

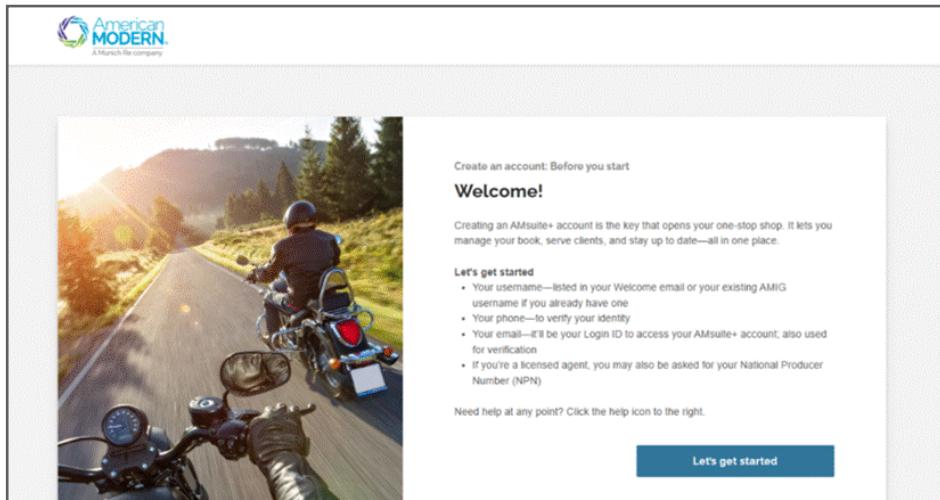


This Job Aid will show you how to create your new AMsuite+ account with American Modern.

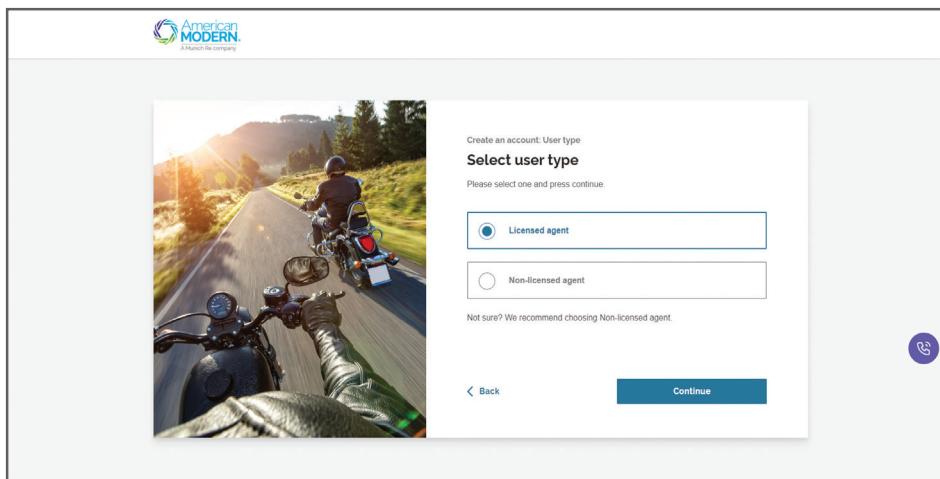
What you need to create your AMsuite+ account

- 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”.



2 Select “User Type” and Continue



**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

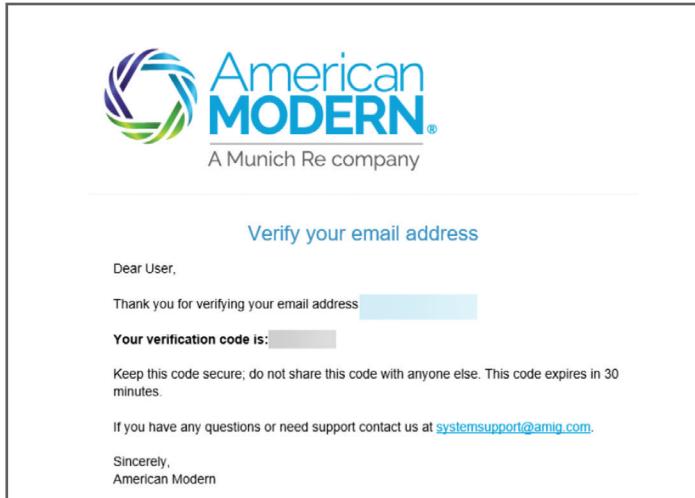
The email address used with this account must belong to **Ken HicksPortal**.
Reminder: This email will be used as your Login ID to access your account.

