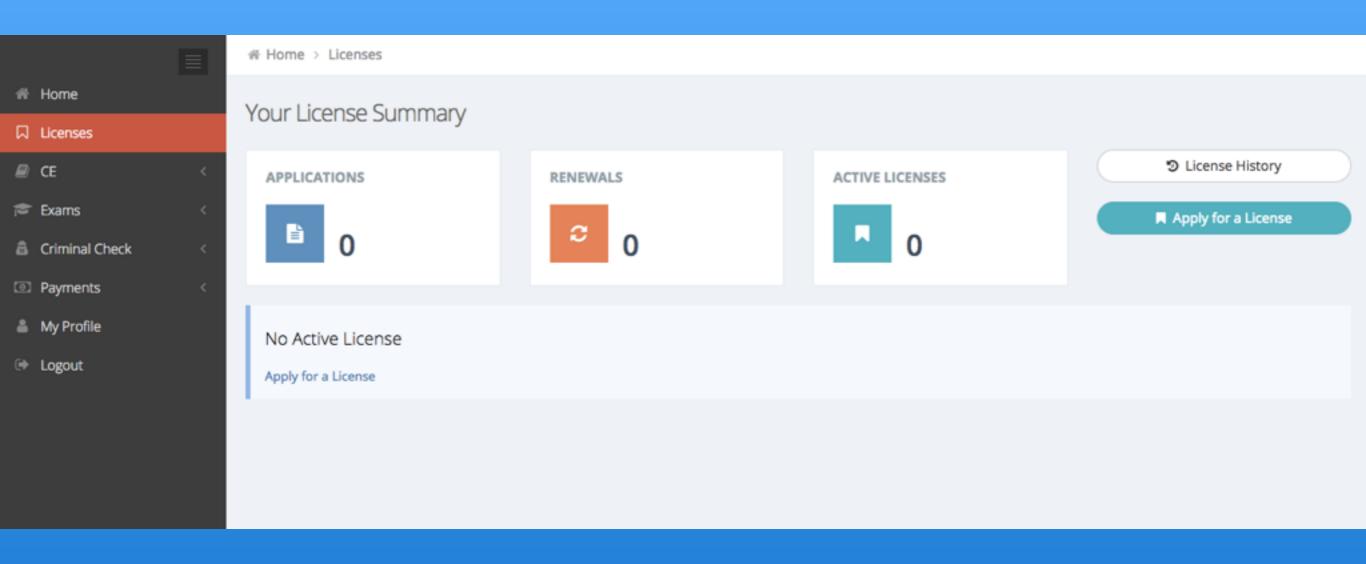
Step 1 - Go to http://www.abcouncil.ab.ca/ and click "Login" at the top right or in the centre of the page.



