Please follow the instructions below to register for a new SureLC account with Kovack Securities.

**Step 1:** Use the following link to start the registration process.
**https://surelc.surancebay.com/sbweb/login.jsp?branchEditable=off&branchRequired=on&branch=KSI%20Agents&branchVisible=off&gaId=1008&gaName=Kovack%20Securities%2C%20Inc&gaNameVisible=on**

**Step 2:** Select the "Register New Account" at the bottom of the page.

**Step 3:** Enter your SSN, DOB, and Last name.
After your information has been found in the NIPR database enter the email address you'd like to use as your login user id. Select "Create Account" to complete your account setup.

**Step 4:** Once your account is created, you'll receive a confirmation email. Locate the email which will be used to activate your account and to create your account password.

**Step 5:** After successfully creating your password you'll be automatically logged into your SureLC account. The first time you log in you'll need to review and accept SuranceBay's Software as a Service and Terms of Use policies to continue.

**Step 6:** At this point, you'll be logged into your SureLC account. Use the navigation menu on the left to move between the pages that make up your profile. Review each page to make sure your information is up to date. Any page with a red dot indicates missing information, which must be provided before you'll be able to submit any new carrier contract requests. When on the E&O tab and it asks for the E&O certificate number, please enter "000"

**Step 7:** After reviewing and updating your profile all of the red dots will be removed. Select the **Contracting Requests** section on the bottom left of the nav menu to create a new carrier contract request.

For more information about how to use the SureLC for Producers web interface use the following link:

**https://support.surancebay.com/hc/en-us/sections/360012099633-SureLC-for-Producers-Training-and-Information?mobile_site=false**