

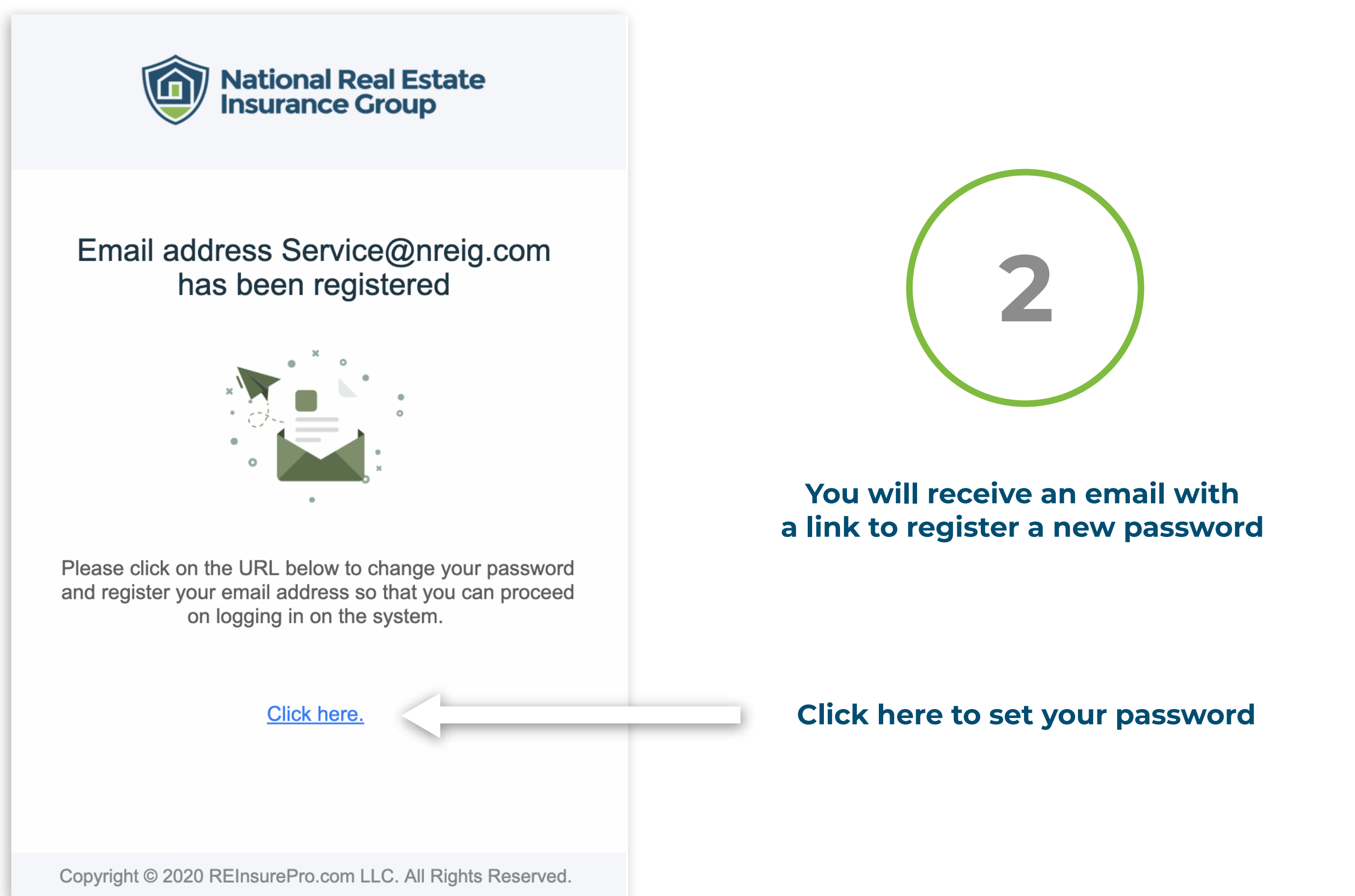
