



COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
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Harrisburg, PA 17120
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www.insurance.pa.gov

INITIAL INDIVIDUAL EXCHANGE ASSISTER REGISTRATION – ONLINE PROCESS

Please follow these instructions in order to apply online for a new individual exchange assister registration:

- Submit your registration application electronically through Sircon's Pennsylvania portal at <http://www.sircon.com/pennsylvania>. You will be charged a total of \$5.50 (\$1.00 application fee and \$4.50 service fee). Sircon accepts Visa, MasterCard, American Express, and electronic checks. Be sure to print and maintain a copy of the confirmation of payment page upon application submission, as well as a copy of the application, for your own records. DO NOT mail the application to the Insurance Department.
- **You must submit a copy of the official certificate provided by HHS showing the exchange assister's unique ID number.** You may attach this certificate electronically to your registration application via Sircon's website at www.sircon.com/pennsylvania under the "check license application status" area after your application has been submitted. If you are unable to attach the certificate electronically, email the document to ra-in-producer@pa.gov or fax to 717-787-8553.
- If one or more of the background questions is answered "Yes" and additional documentation is required, you may attach the documents electronically to your registration application following the instructions provided above. If you are unable to attach the documents electronically, email them to the Department's Compliance Unit at ra-in-compliance@pa.gov.
- **All applicants for an exchange assister registration, after submitting a registration application, must be fingerprinted at an Identogo enrollment center.** To pre-register and schedule a fingerprinting appointment, go to <https://uenroll.identogo.com> – enter service code **1KG8Q3**. To pre-register and schedule an appointment via telephone, call 844-321-2101 Monday through Friday, 8AM to 6PM Eastern Time.
- The total fingerprinting fee is \$22.60. Payment is made at the Identogo center after the applicant's fingerprints have been submitted. Credit card, debit card, certified check or money order, are the only payment methods accepted. No cash transactions or personal checks will be accepted.
- **You may view the status of your application on our web site at www.insurance.pa.gov/licenses. Once your registration has been issued, you may obtain your registration number and print your registration certificate from our web site.**