

AMsuite+SM

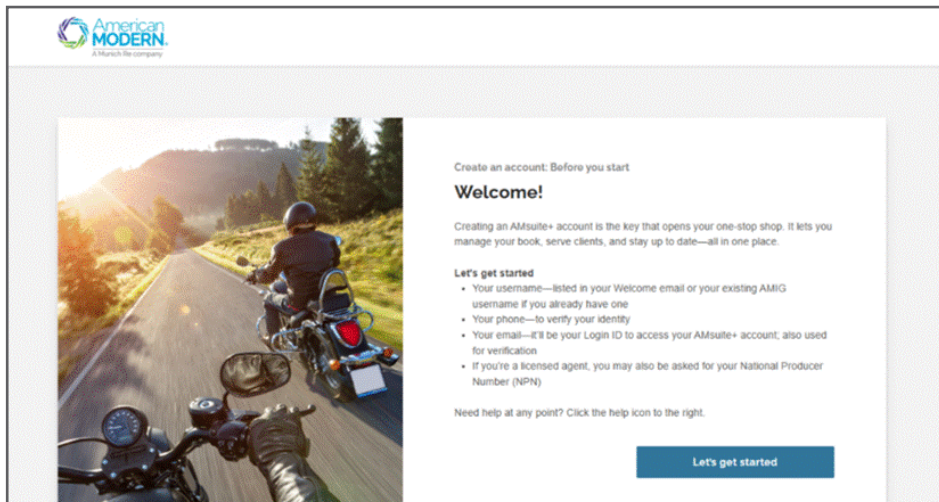
Agent Account Setup

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

What you need to create your AMsuite+ account

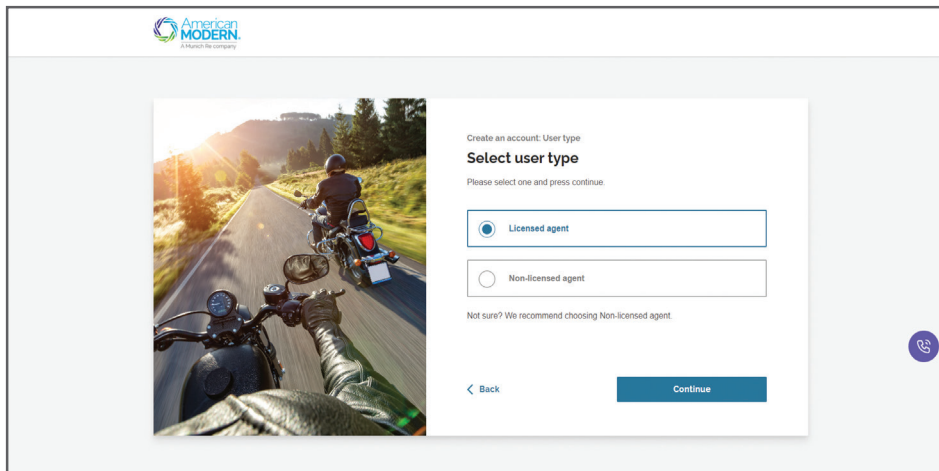
- Your modernLINK username
- Your phone
- Your email
- Your National Producer Number (NPN) - *Licensed agents only*

1 Welcome to AMsuite+! Start by selecting “Let’s get started”.



The screenshot shows the AMsuite+ Welcome screen. On the left is a motorcycle rider on a scenic road. On the right, the text reads: "Create an account: Before you start", "Welcome!", "Creating an AMsuite+ account is the key that opens your one-stop shop. It lets you manage your book, serve clients, and stay up to date—all in one place.", "Let's get started", and a list of requirements: "Your username—listed in your Welcome email or your existing AMIG username if you already have one", "Your phone—to verify your identity", "Your email—it'll be your Login ID to access your AMsuite+ account; also used for verification", and "If you're a licensed agent, you may also be asked for your National Producer Number (NPN)". A "Let's get started" button is at the bottom right.

2 Select “User Type” and Continue



The screenshot shows the AMsuite+ "Select user type" screen. On the left is the same motorcycle rider image. On the right, the text reads: "Create an account: User type", "Select user type", "Please select one and press continue.", and two radio button options: "Licensed agent" (selected) and "Non-licensed agent". A note says "Not sure? We recommend choosing Non-licensed agent." There are "Back" and "Continue" buttons at the bottom.

