



**COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
1209 Strawberry Square
Harrisburg, PA 17120
Phone (717) 787-3840
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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:

- You must complete [Pennie Assister Training](#). For information on Assister Training, please send an email to assisters@pennie.com or call Pennie Assister Support Services at 844-844-4440. You may also visit <https://agency.pennie.com/assisters/> for resources and guides. You must submit proof of completion of Pennie training by providing a copy of your training completion certificate. 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.
- 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.
- 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 **1KGBGJ**. To pre-register and schedule an appointment via telephone, call 844-321-2101 Monday through Friday, 8AM to 6PM Eastern Time.
- Payment for the fingerprinting fee 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/licensees. Once your registration has been issued, you may obtain your registration number and print your registration certificate from our web site.