

AMsuite+SM

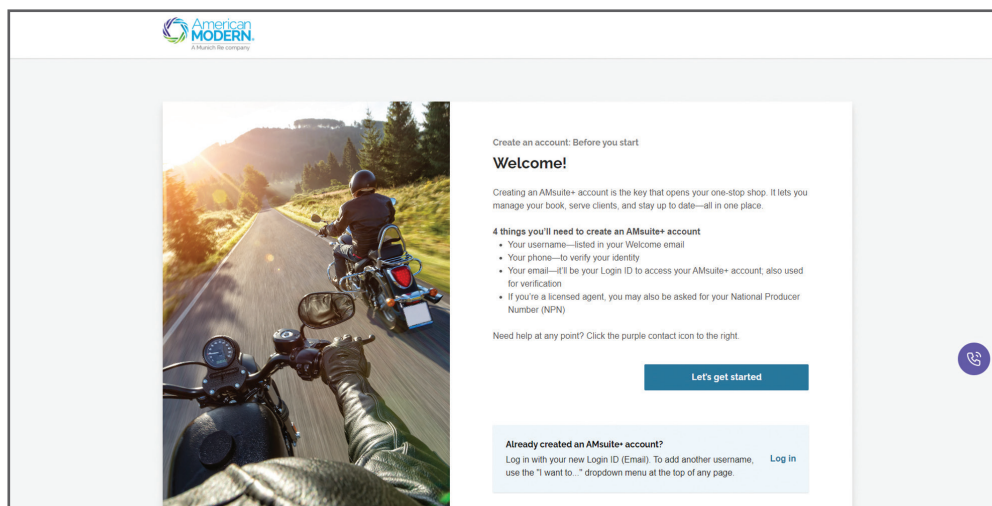
New Agent Account Setup

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

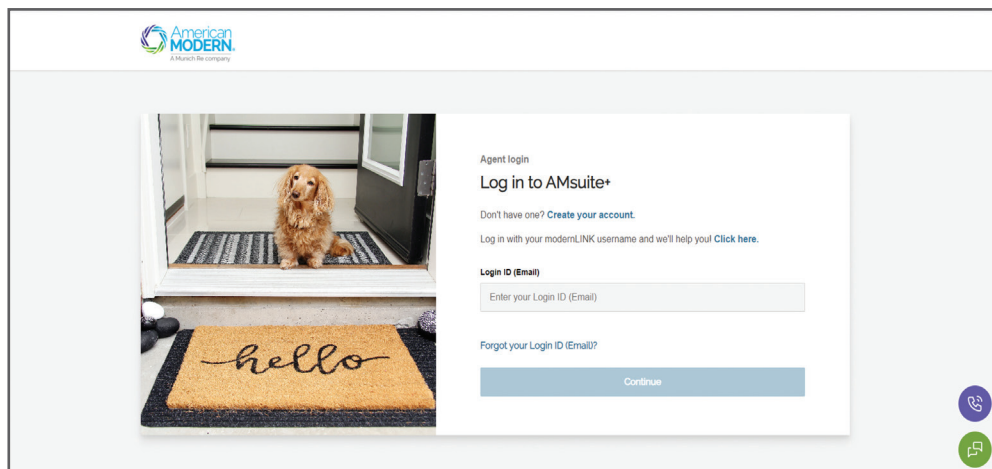
What you need to create your AMsuite+ account

- Your username from your welcome email
- Your phone
- Your email
- Your National Producer Number (NPN) - *Licensed agents only*

1 Welcome to AMsuite+! In your welcome email, you'll find your username to use in setting up your account. Start by selecting "Let's get started".



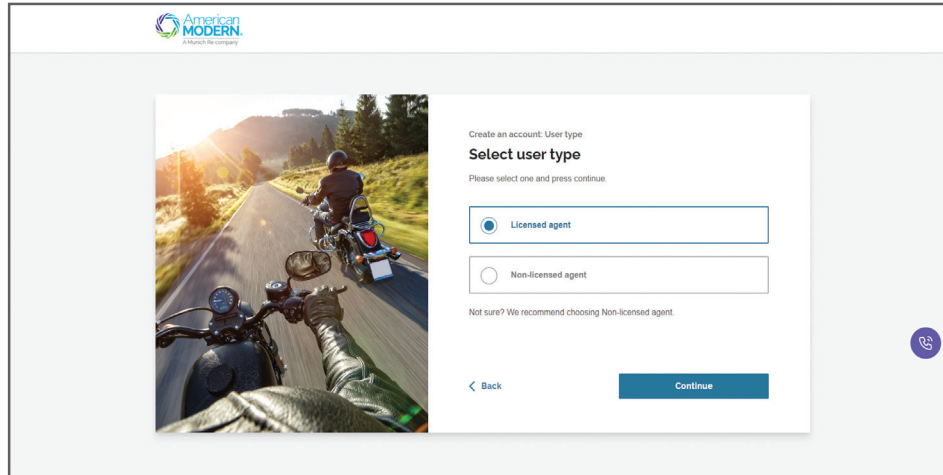
2 Select "Create your account"



