



# How to Register.

## What is Big “I” Markets?

Big “I” Markets is an online market access program where members enjoy exclusive access to top tier products with no fees, no volume commitments and with competitive commissions. Plus, they own their own book of business. As long as you’re an active Big “I” member, you’re able to plug into the power of Big “I” Markets.

## Ready to register?

Your agency can register for Big “I” Markets online and be quoting business in as little as 10 minutes. First, assemble the following information:

- ▶ The Agency Tax ID number
- ▶ Bank routing and account number (to receive commissions via EFT)
- ▶ Agency errors and omissions insurance policy information
- ▶ Your agency license number, if your state assigns one
- ▶ In South Carolina, the broker license(s)
- ▶ License numbers and email addresses of those who will be submitting business

Go to [www.bigimarkets.com](http://www.bigimarkets.com) (Do not log in just yet; you’ll do that on the next screen) and click “register/update profile” at the top right corner of the page to start the process.

Enter your user ID, which is your email address. Your default password is your six-digit member ID. If you don’t know it, simply select “forget your password” and it will be reset. If the system doesn’t recognize your email address, contact us at (703) 647-7800.

Complete information on the following pages. Here’s what we’re looking for:

### Page 1

Information on the first page is populated from our member database. Double check it for accuracy.

### Pages 2 and 3

Enter requested data including agency business structure, banking and E&O information.

### Page 4

Answer the seven background information questions. Responding “Yes” to any of these will stop the registration process, but it doesn’t necessarily mean you cannot register. A Big “I” Markets team member will contact you within one business day for more information. Or, call them at (703) 647-7800.

### Page 5

This page will populate with staff who appear in our member database. Click on the “Enter License Info” button for each person who should have permission to submit business. In South Carolina, at least one user must provide a Broker license. Unlicensed staff will have “view-only” access as long as their name and email address are recorded. Select ‘add user’ at the bottom right to add staff not listed. (You can enter other staff information later.)

### Page 6

Registering for Big “I” Flood gives you access to Selective Flood’s agency portal. Indicate if you would like to receive an appointment and enter flood information. Clicking “No” for either question will not prevent you from using the Big “I” Flood program in the future.

### Page 7

Read and e-sign the Agency Sub-Producer Agreement by entering your initials in the box at the bottom then select “Accept.” You are encouraged to printout the agreement for your records.

**You’re in!** Each person should login with their own email address and password; user credentials should never be shared.

On the last screen you will be prompted to send an email to everyone in your agency about the new ability to Plug into the Power of Big “I” Markets. Choose one, after which you will automatically be directed to the Big “I” Markets login page.

## Questions?

View the brief demonstration video on the Registration login page. Big “I” Markets team members are on hand at (703) 706-5408 or [bigimarkets@iiaba.net](mailto:bigimarkets@iiaba.net).