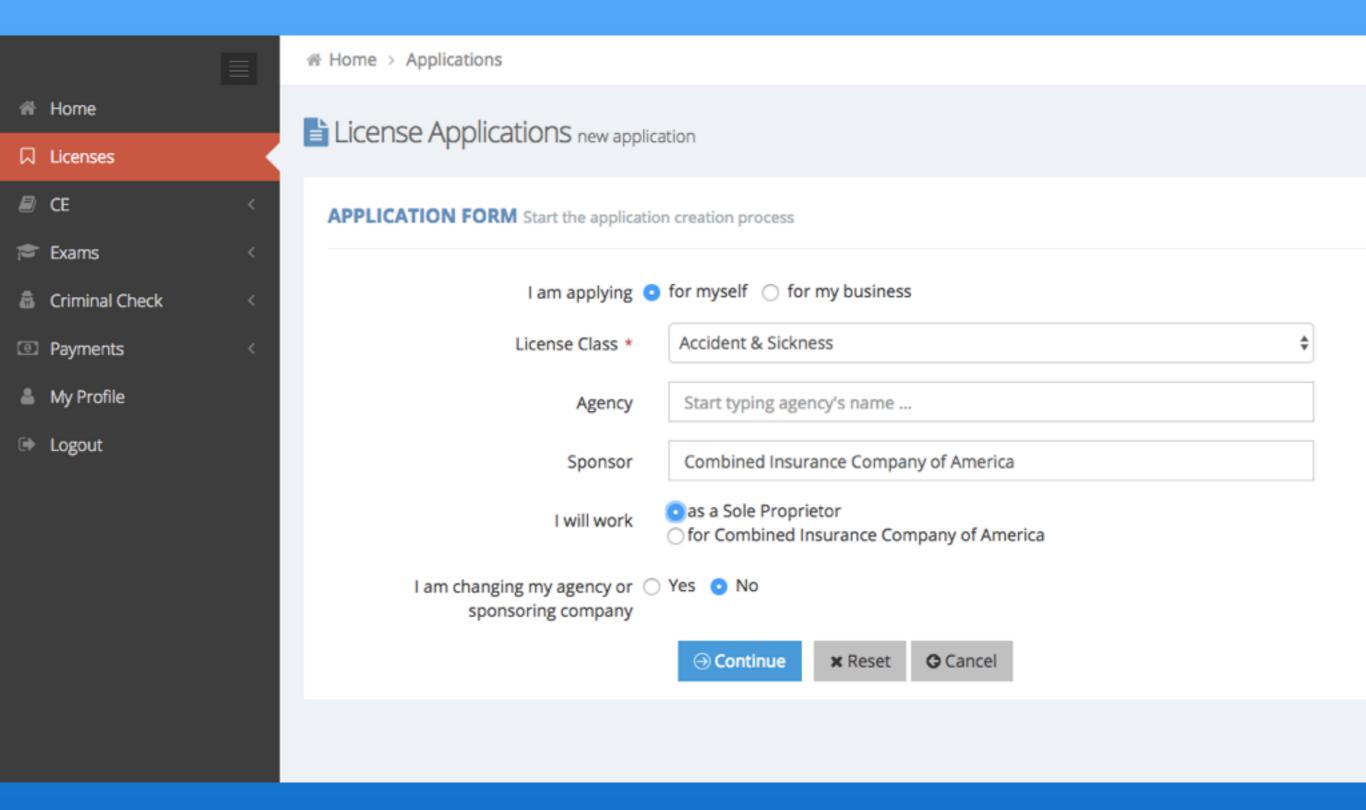
Step 2 - Enter your Login Information



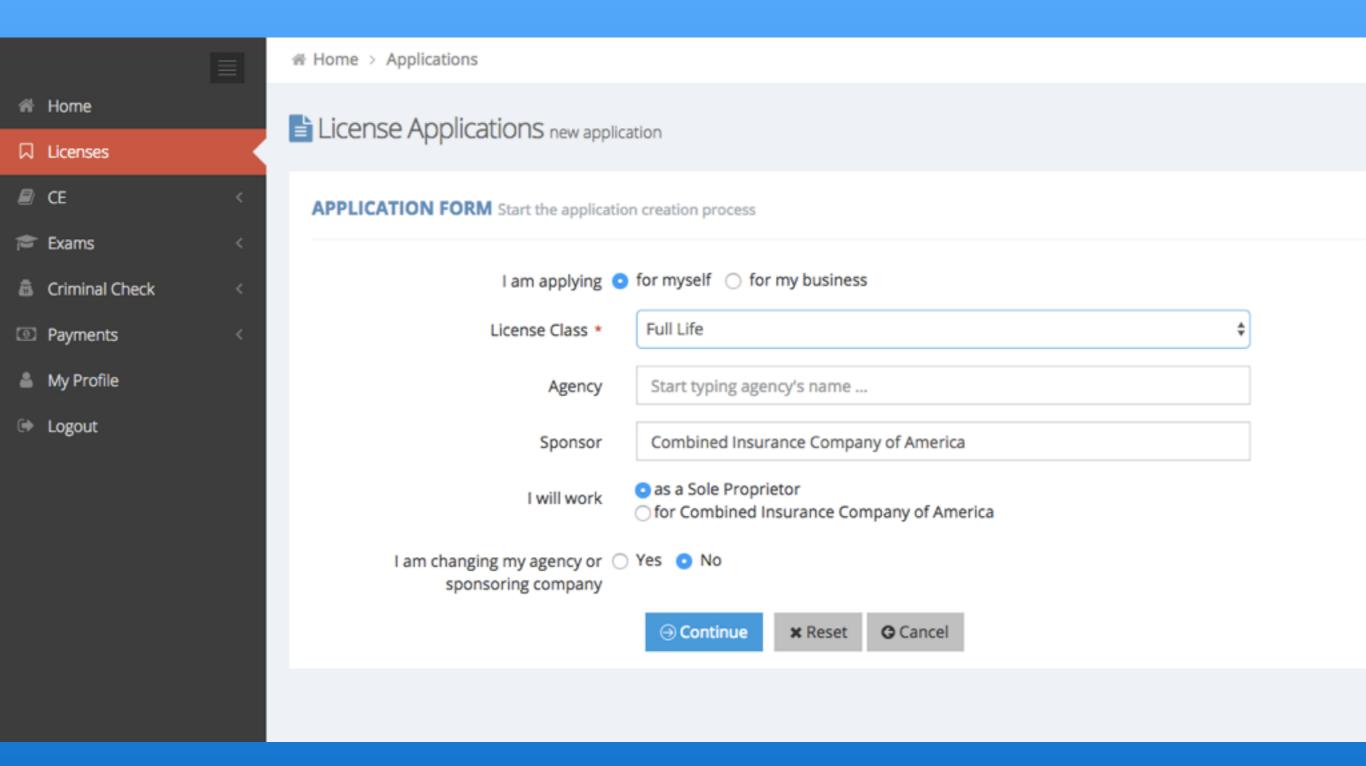
Step 3 - This is the first page you will see when you Login. Click the green box on the left that says "Active Licenses"



