

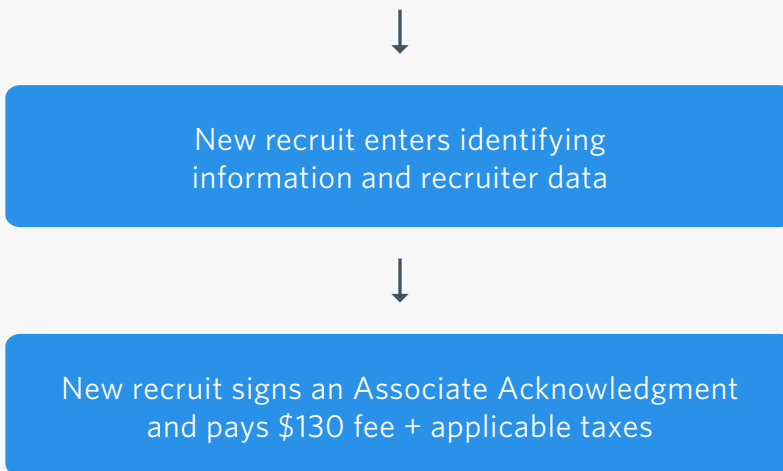
Licensing Process

Canada

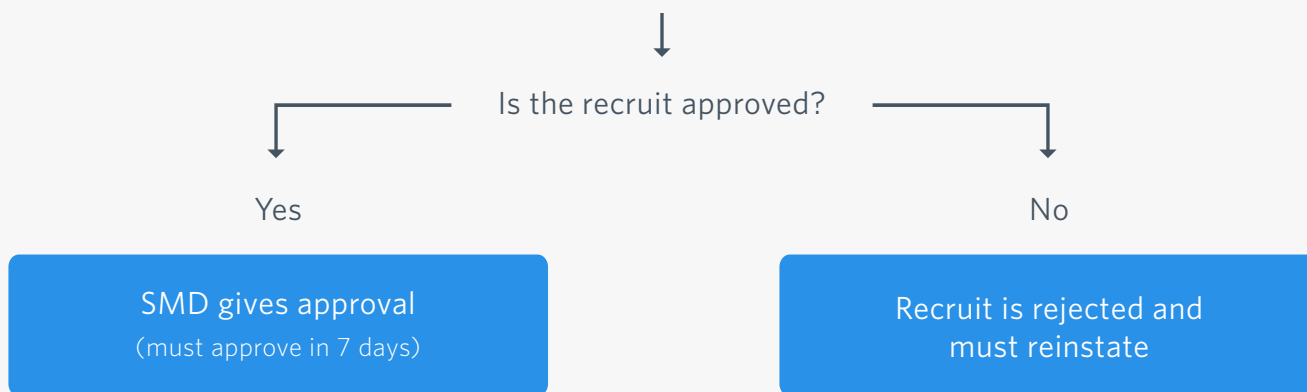


Recruit navigates to <https://registration.wfglaunch.com>*

(WFG Launch is optimized for Google Chrome. Some functionality may be unavailable when using Internet Explorer.)



Individuals who are terminated from Launch who wish to rejoin WFG can do so within 60 days by paying a \$15 fee. Previously licensed agents rejoining WFG must wait 90 days to re-register, and will be assessed a \$130 fee for reinstatement.



Yes
The approval notice is sent out via DocuSign.net. If the SMD does not receive the notice within 48 hours, please notify us at wfgcanadalicensing@transamerica.com.



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No
Individuals who are reinstating due to SMD disapproval will need to submit their Associate Acknowledgment by paper. Associates will need to ask their SMD for a paper copy of the Associate Acknowledgment. SMDs can access the file at www.mywfg.com/launch. If the reason for rejection is because SMD has missed the deadline, please contact us as soon as possible, and we can investigate further to assist with alternative options. If you are experiencing any issues at this stage, please email us at wfgcanadalicensing@transamerica.com.

* Once the registrant has signed the Associate Acknowledgment and is issued an WFG code, they can then proceed to the next steps at www.wfglaunch.com.

An agent code is generated; then the associate creates a WFG Launch account and verifies their email address

To create a password:

1. Go to WFG Launch
2. Select Create a Password
3. Confirm your agent code, date of birth and email address to verify your identity
4. Create a password (a combination of 8-10 characters, including upper and lowercase letters, a number and a special character)



With access to WFG Launch, you can purchase study materials, go through the pre-licensing process and complete your ethics and AML courses

To access Oliver's Learning:

1. Select Licensing on the left menu within WFG Launch
2. Click View Provider (you will be directed through Single Sign-On [SSO] to Oliver's Learning)
3. Click Continue

Please note that Oliver's Learning requires 24 hours to create your profile through SSO. If you are still experiencing errors using the SSO connection to Oliver's after 24 hours of your initial login, please contact us at wfgcanadalicensing@transamerica.com for further assistance, confirming the stage at which you received the error message.



Associate completes HLLQP Certification and Provincial Exams with a score of 60% or higher

Please check your Provincial Council's insurance website to find out more information about the exam process.



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Once the required courses and the certification exams have been completed, associates will be required to sign the Agent Agreement

In order to complete the Agent Agreement, associates must have completed the AML and Compulsory Ethics courses. If you require additional time to complete your Agent Agreement, you can request for an extension by clicking the Request an Extension button on the My Profile page.



The associate can now access MyWFG.com using their Launch credentials and will no longer have access to WFG Launch

A \$30 fee and applicable tax will be required. Allow up to 24 hours of processing time for your credentials to be transferred from Launch to MyWFG.com. Individuals on temporary work permit must submit the Agent Agreement by paper via fax to 770-248-3300. If you experience challenges faxing the documents, please email your packet to wfgaa@transamerica.com.



Associate submits the eContracting Licence Application to ivari

Associates must submit a contracting application to activate or reinstate their licence.

To activate or reinstate a licence:

1. Go to [MyWFG.com](https://www.mywfg.com)
2. Navigate to the ivari eContracting page on MyWFG.com:
Menu > Licensing and Appointments > Licensing > ivari eContracting
3. Click eContracting Online Application

Note: When submitting your application, please ensure all required documents are scanned and attached as listed.



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ivari reviews the application and sends to the Provincial Council

ivari may contact the associate at this stage for further information if the application is not in good order.



Associate notifies ivari of their licence issuance

Associates should regularly monitor their licence status on their respective Provincial Council website. Once the status is confirmed, they must forward a PDF copy of their licence to wfgapprovedlicense@ivari.ca for confirmation.



ivari notifies the associate of the approval status. For rejected cases, ivari will further advise the associate on the reason.