

How to Upload Your License in Bamboo

Every agent **MUST** upload their Life License in Bamboo for it to be verified by Home Office before the appointing process can begin.

1. Log in to your Bamboo Portal
 - a. Your Username is your PHP Agent Code
2. Click “New Business” at the top in **blue**
3. Click “+ License” on the right side in **green**
4. Enter “Resident” if this is your license in the state where you live
 - a. If this license is for a state outside of where you live, enter “Non-Resident”
5. Enter your License Number found on your license
6. Click the box next to “Life” under Line of Authority
7. Enter the Effective Date found on your license
8. Enter your Expiration Date
 - a. Expiration Date is the last day of your birth month, two years from now
9. Upload the file to the “Drag and Drop Licence Here” area
10. Click “Submit”

You will see your license posted under the Licensing tab once submitted. Home Office will verify it in about 24 hours. Once it has a ‘Verified’ status, you can upload your E&O Insurance.