



Broker Questionnaire

How to Guide

When you select the link to submit your broker application, follow these steps:

Step 1 - Click on the Broker Questionnaire link and either sign in, if you have already signed up for an account, or click on “Not a Member” to sign up for an account.

Step 2 - Once your application has been approved, sign into the system with your username (email address) and password. A security token will be emailed to the email address associated with your account.

Step 3 - From the drop down menu, pick Version 21 to respond to. Responses can be submitted for any open questionnaires. Please note that previously submitted responses cannot be accessed. If you would like to use your previously submitted response as reference, please contact Michael Gilboy with Mosaic (michaelg@mosaci-global.com).

Step 4 - Once the current cycle is selected, information can be entered in any order. At the top of the page you can navigate and follow progress on questions answered via the Progress bar.

Step 5 - Each time you respond to a question, the answer will be saved immediately. You will know it saved your information because the color of the question will change from grey to dark blue. You can also always go back to change a previous response as long as you have not submitted your questionnaire. Once you have submitted the questionnaire, EDITS CANNOT BE MADE.

Step 6 - At any time, you can navigate to the end of the questionnaire and use the save/print button to save current progress or print a copy of the submitted questionnaire for your records.

Step 7 - Additional supplemental information can be attached to your response prior to submission. Please note if you would like to submit more than one document, you will need to zip all of the files together and upload the zip file. The last file uploaded will be the file that is attached to the response.

Step 8 - When you are ready to submit, you may do so using the ready to submit button below. All required (*) questions must have been completed in order to be able to submit the questionnaire. Please note that once you have submitted the questionnaire, EDITS CANNOT BE MADE, you will only be able to review what has been submitted.

If you have questions about this process or your questionnaire, [email us](#).

Tips for completing the Questionnaire

You may wish to refer to previous responses when you update the questionnaire, so we suggest you file this information in a safe, easily accessible place.

- It may be helpful to prepare and edit these answers in a word processing package like Microsoft Word and then paste them into the questionnaire.
- The survey doesn't allow for reconnection to an existing questionnaire, so have all of your response data available when you begin the inputting process.
- All information entered into the questionnaire will be saved upon entry. However, once the questionnaire is submitted, information cannot be changed.
- Information can be edited up until submission.
- Use your entire firm name at the beginning. If you change the name, [email us](#) so your records can be corrected.
- When the question asks for a numeric response, use only numbers. Non-numeric characters (e.g., \$, decimal points, commas, etc.) won't be accepted and complicate the process.