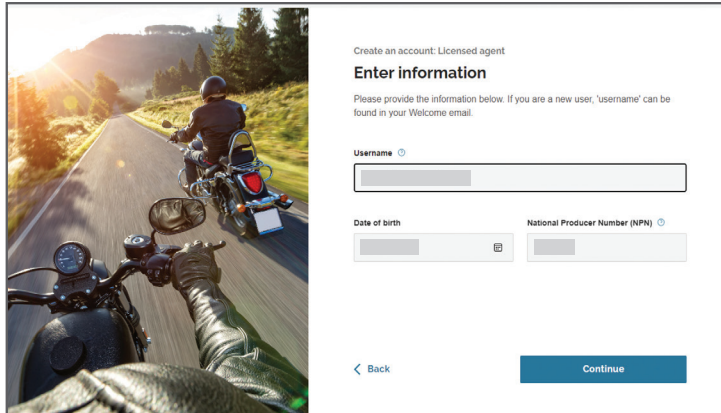
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3 Enter the modernLINK username.


3a Licensed agents: Then add your date of birth and NPN and Continue.
(If you need help locating your NPN, select the question mark icon.)





Create an account: Licensed agent

Enter information

Please provide the information below. If you are a new user, 'username' can be found in your Welcome email.

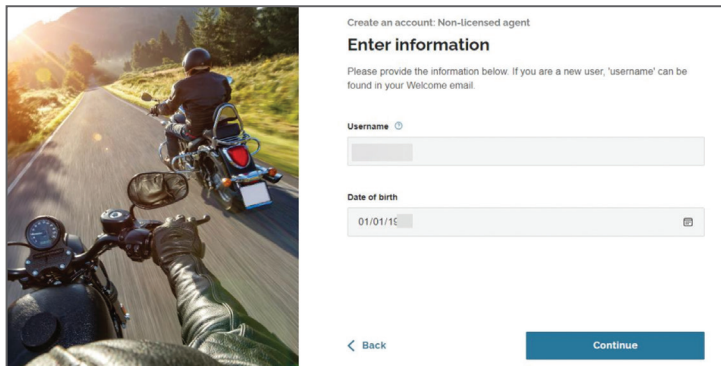
Username 

Date of birth 

National Producer Number (NPN) 

[< Back](#) [Continue](#)


3b Non-licensed agents: Then add your date of birth and Continue.




Create an account: Non-licensed agent

Enter information

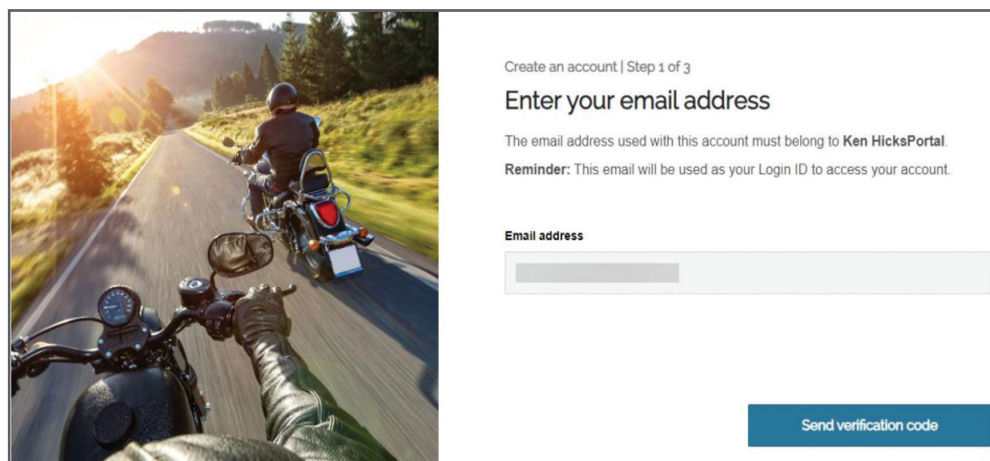
Please provide the information below. If you are a new user, 'username' can be found in your Welcome email.

Username 

Date of birth 

[< Back](#) [Continue](#)

4 Enter your email address and select “Send verification code”



Create an account | Step 1 of 3

Enter your email address

The email address used with this account must belong to **Ken HicksPortal**.

Reminder: This email will be used as your Login ID to access your account.

