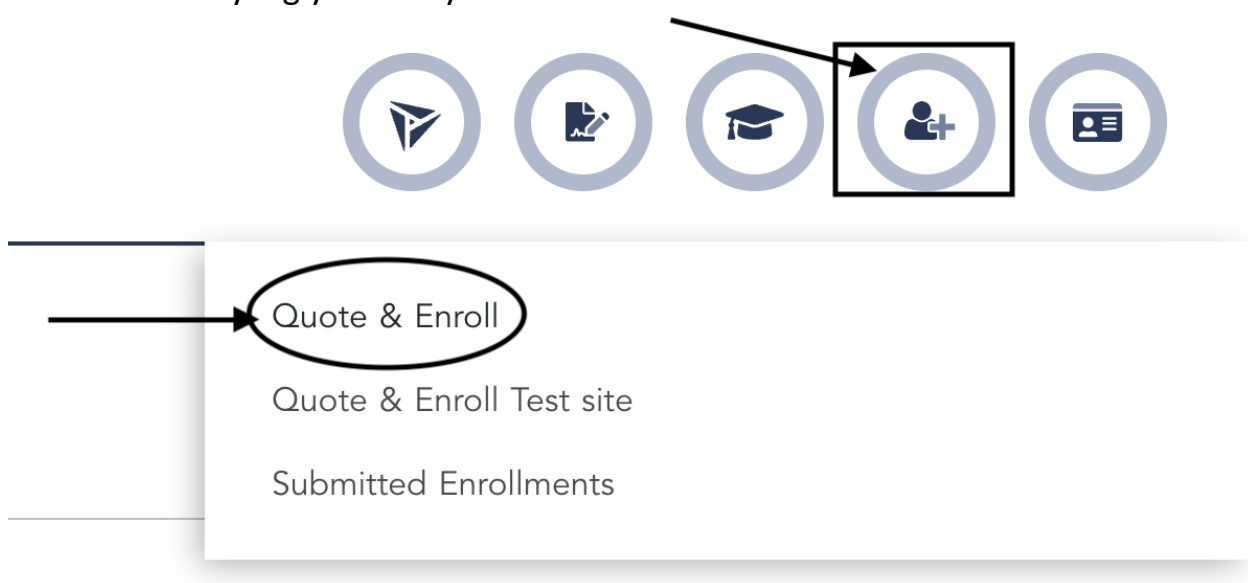
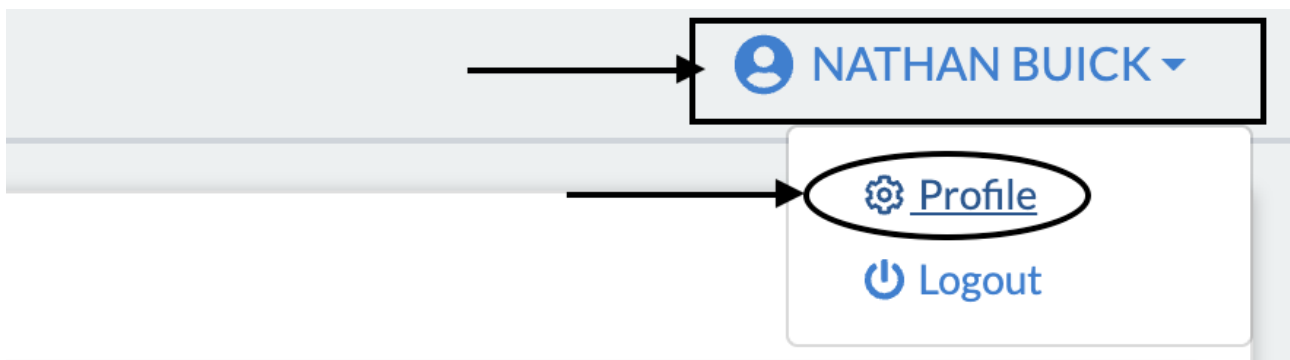


## How To Access SunFire From Propelcity

Once logged into your Propelcity account, you will access SunFire through the Enrollment section with a Single Sign On. You will click on the Enrollment icon in the top right corner of the screen and then click on Quote & Enroll. This will automatically log you into your SunFire account.



After logging into SunFire, you will want to make sure that your Agent Profile is updated with your information and signature. You will click on your name in the top right corner of the screen and select "Profile"



In your Agent Profile, your name and NPN will already be generated for you. You will need to add your SSN, how you would like to receive notifications on applications and SOA signatures and add a good contact phone number for yourself.

## Your information

First name

NATHAN

Last name

BUICK

NPN

17467669

SSN



PURL

<https://www.sunfirematrix.com/app/consumer/gsn/17467669/>



## Notifications

Please select which type of notifications you would like to receive.



☒ Email - only select email if your username is a valid email address

☐ Text - select phone number below

## Contact information

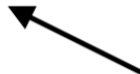
The primary number will be displayed in contact emails and personalized contact websites.