Step 4 - Click "Apply for a License" on the right side of the page.

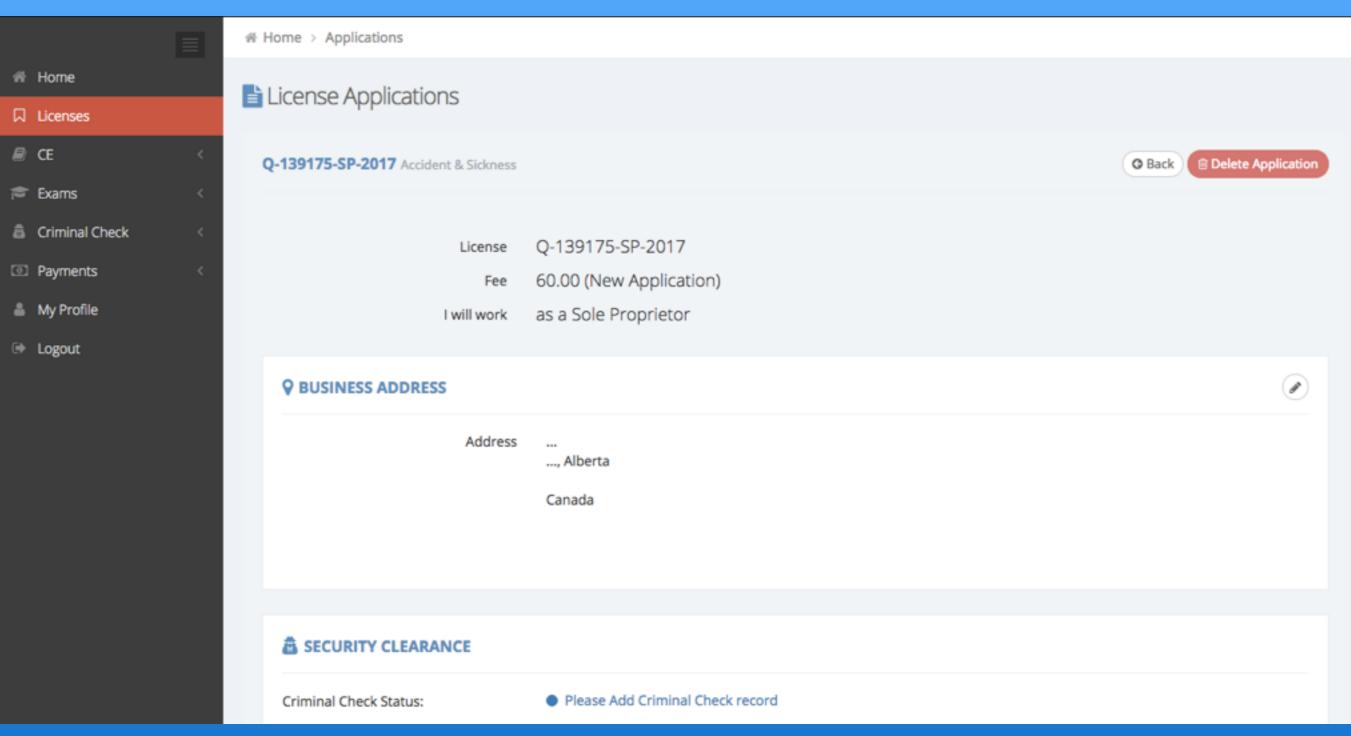


Step 5 (for A&S License) - When applying for your Accident & Sickness License fill out the form EXACTLY as you see it here.

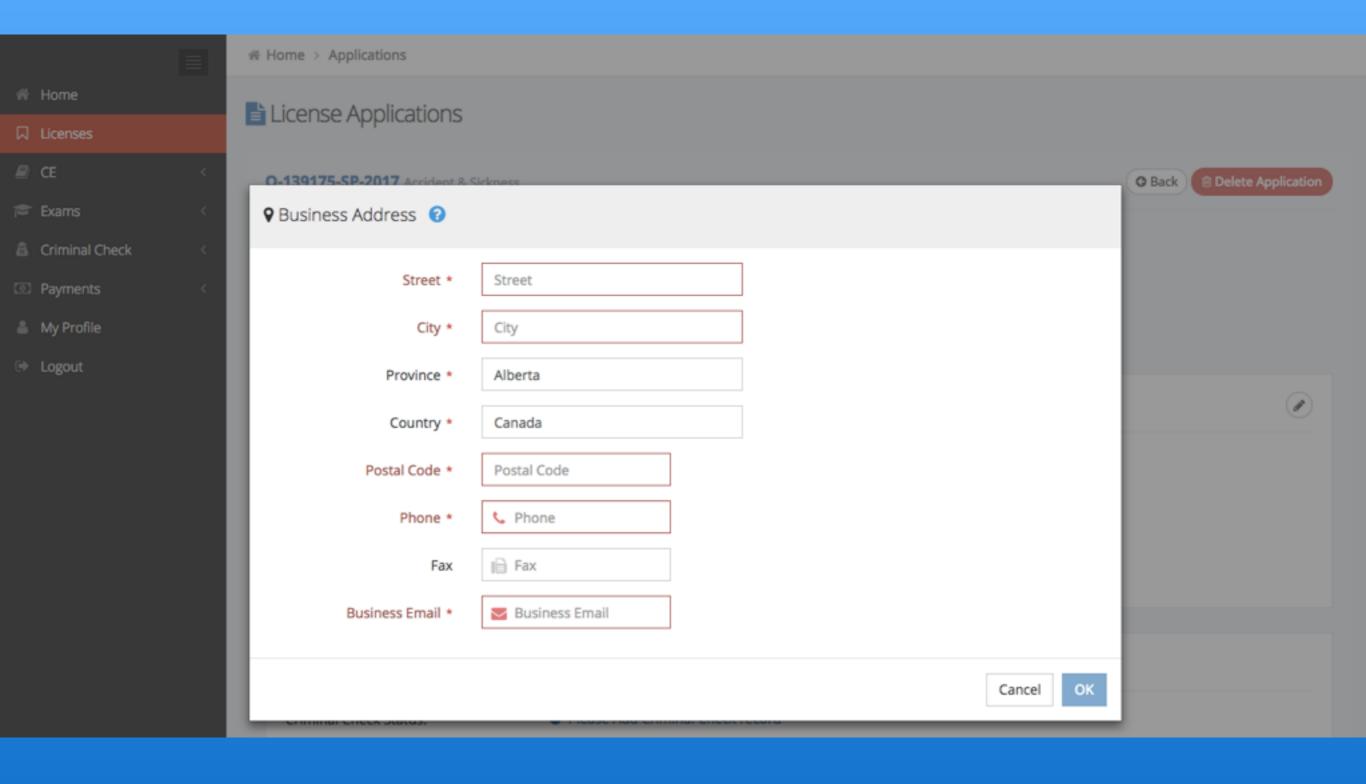


Step 5 (for Life License) - When applying for your Life License fill out the form EXACTLY as you see it here.

