



# Click. Click. Boom.

**Follow the Step-by-Step Guide below to complete your appointment and gain access to Bestow from Rohrer & Associates. You've got this!**

1. Click on the [Appointment Link](#) to get started.
2. Click REGISTER NEW ACCOUNT to create your Bestow SuranceBay account.
3. Enter SSN, Last Name, DOB and Email Address and click CREATE ACCOUNT.
4. You will receive an email from SuranceBay with a link to click. Click link in email.
5. You will then be prompted to create a password to complete account set up. This must be a unique and different password, if you have other SuranceBay accounts.
6. The system will prompt you to review the Privacy Policy and Terms of Use.
7. Complete the information for all tabs at the left side of the page. If you have an existing SuranceBay account, most of your information will pre-populate. You need to address any section on the left with a RED dot.
8. When all the tabs are completed, click on the CONTRACTING REQUESTS on the left side of the page then CREATE REQUEST. (for Bestow)
9. **IMPORTANT: You must complete a request for BESTOW and NORTH AMERICAN.**
10. Follow the steps.
11. Go back to the Contracting Requests Tab in your browser and click CREATE REQUEST. (for North American)
12. Follow the steps as prompted.
13. LAST STEP: You will receive an email from HelloSign requesting your digital signatures on all contracts.

Contact Contracting and Licensing with any questions at [cl@rbrokers.com](mailto:cl@rbrokers.com). Thank you.