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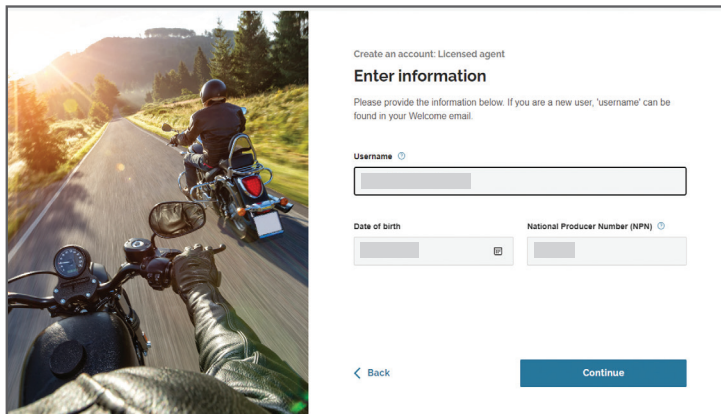
3 Select "User Type" and Continue



The screenshot shows the 'Select user type' screen. On the left is a motorcycle image. The text reads: 'Create an account: User type', 'Select user type', 'Please select one and press continue'. There are two radio button options: 'Licensed agent' (selected) and 'Non-licensed agent'. Below these is a note: 'Not sure? We recommend choosing Non-licensed agent.' At the bottom are 'Back' and 'Continue' buttons.

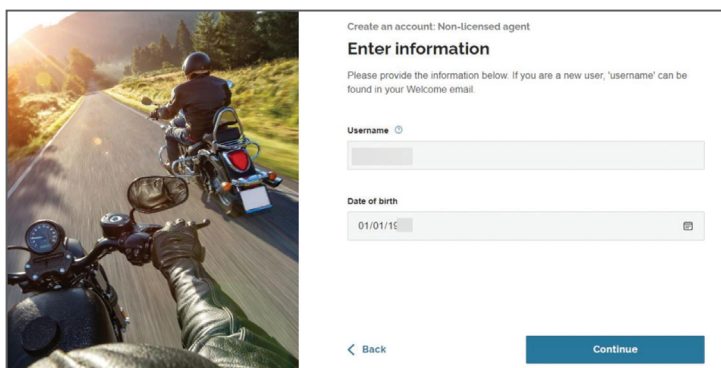
4 Enter the username from your welcome email.

4a **Licensed agents:** Then add your date of birth and NPN and Continue. (If you need help locating your NPN, select the question mark icon.)



The screenshot shows the 'Enter information' screen for a Licensed agent. The text reads: '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.' There are three input fields: 'Username', 'Date of birth', and 'National Producer Number (NPN)'. The 'Date of birth' and 'NPN' fields have question mark icons. At the bottom are 'Back' and 'Continue' buttons.

4b **Non-licensed agents:** Then add your date of birth and Continue.

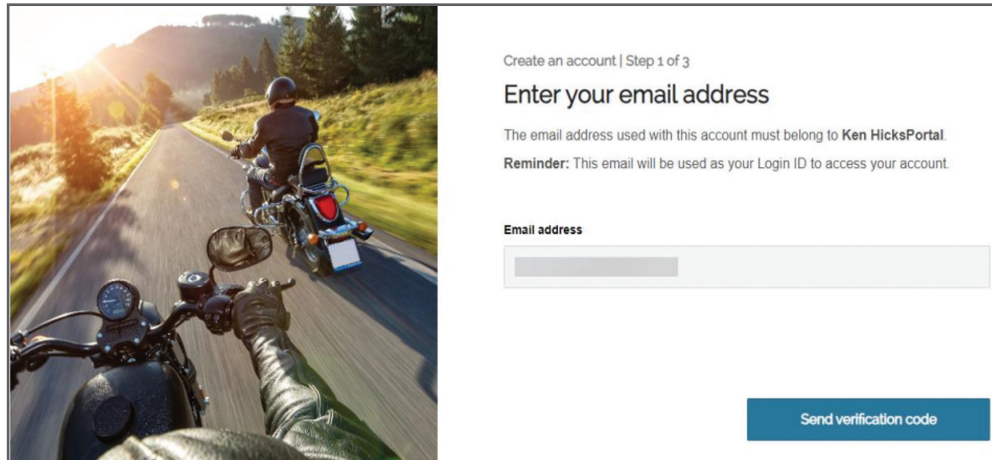


The screenshot shows the 'Enter information' screen for a Non-licensed agent. The text reads: 'Create an account: Non-licensed agent', 'Enter information', 'Please provide the information below. If you are a new user, 'username' can be found in your Welcome email.' There are two input fields: 'Username' and 'Date of birth'. The 'Date of birth' field has a question mark icon. At the bottom are 'Back' and 'Continue' buttons.