Please note - If you are applying for your full life license you still have to do an additional application for you accident & sickness license

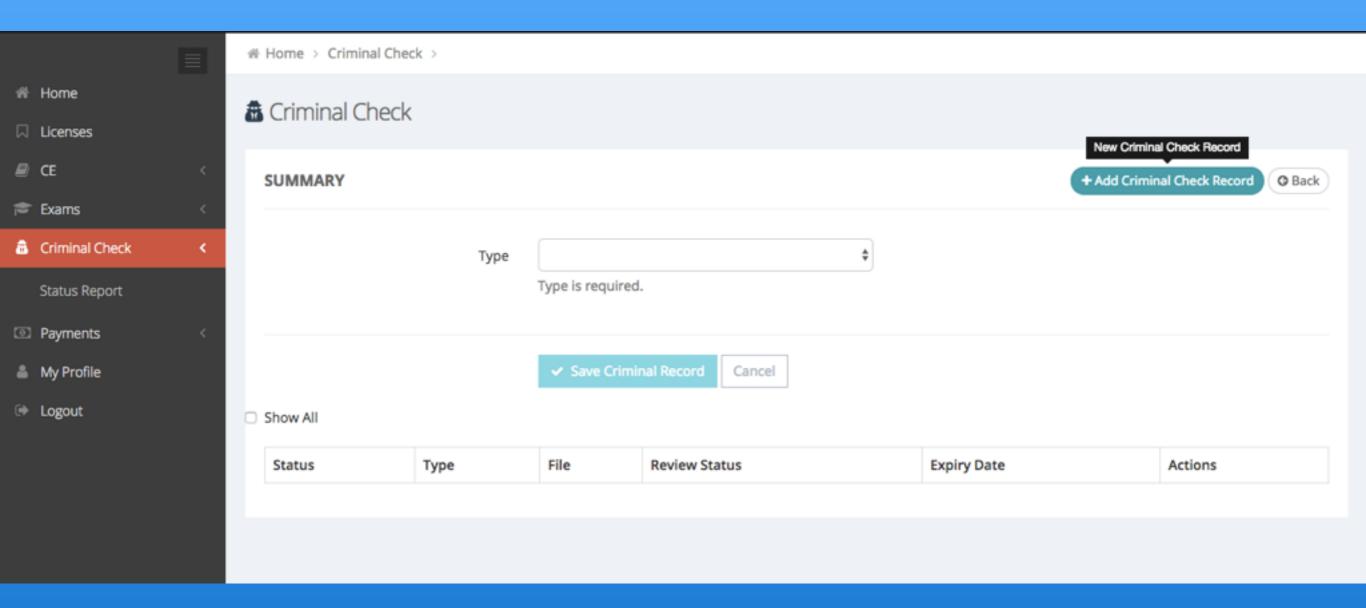


Step 6 - This is what the application looks like. Please go through and complete each section to MATCH EXACTLY to your paper AIC Application attached to the email we sent you. IMPORTANT: after you complete each section scroll down to the bottom of this page and click "Save Application".

