Brand New User Set Up



New user set up information:

All new users will need to first click this link

Agency Portal

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 <u>second tab</u> 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 <u>last tab</u> which is titled "Add Non-Licensed System User". Once they click "Submit Request", an email will automatically be generated to <u>flood.marketing.support@assurant.com < mailto:flood.marketing.support@assurant.com></u>.

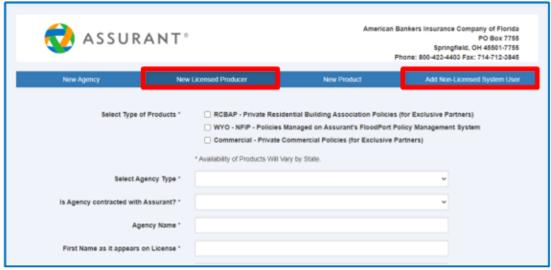
The type of product will be "WYO-NFIP". Once all documents are submitted and processed the new user will receive a welcome email.

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



* 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 Home News & Events Obtain a Quote Flood Policies Notifications Reference Center Reporting Welcome Trainer Joe Policies & Quotes • Obtain a Quote O Obtain a flood zone determination and premium quote for new Access policies, quotes and applications. Endorse, report claims, cancel, business or a company rollover. When the premium quote is review policy and claim history, and obtain documents such as dec pages

Verify

- Your Primary Phone Number
- Your Resident State
- You have checked the Attestation box
 Once these fields are complete, click "Update"

