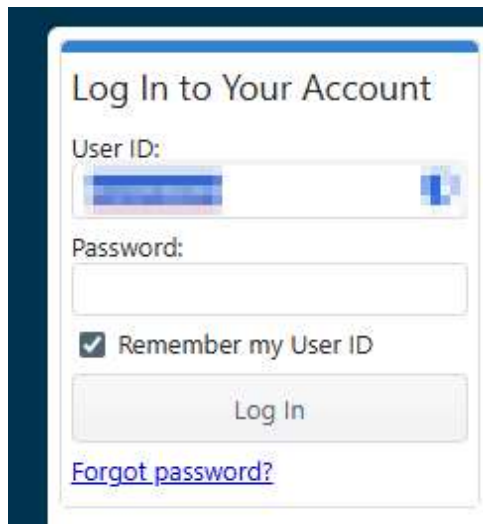


Login to Producer account using the Producer code as the User ID and password



The screenshot shows a login form with the following elements:

- Title: Log In to Your Account
- User ID: A text input field containing a blue and white patterned string.
- Password: An empty text input field.
- Remember my User ID: A checked checkbox.
- Log In: A button.
- Forgot password?: A blue hyperlink.

Select Sub Producer from the list of options on the left side of the screen



The screenshot shows a sidebar menu with the following items:

- Quick Quote
- New Application
- Policy
- Sub Producer Maintenance (highlighted with a mouse cursor)
- Sub Producer Maintenance

Select "Add New Sub Producer button

Sub Producer

Sub Producer Management

Code: Name: Address Line 1:
City: State: Zip Code:
Producer Name:

Sub Producers


Code	Name	Address Line 1	City	State	Zip Code	Producer			
001							Edit	Delete	Copy
002							Edit	Delete	Copy
003							Edit	Delete	Copy
004							Edit	Delete	Copy

1 10 items per page 1 - 4 of 4 items

Please select the producer code from the dropdown menu and enter the applicable information in the highlighted fields for the additional user.

Add New Sub-Producer ✕

Producer	Select...	Sub Producer Code	
Name		Address Line 1	
Phone Home		Address Line 2	
Phone Business		City	
Phone Mobile		State	Select...
Phone Fax		Zip Code	
Date Of Birth		Appointment Date	
E-Mail		Cancelled Date	
Last Updated By		Update Date	
License Number		License Expiration Date	



Please select the producer code from the dropdown menu and enter the applicable information for the additional user.
After clicking 'Submit' the new users will receive an email prompting for a new password and to set a security question upon the first login.
Commission is paid to the main producer, not individual users.

The new Sub Producer has been added to the primary Producer account with a 3-digit extension

Sub Producer

Sub Producer Management

Code: Name: Address Line 1:
City: State: Zip Code:
Producer Name:

Sub Producers

Code	Name	Address Line 1	City	State	Zip Code	Producer			
001							<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>
002							<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>
003							<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>
004							<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>
005							<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>

10 items per page 1 - 5 of 5 items

After clicking 'Submit' the new users will receive an email prompting for a new password and to set a security question upon the first login.

Commission is paid to the main producer, not individual users.