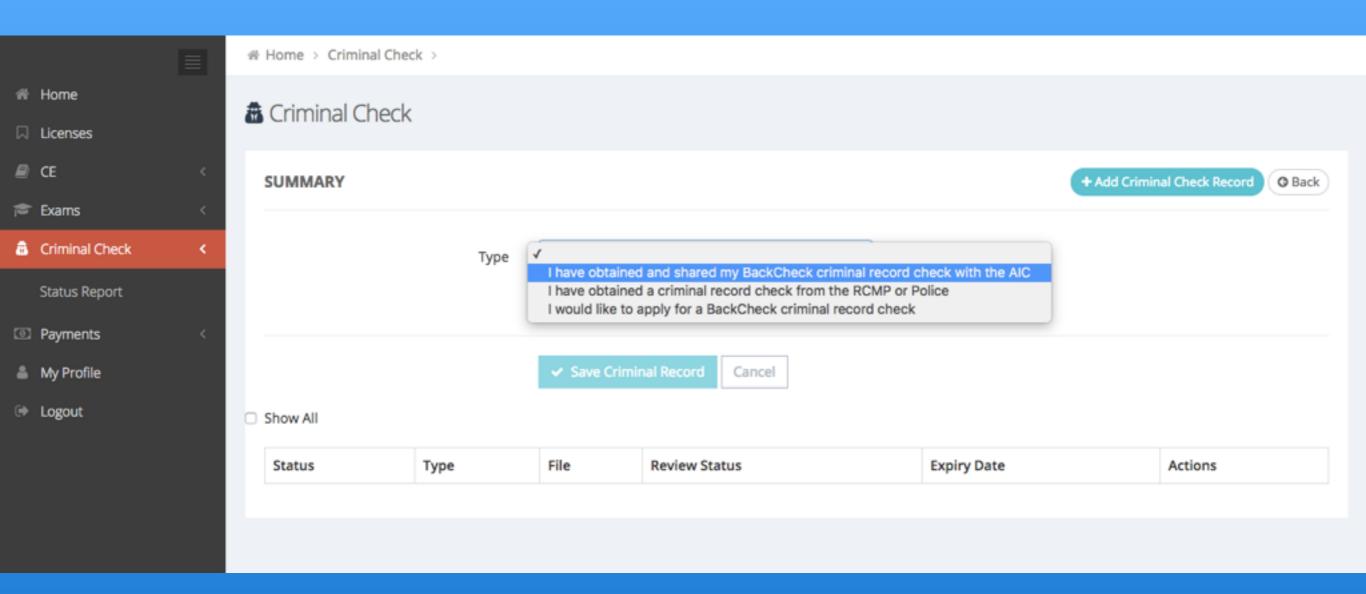


Business Address - Fill this out as your HOME ADDRESS.

Because your are a Sole Proprietor here your home address is considered your business address.



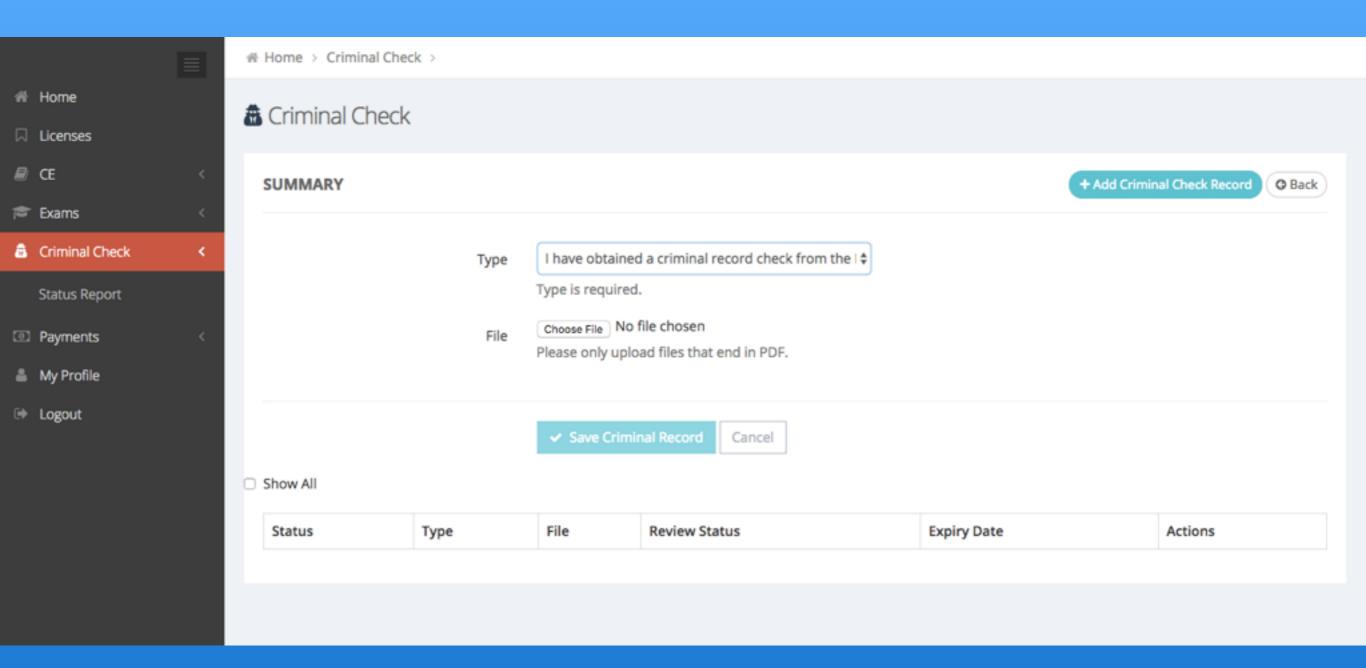
Criminal Records Check - Click the "+ Add Criminal Check Record" button at the top right of the page.



