**Freedom/Optimum**

**Steps for Contracting**

 ·      **New Contract**

o   Access the online Contracting portal at [**https://vipagentsupport.com/Agent/Registration**](https://vipagentsupport.com/Agent/Registration)

o   Click Register

o   Agency ID Field **456** (should display Fabian Insurance Services)

o   Registration code field **AP78952**

o   Select which company you would like to certify

o   Make sure to select **Click and Get Company**and enroll in to Freedom & Optimum when selecting your training.  The portal will not automatically enroll you into the Optimum training if you do not select

o   Click **I´m not a robot**and then continue

o   Continue entering your personal info

o   Once submitted you will receive an email outlining you agent profile

o   Your username will be your email

o   Log in with your temporary password and create a new password for yourself

o   Click on **Certification is now Available**

o   Follow instructions to complete certification with Freedom / Optimum

·      Releases Steps

* If agent is already contracted with Freedom-Optimum, the agent must **send an email** to their **Current Fmo** saying they formally request a release and copy- email **New FMO**and [**AgentLicense@freedomh.com**](mailto:AgentLicense@freedomh.com)with copy of the release letter.
* If no releases letter is available, the agent must stop writing policies for 90 days before the transfer can be made.

For Contact/Agent Support (877) 877-0539

Email/support [**AgentLicense@freedomh.com**](mailto:AgentLicense@freedomh.com)