



New user set up information:

Agency Portal

All new users will need to first click this link

Please select "yes" when asked if contracted and be sure to enter all codes the new user will need access to.

- If licensed, they need to click the second tab which is titled "New Producer". *If the new user is not the one completing the forms please be sure to select "Yes" for the question "Are you completing this form for someone else?" so that once completed it is emailed to them to e-sign.* From there they will complete the LDT and upload ALL individual and agency resident and nonresident licenses for states they plan to produce in. Once all documents are uploaded, check the corresponding box and proceed by clicking "Generate PDF". *THIS IS REQUIRED IN ORDER TO SIGN/ SUBMIT/SAVE THE FORMS* They then will be able to e-sign the LDT.
- If not licensed/ not producing, they need to click the last tab which is titled "Add Non-Licensed System User". Once they click "Submit Request", an email will automatically be generated to flood.marketing.support@assurant.com <<mailto:flood.marketing.support@assurant.com>>.

The type of product will be "WYO-NFIP". Once all documents are submitted and processed the new user will receive a welcome email.

In order to be able to PDF the forms, please be sure that your pop up blocker is turned off.

If you have any questions please reach out to us at 800-423-4403 and follow the prompts.

Enrollment Forms

- **Click appropriate tab**
 - **If licensed click on second tab**
 - **If not licensed / not producing click on last tab**
- **Complete form, following all directions and submit**
- **Once all documents are submitted and processed the new user will receive a welcome email with information to log into system**

American Bankers Insurance Company of Florida
PO Box 7755
Springfield, OH 45501-7755
Phone: 800-423-4403 Fax: 714-712-3845

New Agency **New Licensed Producer** New Product **Add Non-Licensed System User**

Select Type of Products *
 RCBAP - Private Residential Building Association Policies (for Exclusive Partners)
 WYO - NFIP - Policies Managed on Assurant's FloodPort Policy Management System
 Commercial - Private Commercial Policies (for Exclusive Partners)

* Availability of Products Will Vary by State.

Select Agency Type *
Is Agency contracted with Assurant? *
Agency Name *
First Name as it appears on License *

*** Be sure pop up blocker is turned off**

Important! : Updating Profile

Update your profile:

The first time you log in - click on Name/Hyperlink on the Home page



Verify

- **Your Primary Phone Number**
- **Your Resident State**
- **You have checked the Attestation box**

Once these fields are complete, click **"Update"**

The screenshot shows the "Profile Maintenance" form. The "Agency Information" section includes fields for User ID (john.agent@agency.com), Status (Active), and Agency ID (70100-0000-000-00000). The "Name, Phone Number and Continuing Education Update" section is highlighted with a red box. It contains fields for Name (First/Last) (John), Agent (Agent), Primary Phone (555-555-5555), and Resident State (Ohio). Below these fields is a checkbox for "Continuing Education" which is checked, with the text: "I attest that I have complied with the minimum flood training requirements set by FEMA and/or the states in which I am licensed to write flood, through an education provider approved by the state(s) in which I am licensed to write this insurance. I also attest that the information I have provided on this web form is correct and that I am the individual producer writing this flood policy." An "Update" button is located below the attestation text. At the bottom of the form, there are sections for "Password Update" and "User Contacts Update", and a "Close" button.

Open "User Contacts Update" bar in the same window

Click  icon circle next to your name

Update all fields with correct information (Use 0s if you don't have a fax number)

Click "Save Contact" and "Close"

Profile Maintenance [Close Window](#)

* Required Fields

Agency Information

User ID john.agent@agency.com



Status Active

Agency ID 70100-0000-000-00000

Name, Phone Number and Continuing Education Update

Password Update

User Contacts Update

Delete	Contact Name	Phone	Fax	Email	Edit
	John Agent	555-555-5555	555-555-5555	john.agent@agency.com	

*Contact Name:

*Contact Phone: () -

*Contact Fax: () -

*Email Address:

*Confirm Email Address:



Save Contact

Close

You will be added to the "Requestor" drop down in the Quote "Community" page

Obtain a Quote

CUSTOMER **COMMUNITY** POLICY BUILDING PREMIUM REVIEW


 Community - Quote Id 300000000  * Required Fields

Community Information

Flood Zone Determination - automatically provide flood zone and community information for the property

Property Information

Requestor Information

Requestor: **John Agent - john.agent@agency.com**  [Add/Edit Contacts?](#)

John Agent - john.agent@agency.com