Criminal Records Check (Option A) - If you did your Record Check on mybackcheck.ca select the 1st option from the dropdown menu.

Criminal Records Check (Option B) - If you obtained your Record Check from the RCMP or the Police select the 2nd option from the dropdown menu.

Please note - You will also need to make sure that you shared your Record Check with AIC on mybackcheck.ca so that they can view it when they are reviewing your application

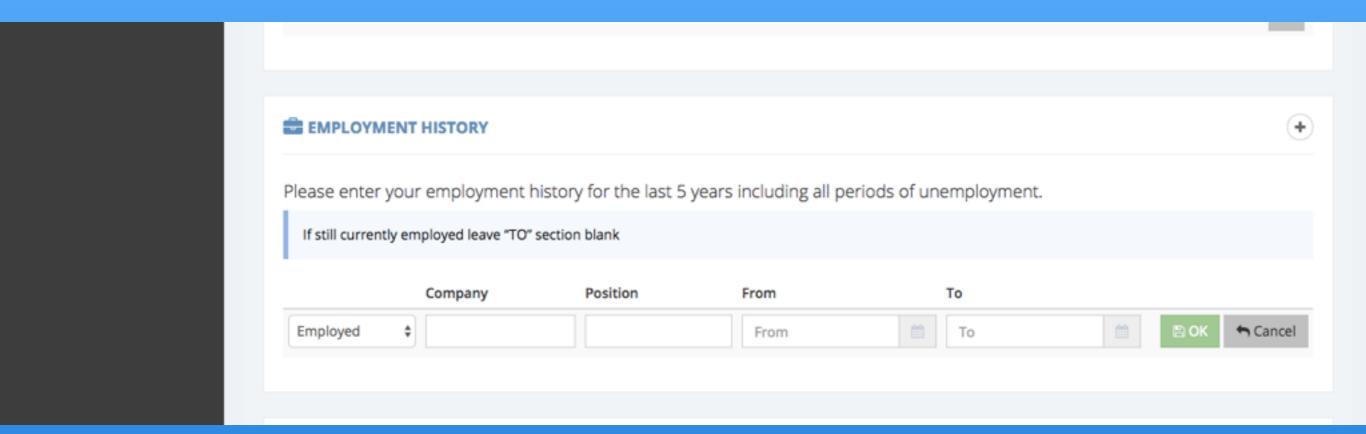


Option B Continued - If you obtained your Record Check from the RCMP or the Police you will need to upload it here. Once it's uploaded make sure you click save.

T7Y 1B1 Canada Phone: (78	0) 220-8700 stead5733@hotmail.com		
♣ Add Errors and Omissions Coverage to the			
E&O Policy # *			
E&O Certificate #			Add E&O
E&O Carrier/Underwriter *	Select or search a carrier/underwriter in the Can't find your carrier/underwriter?	e list 🕶	Covergae
Does your E&O policy have an expiry date? * 🧿	Yes O No		
Effective date *			End Date
End date *			
		Save Cancel	•
Please enter your employment history for t			
Company	Position	From	То

E&O Insurance - Please see the form attached to the email we sent you for all of the details required in this section.