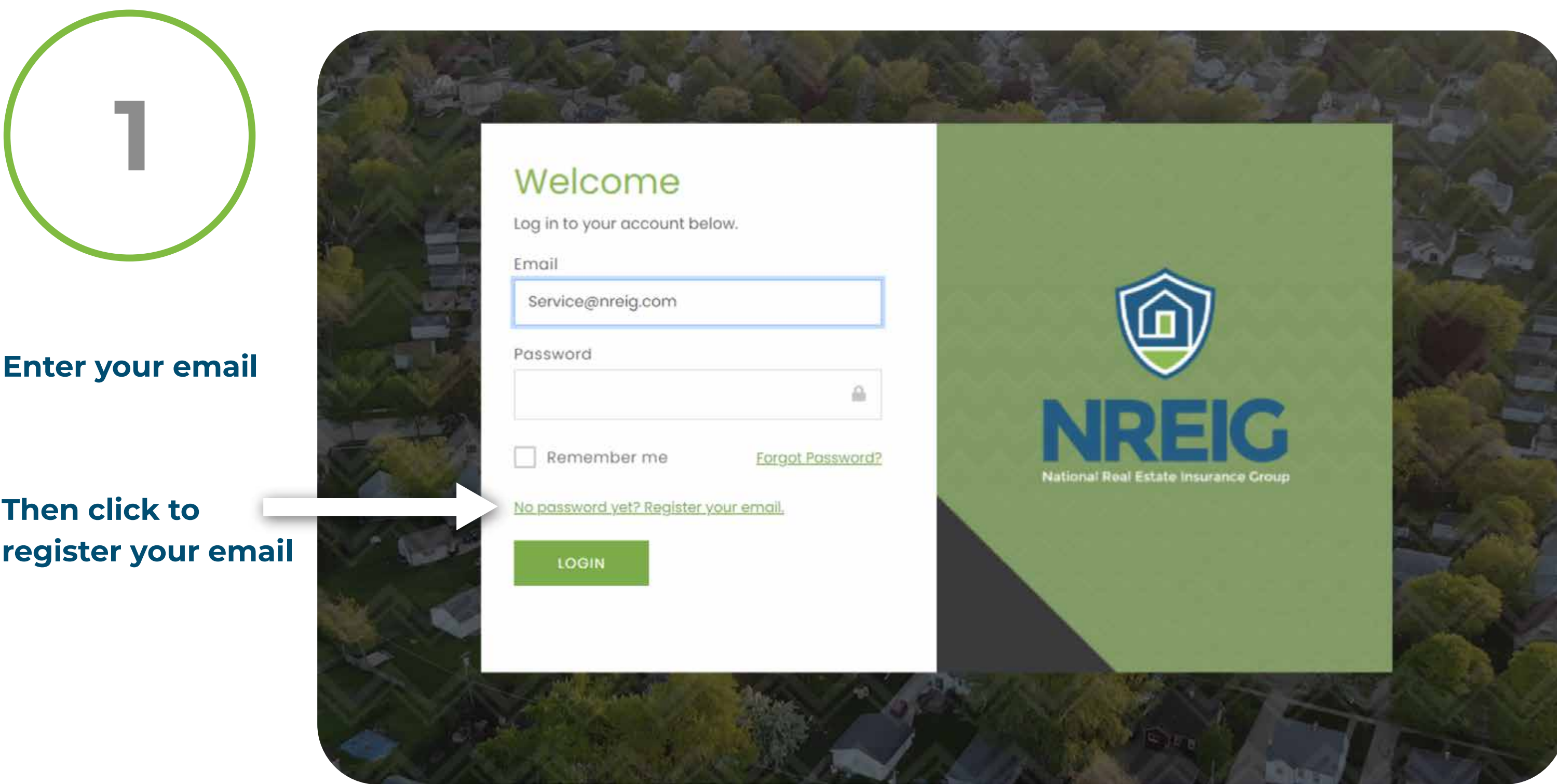
# How To Use Your Client Portal