Work ▾

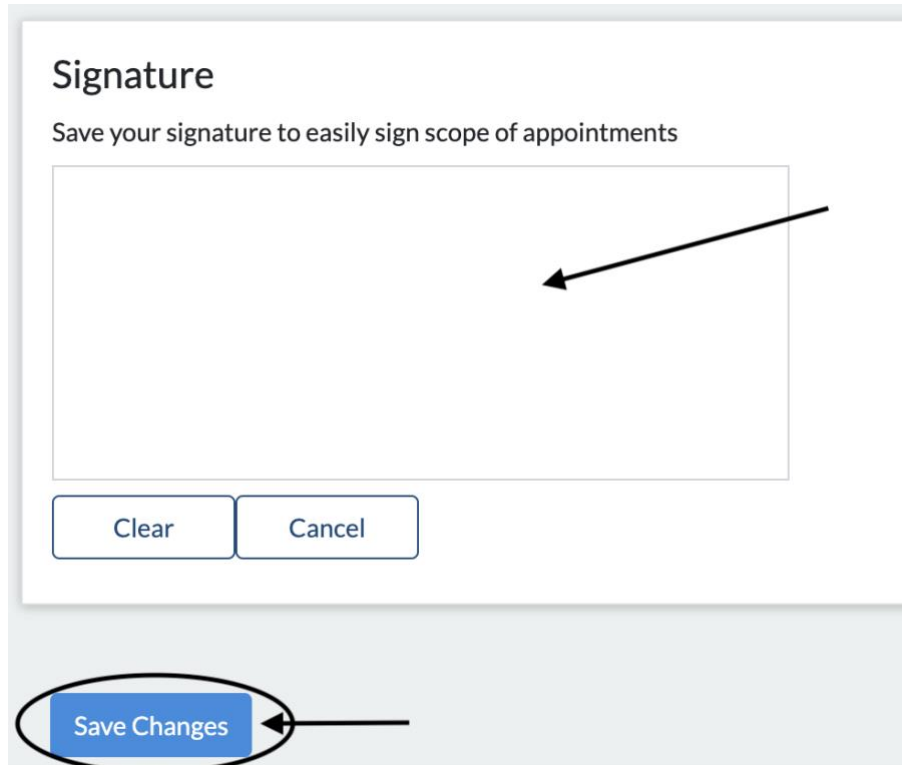
412-921-6900

☒ Primary

Add Phone

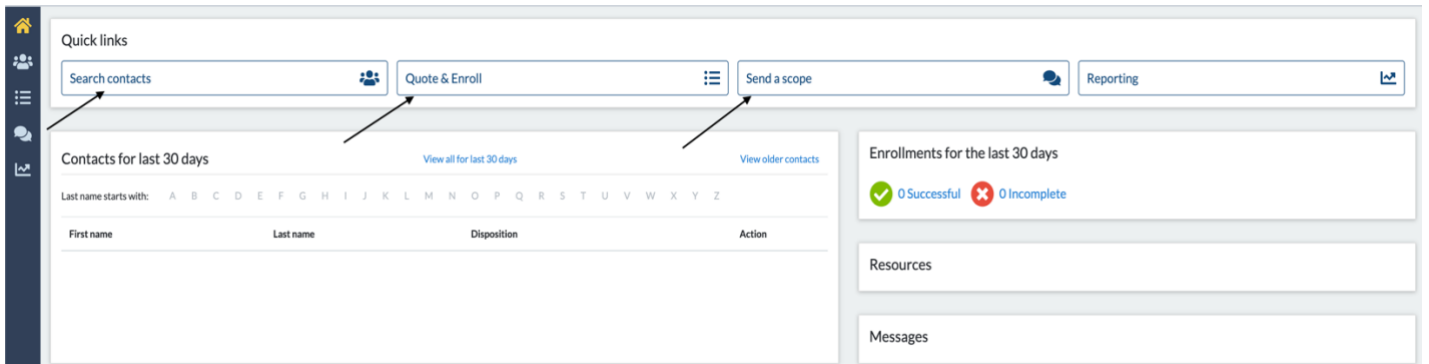


The last step in setting up your Agent Profile is adding your signature for applications and SOAs. You will click and hold with your mouse in the blank square and sign your name. If you have a touch screen computer you can use your finger to sign your name. Once you have added your signature, click “Save Changes”.



The screenshot shows a 'Signature' modal window. At the top, it says 'Signature' and 'Save your signature to easily sign scope of appointments'. Below this is a large, empty square box for signing. An arrow points to this box. At the bottom of the modal are two buttons: 'Clear' and 'Cancel'. Below the modal, on the main page, is a blue button labeled 'Save Changes', which is circled with an arrow pointing to it.

You are now ready to begin quoting your clients and submitting applications for enrollment.



The screenshot shows the main dashboard. At the top is a 'Quick links' bar with buttons for 'Search contacts', 'Quote & Enroll', 'Send a scope', and 'Reporting'. Below this is a 'Contacts for last 30 days' section with a table. The table has columns for 'First name', 'Last name', 'Disposition', and 'Action'. Above the table is a filter for 'Last name starts with:' followed by letters A through Z. To the right of the table are links for 'View all for last 30 days' and 'View older contacts'. Below the table is a section for 'Enrollments for the last 30 days' showing '0 Successful' and '0 Incomplete'. At the bottom are sections for 'Resources' and 'Messages'.