Email address

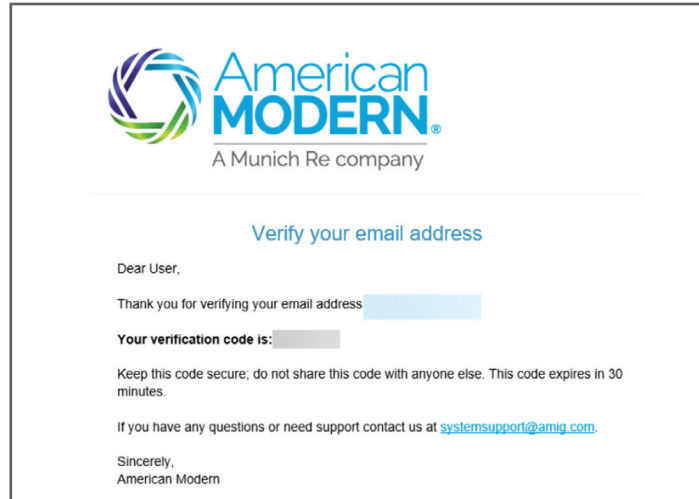
[Send verification code](#)

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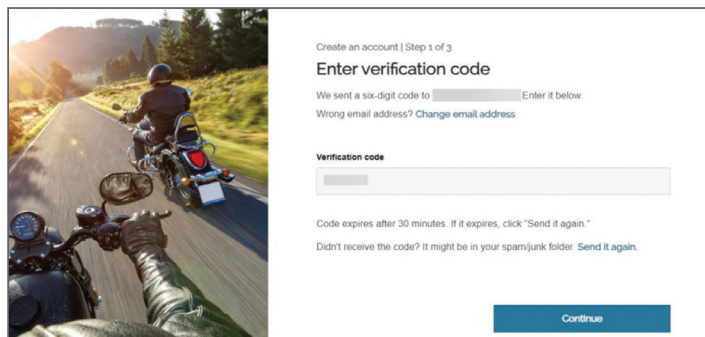
Agent Account Setup



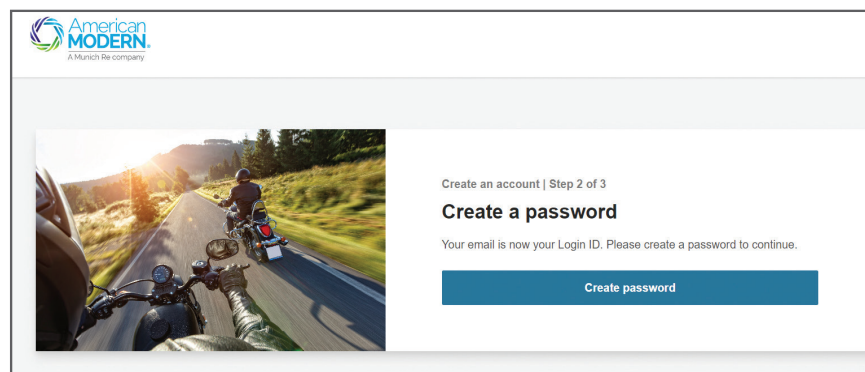
5 You'll receive the verification code in an email like this one:



6 Enter verification code from authentication email and click "Continue".



7 Once your email is verified, it's time to create a password.



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- 8 Passwords must follow the guidelines listed on the screen. Once you receive all green checkmarks for the password you want, select Continue.

The screenshot shows the 'Create a password' step (Step 2 of 3) of the American Modern account setup. On the left is a motorcycle-themed image. The main content area has the heading 'Create a password' and a sub-heading 'Choose a password you'll remember and meets the criteria below:'. There are two password input fields: 'New password' and 'Confirm password', both with eye icons for toggling visibility. Below these fields, a 'Password must:' section lists requirements with green checkmarks: 'Be between 8-25 characters', 'Include at least 3 of the following' (which includes 'Include at least 1 upper case letter', 'Include at least 1 lower case letter', and 'Include at least 1 number'), 'Include a special character from this list: @ # \$ % ^ & * ' _ - + = { } [] \ | . , / ? ~ ` ~ () ; .', and 'Passwords must match'. At the bottom, a disclaimer states: 'By clicking continue, I understand that my account will be created and I agree to receive American Modern Online Account notifications at the email address I provided.' A blue 'Continue' button is at the bottom right.

- 9 Enter your phone number and choose to receive a call or text to wrap up the authentication process.

The screenshot shows the 'Enter your phone number' step (Step 3 of 3) of the American Modern account setup. On the left is the same motorcycle-themed image. The main content area has the heading 'Enter your phone number' and a sub-heading 'For your security, we need to verify it's you by text or by phone. This will occasionally be used for two-factor authentication.' Below this is a 'Phone number' input field. A note below the field says 'All fields required. Message and data rates may apply.' At the bottom are two buttons: 'Call me to verify' and 'Send code via text message'.


- 10 Once you receive a text with the verification code, enter it here and select Verify.