With the new portal you will now be able to:

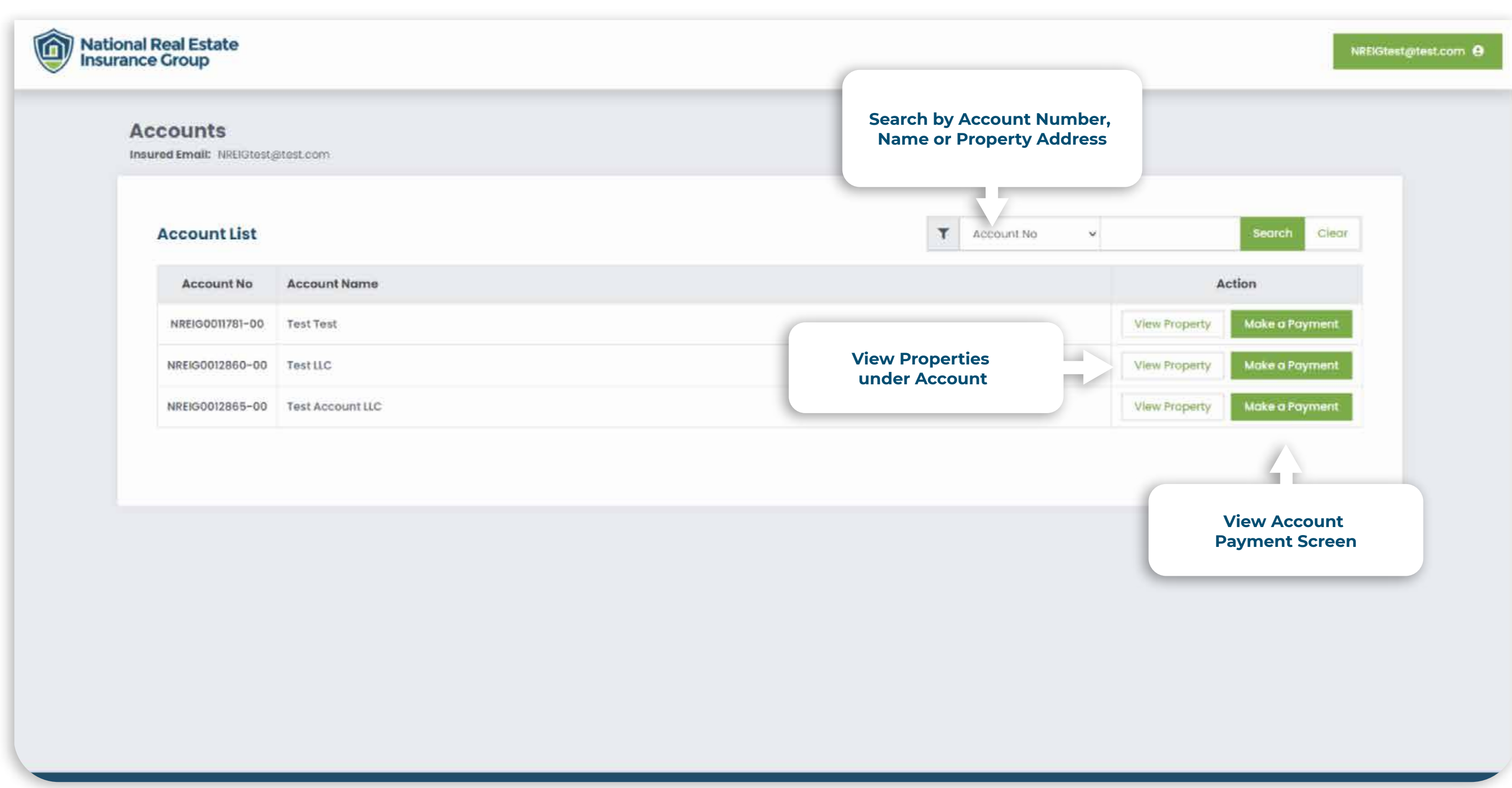
- ▶ Log in using your email address and password
- ▶ Manage all accounts linked to your email address
- ▶ Request to add coverage on new locations
- ▶ Request to edit coverage on your existing locations
- ▶ Manage your payment methods
- ▶ See your balance due and make payments in real time
- ▶ Download your insurance documents
- ▶ File a Claim