Email address

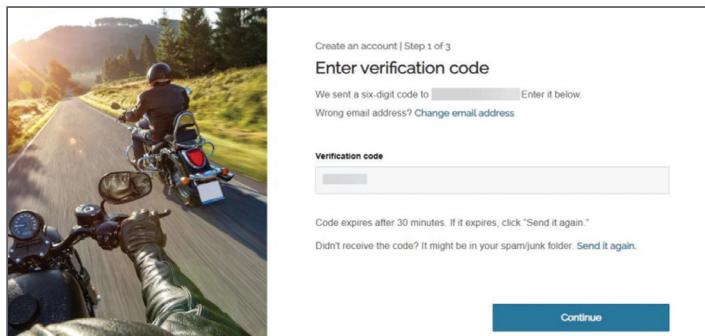
[Send verification code](#)



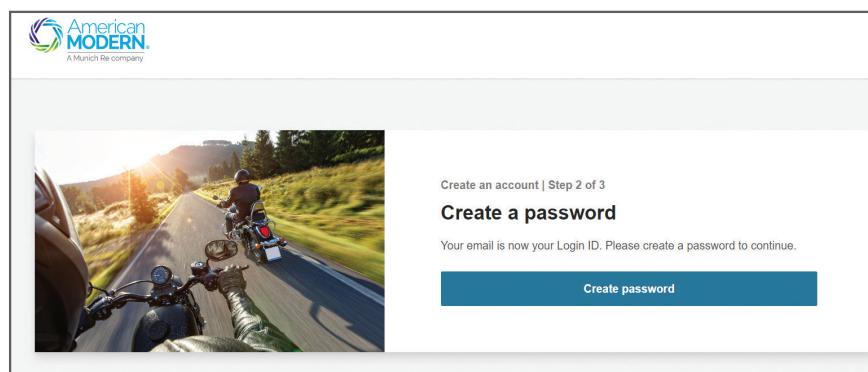
5 You'll receive the verification code in an email like this one:



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



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



AMsuite+

Agent Account Setup

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



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Health Insurance



Create an account | Step 2 of 3

Create a password

Choose a password you'll remember and meets the criteria below.

New password

... eye icon

Confirm password

... eye icon

Password must:

- Be between 8-25 characters
- Include at least 3 of the following:
 - Include at least 1 upper case letter
 - Include at least 1 lower case letter
 - Include at least 1 number
 - Include a special character from this list:
@ # \$ % ^ & _ - = { [] } () ; , ! ? ^ ~ ` { }
- Passwords must match

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

Continue

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



Create an account | Step 3 of 3

Enter your phone number

For your security, we need to verify it's you by text or by phone. This will occasionally be used for two-factor authentication.

Phone number

All fields required. Message and data rates may apply.

[Call me to verify](#) [Send code via text message](#)

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



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Create an account | Step 3 of 3

Enter verification code

We sent a six-digit code to (***-***72. Enter it below:

Code expires after 15 minutes. If it expires, click "Send it again."

Didn't receive the code? Send it again or change method.

Entered wrong phone number? Change phone number.

Verify





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

 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



Agent Account Setup



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.)

Brown, Laura | Username: lbtest

Welcome, Laura!

Start a quote

Agent number
Enter or select code

Sub-producer code
Enter or select code (if applicable)

Effective date
MM/DD/YYYY

Rating state
Enter or select state

Product
Enter or select product

Continue

Clear Form

Quick links

AMsuite+ tutorial

Policy documents portal

Binding restrictions

Help file a claim

Policy downloads

Reports

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Policy documents portal

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Or advanced search →

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If you have more questions, call 800-491-0533.

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