

7-DAY/30-DAY/6-MONTH RULE

Equis utilizes a rule known as the **7-day/30-day/6-month rule**. This applies to the timeframe when an agent becomes "free" to move hierarchies without a hierarchy change form signed by the current upline.

Once an ICA request is sent to a potential agent, they have **7 days** to sign it. After 7 days passes and the agent still has not signed, a new upline is eligible to send that same agent an ICA request.

Once the agent signs an ICA, they must wait **30 days** before they are considered "free" to change hierarchies. In addition, they must not initiate any contracting with carriers within this 30-day timeframe.

Once the agent completes contract requests that are being processed by the carrier, they must then wait **6 months** before they are considered "free" to move hierarchies. In addition, they must not write any business with these carriers or this will reset the time clock for another 6 months.

The only exception to the 30-day/6-month rule is having the current upline sign off on a hierarchy change form that we can provide for you upon request. This form must be signed by the current upline as a release. The agent in question will then be eligible to move to the specified hierarchy after this form is processed.