

Adding additional usernames

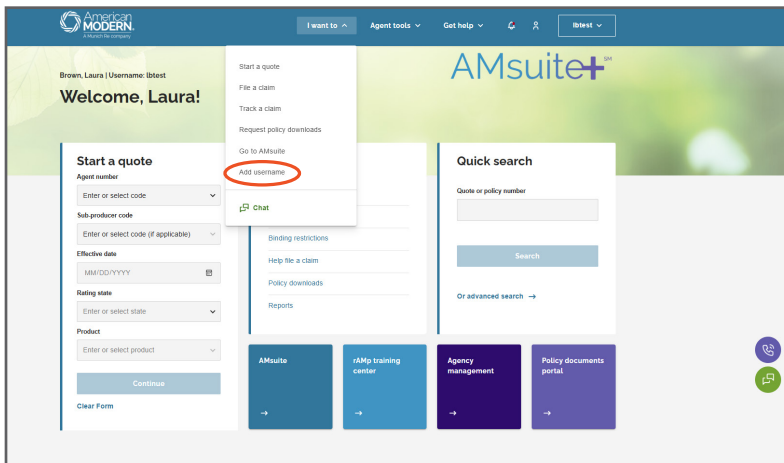
This Job Aid will show you how to add additional usernames to your new AMsuite+ account with American Modern.

A few notes before you start:

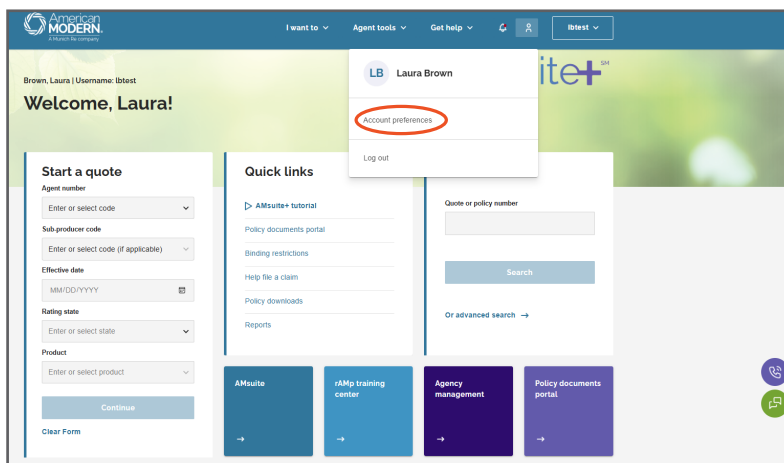
- You must have an AMsuite+ account to add additional usernames. If you have not created a new AMsuite+ account go to amsuiteplus.amig.com to set one up first.
- Any agent credential changes will continue to be managed by Producer Management
- AMsuite+ creates two-factor authentication for data security, which means that each agent will need to have their own credentials

If you have more than one username, there are two ways you can add them to your account once you log in to AMsuite+

1a On the home page, select the “I want to...” dropdown menu, then click “Add username”.



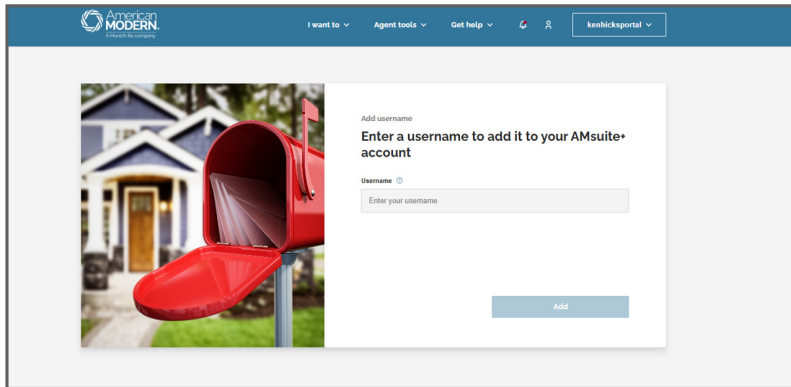
1b Select the user account preferences icon, then click “my preferences” Click “add more” under the “Have another user name? section”



AMsuite+SM

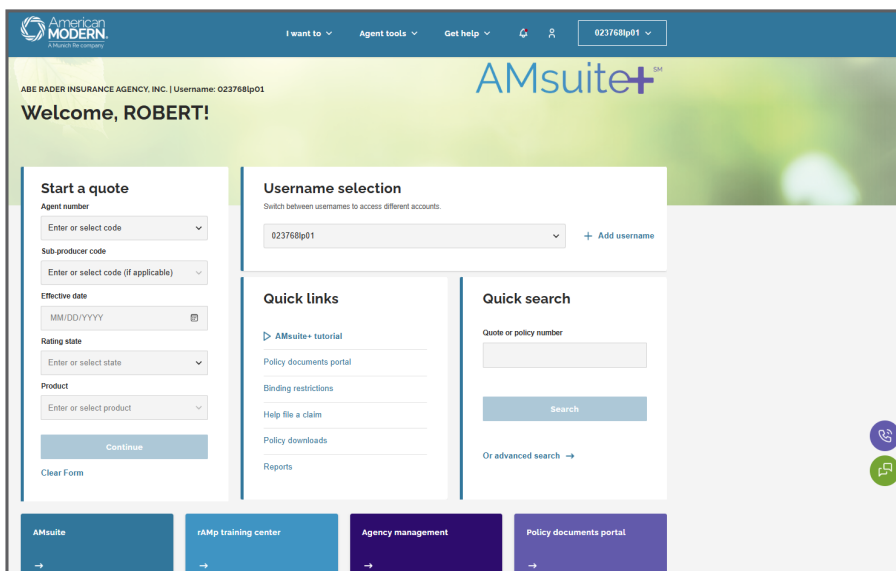
Adding additional usernames

- 2 Enter the username here and click “Add”.



The screenshot shows the 'Add username' form in the AMsuite+ interface. On the left is a red mailbox icon. The form contains the text 'Add username', 'Enter a username to add it to your AMsuite+ account', a text input field labeled 'Username' with a placeholder 'Enter your username', and an 'Add' button at the bottom right.

- 3 Once they're added, you can switch between usernames right here on your home page.



The screenshot shows the AMsuite+ home page for user ROBERT. The header includes the American Modern logo and navigation links. The main content area features a 'Username selection' section with a dropdown menu showing '023768lp01' and an '+ Add username' button. To the left is a 'Start a quote' section with various input fields. Below the username selection are 'Quick links' and a 'Quick search' bar. The footer contains navigation buttons for 'AMsuite', 'rAMP training center', 'Agency management', and 'Policy documents portal'.

rAMP
TRAINING ELEVATED



Coverage is subject to policy terms, conditions, limitations, exclusions, underwriting review and approval, and may vary or not be available for all risks or in all states. Rates and discounts vary, are determined by many factors, and are subject to change. Policies are written by one of the licensed insurers of American Modern Insurance Group, Inc., including but not limited to: American Modern Home Insurance Company d/b/a in CA as American Modern Insurance Company (Lic. No. 2222-8) and American Modern Property and Casualty Insurance Company (CA Lic. No. 6129-1.)

American Modern Insurance Group, American Modern, AMsuite, and Homeowners FLEX are registered trademarks of American Modern Insurance Group, Inc. AMsuite+ is a trademark of American Modern Insurance Group, Inc.

©2025. American Modern Insurance Group, Inc., 7000 Midland Blvd. Cincinnati, OH 45102-2607, USA. All rights reserved

23065-AMsuite+-Agent Account Setup R2 adding usernames-122025