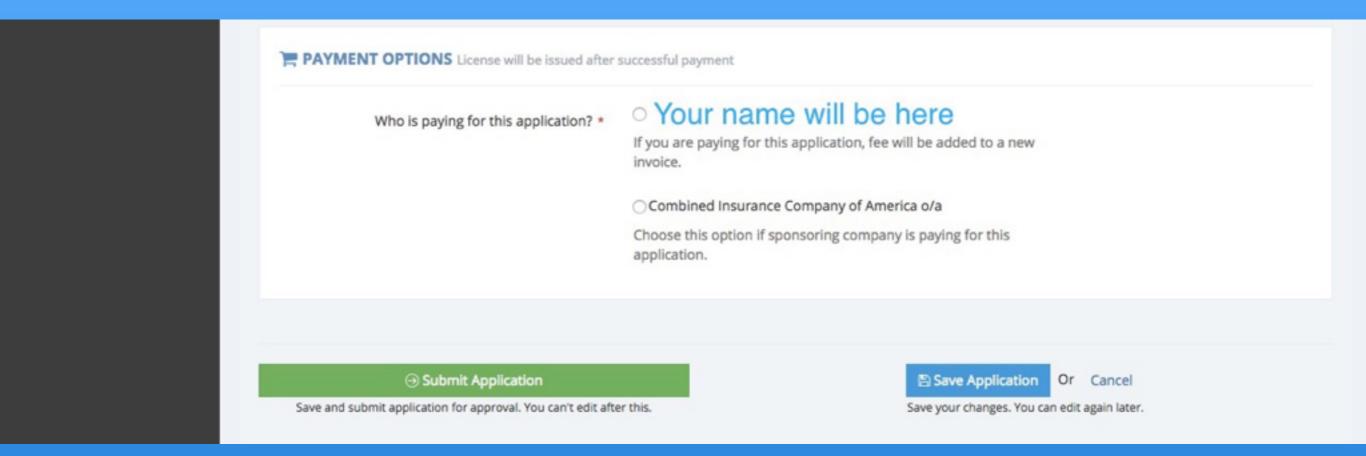
IMPORTANT: Please be sure to enter your Certificate number even though it's not indicated as a required field. You can find this number underlined at the top of you E&O page. Your licensing application will be kicked back if it is not included



Employment History - Please fill this out to match EXATLY to your paper AIC Application attached to the email we sent you. You will need to fill out your employment history to the current date, this is the only area that may be different if a significant amount of time has passed since filling out your initial paperwork.

0	QUESTIONS	
Ple	ease answer all questions	
	In the last ten years	
1	Do you have any other occupation or employment other than as an insurance agent?	○ Yes ○ No
2	Are you currently the holder of any other certificate, license or registration to deal with the public?	○ Yes ○ No
3	Been licensed as an insurance agent in Alberta or elsewhere?	○ Yes ○ No
4	Been refused registration or licensing to deal with the public?	○ Yes ○ No
5	Had registration of licensing to deal with the public revoked?	○ Yes ○ No
6	Been convicted of an offence under the Insurance Act, the Criminal Code or any other enactment?	○ Yes ○ No
7	Has a court judgment for the award of money against you that has not been satisfied?	○ Yes ○ No
8	Been discharged for cause by an employer?	○ Yes ○ No
9	Been subject to proceedings in bankruptcy?	○ Yes ○ No
10	Have you been compensated (by way of salary, commissions or any other form of payment) for acting as an insurance agent in relation to new business only in the Province of Alberta for the same class of license that you are re-applying for since the date you last held an Alberta certificate	○ Yes ○ No

Questions - Please fill this out to match EXATLY to your paper AIC Application attached to the email we sent you. The 1st two questions are to be answered as current date just like they are on the 1st page of your paper AIC Application. The last question is a new question that isn't currently on the paper AIC Application.



Payment options - Make sure you select the FIRST OPTION. Your name will be listed there as the person paying for the application.

Step 7 - Double and triple check that you have filled out everything correctly as per your paper AIC Application and these step. Then click "Submit Application".

Once you submit your application you will be prompted to pay your invoice. You can find this section by selecting "Home" from the menu on the left, from the home page select the red box that says "Invoices" and follow the steps.

CONGRATULATIONS!!! YOU'RE DONE!!!

Head office will notify us when AIC has process your application and you are licensed on our system.