## Initial Login

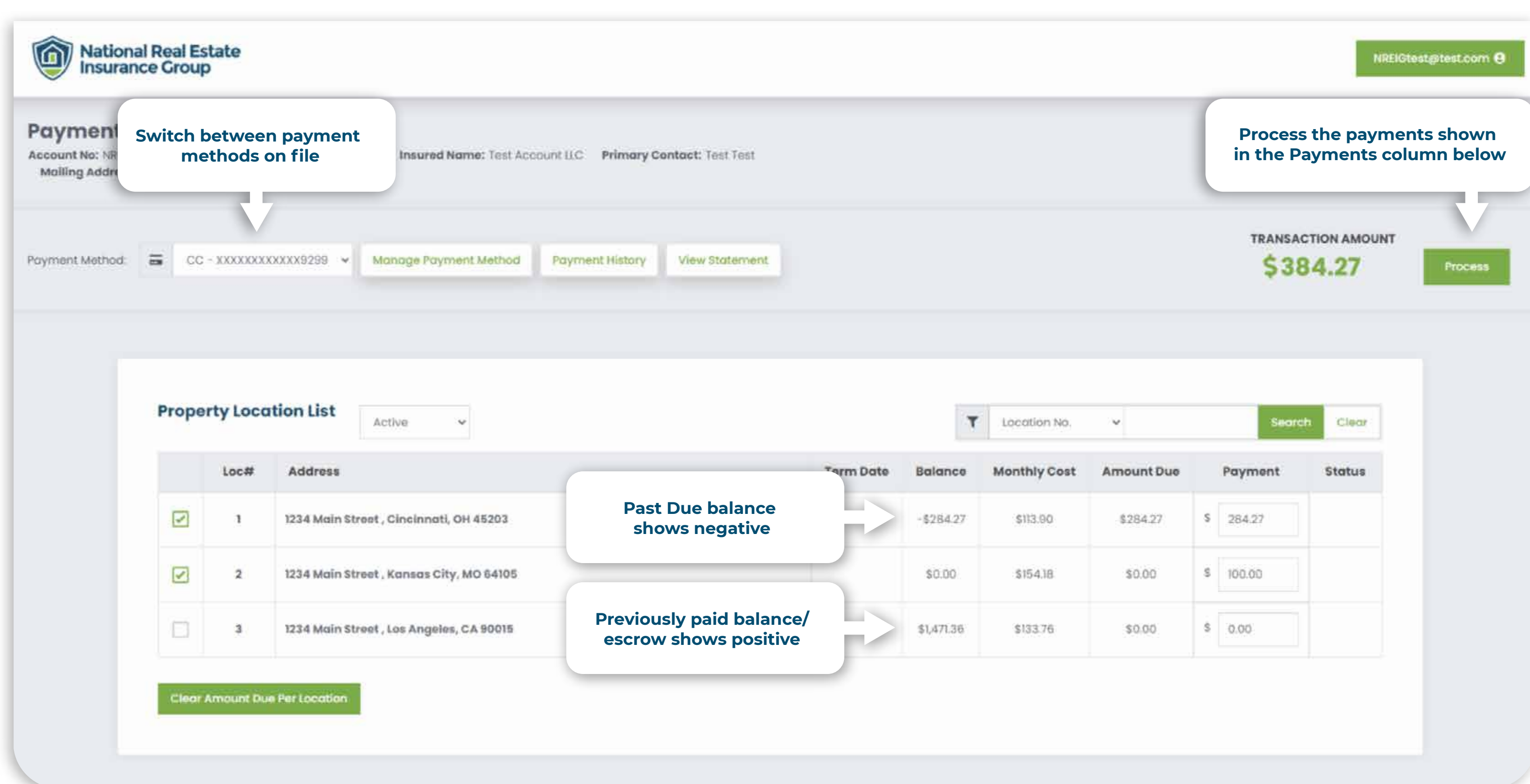
If this is your first time logging in to our new client portal, enter the email address associated with your account and click the link, "No Password yet? Register your email" button. You will receive an email with a link to create a password for your account.



