



LIFE INSURANCE COMPANY

PRODUCER PORTAL REGISTRATION INSTRUCTIONS

If you are an appointed or pending producer with Sagicor Life Insurance Company, you are able to register on our website www.Sagicor.com. Registered producers can look up commission information, application status, and print or order sales and service forms using the Producer Portal.

- Go to our website: www.Sagicor.com.
- Select “Login” located on the upper right-hand side of the Home page and select “Producer Portal”. The “Portal Login” screen will be displayed.
- Select “Register” under the login information fields.
- Enter the following information and click Submit
 - o Social Security Number or Tax ID Number:
 - If you are licensed under your Social Security Number, enter your Social Security Number excluding the dashes (i.e.: 999999999).
 - If you are a business entity, enter your Corporation or Business Federal ID number, excluding the dashes (i.e.: 999999999).
 - o Producer Number: Enter your assigned producer number (i.e. SLICXXXX).
 - o Birth Date: Enter your birth date without any slashes or dashes (i.e. mmddyyyy).
 - If you are licensed as a corporation or business, you will not enter a birth date.
 - o E-mail Address: Enter your e-mail address.
 - Remember the e-mail address you entered. This will be the address we will use if you request your User ID or password to be e-mailed to you.
 - o User ID: Enter the User ID of your choosing.
 - Your User ID must be between 7 and 30 characters in length.
 - No embedded blanks are allowed.
 - o Select 3 security questions and answers.
 - o Password: Enter the password of your choosing.
 - Your password can be between 7 and 10 characters in length.
 - No blanks, spaces, or special characters are allowed.
 - o Confirm Password: Re-enter the password you have chosen in order to verify it.
 - o Place a check mark in the white box, then click on “Submit Registration and Log In”.

Note: All characters are case sensitive.

Make note of your User ID and password because they will not be redisplayed. For security purposes, we are unable to provide the password if you contact us via telephone. Please contact the PRC at 888-724-4267, Ext. 4680, if you experience any problems while registering.