



How to Obtain or Renew a License

SIRCON

WEB LINK:

www.sircon.com

INITIAL LICENSE

1. Click on the “Apply for License” button
2. Select “New Insurance License”
3. Choose “Resident” or Non-Resident” application
4. Click “Individual” and continue
5. Enter the following:
 - A. Email address
 - B. Home state
 - C. Last name
 - D. Social security number
 - E. Home state license number
6. Select “Applicant” and the state license needed
7. Verify the radio button next to Credit Card Payment is selected
8. Click on the license type required, along with the lines of authority
9. Verify the information entered is accurate and continue to end
10. Payment is now required. Complete the credit card information and print your confirmation.
11. Email [Karen Reece](mailto:karen.reece@marketsharefinancial.com) to inform her of your pending application; she will monitor for progress.

RENEW LICENSE

1. Select “Renew or Reinstate a License”
2. Click on “Individual” and enter your email address
3. On the Renewal drop down menu, select the state, or click “all available states”
4. Enter your name, social security number and resident license number
5. Select each of the renewal boxes and lines of authority you wish to renew; verify address
6. Enter the requested information and answer all security questions.
7. Complete the information as “Producer” or “Authorized Submitter” and pay the fee

NEED HELP?

Contact Karen Reece 800.421.8260, ext. 2463