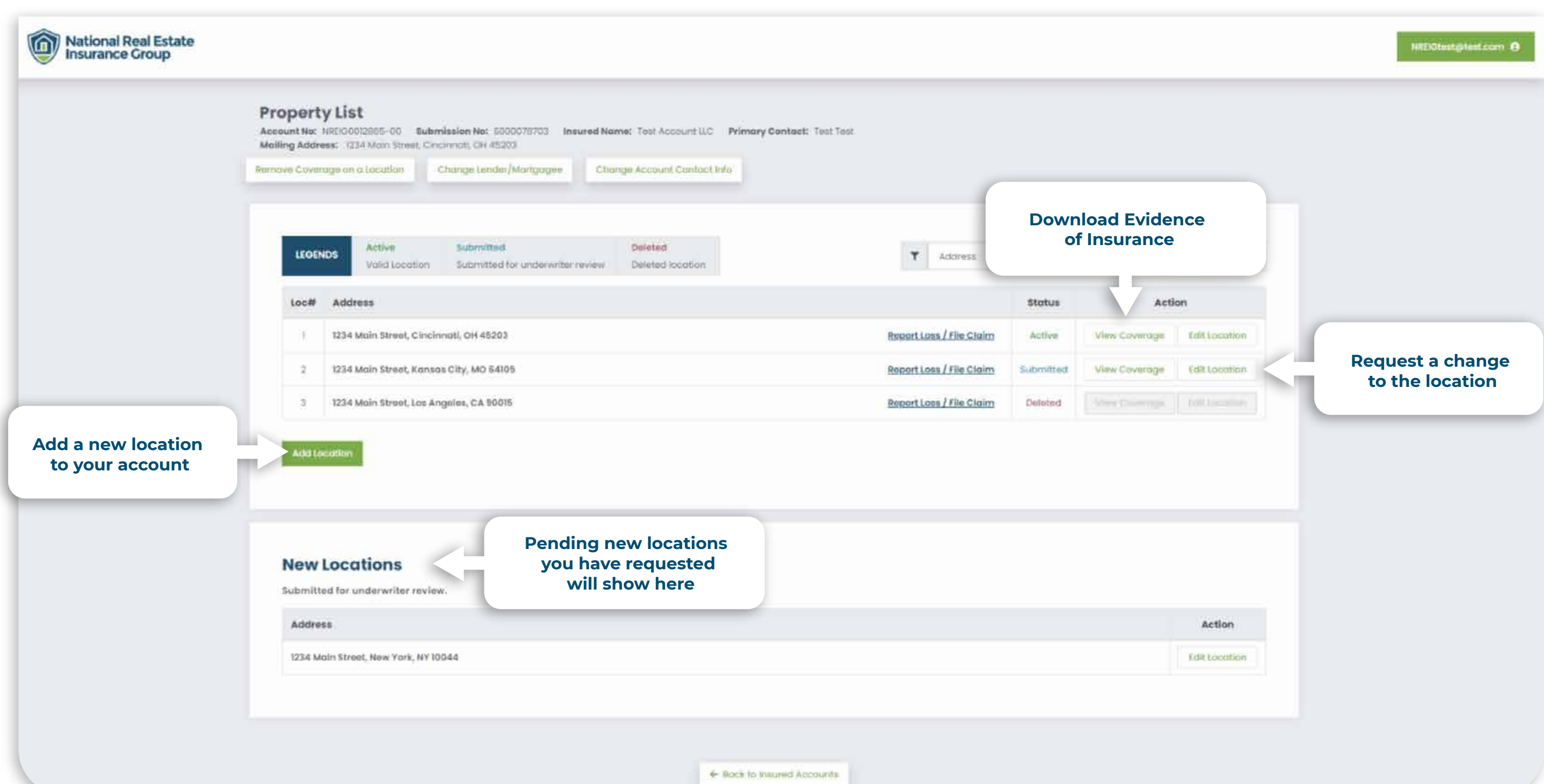
## 3 Navigating Your Accounts



## 4 Portal Payment Center



## 5 Property List



If you have additional questions please contact your Sales Advisor