

# How to get appointed with Oscar

To get appointed to write through an agency with Oscar:

## Step 1

Log in to your Oscar Broker Account at [business.hioscar.com](https://business.hioscar.com).

## Step 2

Check that the name in your Broker Account matches the name on your licenses for states you want to request appointments in.

## Step 3

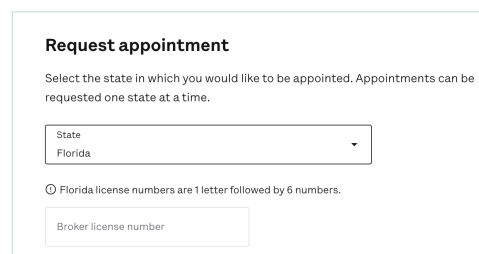
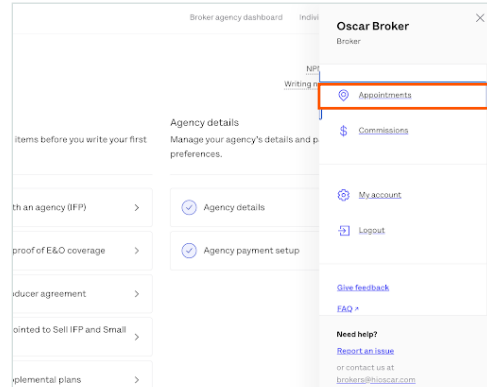
Click on the Menu in the top right corner. Then, select '[Appointments](#)'.

## Step 4

Select '**Request Oscar appointment**'.

## Step 5

Select the state you wish to be appointed in.



## Step 6

Complete the form for the state you wish to get appointed for and attach a certificate of E&O coverage. If you have already uploaded this certificate, you generally will not need to again.

If you are getting appointed with an agency, select '**Yes**' to '**Are you writing through an agency?**' on the appointment form. You will then be prompted to enter the agency. You can either enter the agency name or agency NPN.

If you are writing through an agency that is already appointed with Oscar, you will see the agency in the dropdown menu. If you do not see the agency in the dropdown menu, select '**Add agency**'.

In the '**Add agency**' field, enter the agency name, license number and NPN. Confirm whether or not you are the agency principal.

## Step 7

Submit the appointment form by clicking '**E-sign contract**' (for the first requested appointment) or '**Submit**' for appointments requested after signing the Producer Agreement.

If you are appointed with an agency, all commissions for business you write will be paid to that agency. This assignment of commissions may only be revoked by the agency's principal agent.

What type of license is this?

☐ Resident

☒ Non-resident

Do you plan to sell Florida policies in person?

☐ Yes

☒ No

Are you writing through an agency?

If you're writing through an agency and would like to assign your commissions to that agency, you will need to provide agency details in order to be appointed.

☒ Yes

☐ No

Are you writing through an agency?

No results found

[Add agency](#)

Agency

Generic Broker Agency

Add new agency [Cancel](#)

Agency name  
Generic Broker Agency

Agency EIN  
0000000000

Agency NPN  
1234567

Agency license number  
999999999

☐ You can look up your agency's NPN using [NIPR search](#)

Are you the principal of the agency?

☒ Yes

☐ No

Do you have errors & omissions coverage?

All brokers must have errors & omissions insurance in the amount of \$1 million per incident and \$1 million in aggregate. We reserve the right to audit this documentation throughout the year and terminate appointment if the coverage is not valid.

Errors & omissions document

[Screen Shot 2021-11-17 at 1:42:30 PM.png](#)

Who does this policy cover?

☒ Myself

☐ Enrolled agents of Generic Broker Agency

How long is this policy valid for?

Coverage start date  
10 / 21 / 2009

Coverage end date  
10 / 21 / 2029

[Back](#) [E-sign contract](#)

## How to add agency affiliation:

### Step 1

Login to your Oscar Broker Account at [business.hioscar.com](https://business.hioscar.com).

### Step 2

Click '**Align with an agency (IFP)**'

This process can only be done for states in which you are not already aligned with an agency.

### STEP 3

Select '**Align with an agency**'

### Step 4

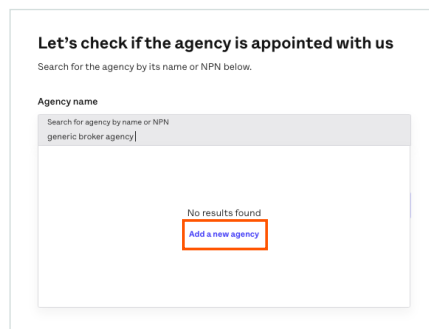
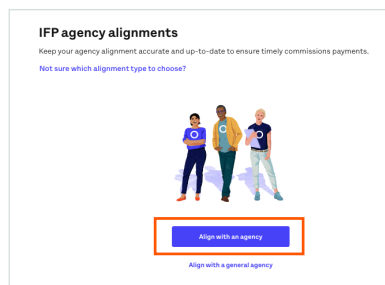
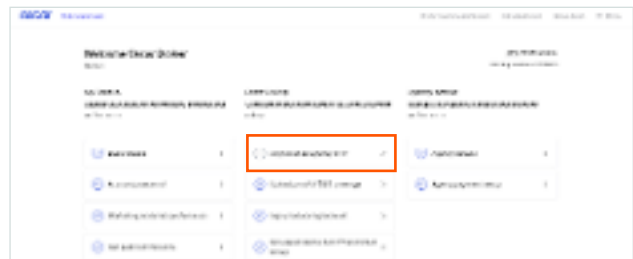
Enter the agency's information. The NPN or name will pull the agency or click '**Add a new agency**' if none are displayed.

### Step 5

Enter the agency information requested. If you will be acting as the principal broker check the box next to 'I'm the principal of the agency'.

Select all states the agency is licensed in and provide the license numbers for each state.

Then click '**Next**' to review and submit changes.

A screenshot of the 'Agency basic info' form. The form has several sections: 'Agency basic info' with fields for 'Agency name' (Generic broker agency), 'Agency TIN' (00000000000000), 'Agency NPN' (123456), and a checkbox for 'I'm the principal of this agency'. 'Mailing Address of the agency (Optional)' with fields for 'Street address 1' (123), 'Street address 2', 'City' (New York), 'State' (NY), and 'Zipcode' (11111). 'Select the states in which you'd like to align with this agency.' with a dropdown menu showing 'FL'. 'Agency state licenses' with a field for 'FL state license number' (12345656). 'Does your agency have an upline general agency?' with radio buttons for 'Yes' and 'No' (selected). At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box.