The screenshot shows the 'Enter verification code' step (Step 3 of 3) of the American Modern account setup. On the left is the same motorcycle-themed image. The main content area has the heading 'Enter verification code' and a sub-heading 'We sent a six-digit code to (***-***-72). Enter it below:'. There is a six-digit code input field. Below the field, a note says 'Code expires after 15 minutes. If it expires, click "Send it again."'. Below that, a link says 'Didn't receive the code? Send it again or change method.' and another link says 'Entered wrong phone number? Change phone number.' A blue 'Verify' button is at the bottom right.

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Agent Account Setup

- 11 Read the System Access Agreement, check the box for your electronic signature and select Agree.



A Munich Re company

American Modern | Systems Access Agreement

Systems Access Agreement

Please scroll, read and agree to the terms and conditions to proceed.

American Modern Insurance Group, Inc. (the "Company") provides and delivers web-based applications in connection with its activities (the "System"). This Agreement sets forth the terms and conditions for your access to and use of the System.

BY CLICKING THE "ACCEPT" BUTTON AT THE END OF THIS AGREEMENT, YOU REPRESENT THAT YOU: (1) HAVE READ AND UNDERSTOOD THIS AGREEMENT, AND (2) AGREE TO COMPLY WITH AND BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT. If you do not agree to the terms and conditions of this Agreement, you will not be permitted to access and use the System.

Ownership
You acknowledge that the Company is and shall continue to be the absolute owner of all right, title, and interest in and to the System.

Access
The Company may at any time, with or without notice, restrict the use and accessibility of the System. The Company may also temporarily suspend or revoke your rights to use the System based on the Company's belief or suspicion that your use of the System violates this Agreement or any applicable law.

Password
You are responsible for all acts or omissions that occur as a result of the use of your user identification name ("User Name") and password. You are responsible for protecting and securing your User Name and password from unauthorized access, use, or disclosure. You must commit your password to memory. Your User Name and password are for your use alone and you shall not disclose your User Name or password to anyone or allow anyone to access the System using your User Name and password. You shall change your password at least every 60 days, and immediately upon learning or having reason to know that your password has been obtained or accessed by someone else. Your password must be at least 7 characters and may not be found in any dictionary.

Restricted Activities
In connection with your use of the System, you shall not: (1) copy, reproduce, modify, translate, reverse engineer, decompile, or disassemble the System, responsibilities on behalf of the Company. You acknowledge that the information contained on the System is subject to privacy rules, including requirements of the Gramm-Leach-Bliley Act.

DISCLAIMER OF WARRANTIES
There may be delays, omissions or inaccuracies in the System and the information and services available through the System. You understand and agree that your use of the System is at your sole risk. The Company does not represent or warrant that the System will be uninterrupted or error free. The Company does not make any representation or warranty as to the timeliness, sequence, accuracy, completeness, reliability or content of any information, service or transaction in connection with the System. You agree that the System and all data and information on the System are furnished on an "as is" basis. ALL WARRANTIES, EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED AND EXCLUDED. THIS DISCLAIMER SPECIFICALLY INCLUDES ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

LIMITATION ON LIABILITY
IN USING THE SYSTEM, YOU AGREE THAT THE COMPANY SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES OR PENALTIES OF ANY KIND ARISING OUT OF MY USE OF THE SYSTEM, EVEN IF THE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY THEREOF.

Modification
The Company may modify the terms and conditions of this Agreement at any time and from time to time. Upon modification of such terms and conditions, I understand that, in order to continue to access and use the System, I will be required to reaffirm my consent to this Agreement.

☒ By checking here as my electronic signature, I agree to be bound by the terms and conditions of this agreement. (If you do not agree to the terms and conditions of this agreement, you will not be granted access to the system.)

Agree

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- 12** You've verified your credentials, created your password, and signed the agreement. You can now start using AMsuite+!

(Don't forget to bookmark the site for easy access later on.)

The screenshot shows the AMsuite+ dashboard for user Laura Brown (Username: lbtest). The dashboard includes a top navigation bar with links for 'I want to', 'Agent tools', 'Get help', and a user profile dropdown. The main content area is divided into three columns: 'Start a quote' with input fields for agent number, sub-producer code, effective date, rating state, and product; 'Quick links' with links to AMsuite+ tutorial, policy documents portal, binding restrictions, help file a claim, policy downloads, and reports; and 'Quick search' with a search bar and a link to advanced search. At the bottom, there are four tiles for 'AMsuite', 'rAMp training center', 'Agency management', and 'Policy documents portal'. A 'Clear Form' button is located at the bottom left of the 'Start a quote' section.

Join us on the plus side. Create your account today.
If you have more questions, call 800-491-0533.

rAMp
TRAINING ELEVATED



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