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



Create an account | Step 1 of 3

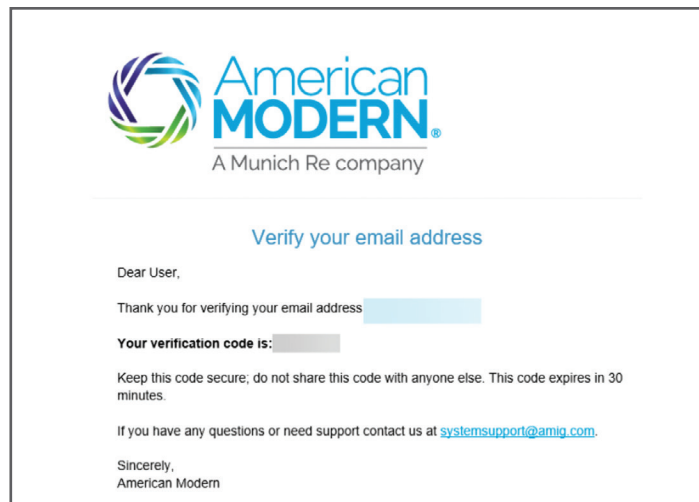
Enter your email address

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

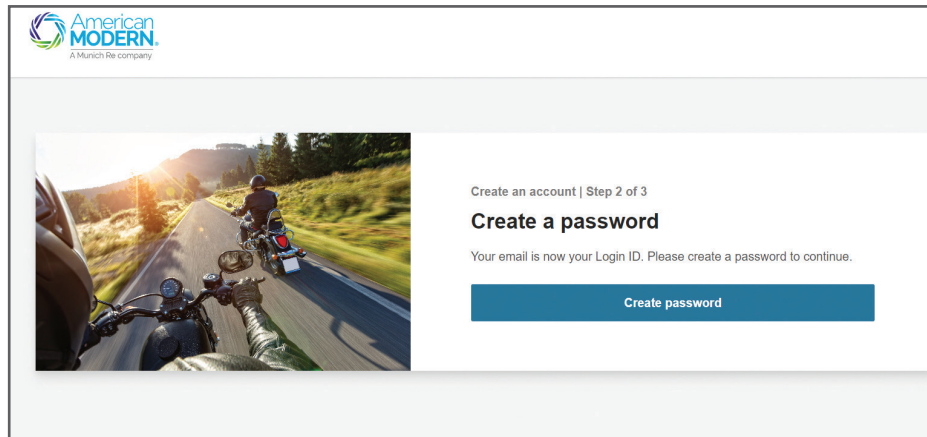
6 You'll receive the verification code in an email like this one:



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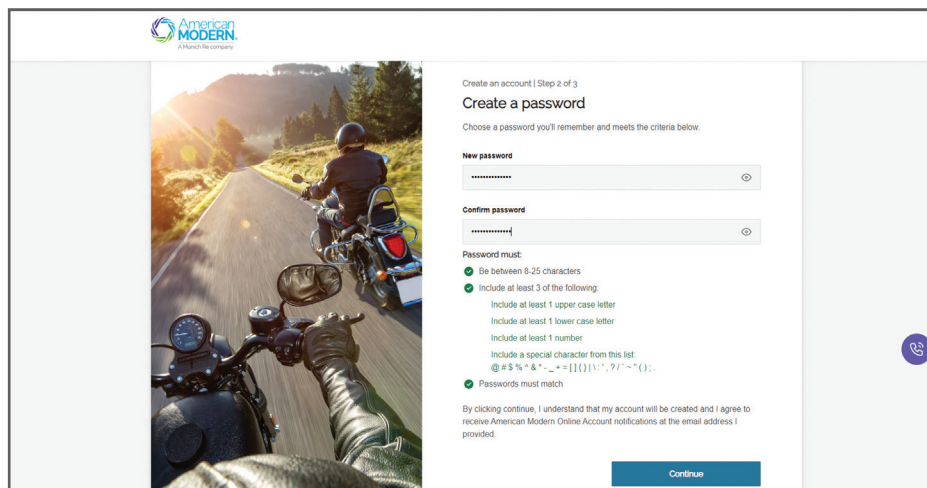
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7 Once your email is verified, it's time to create a password.



The screenshot shows the American Modern logo at the top left. Below it is a large image of a motorcycle on a road. To the right of the image, the text reads: "Create an account | Step 2 of 3", "Create a password", and "Your email is now your Login ID. Please create a password to continue." Below this text is a blue button labeled "Create password".

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

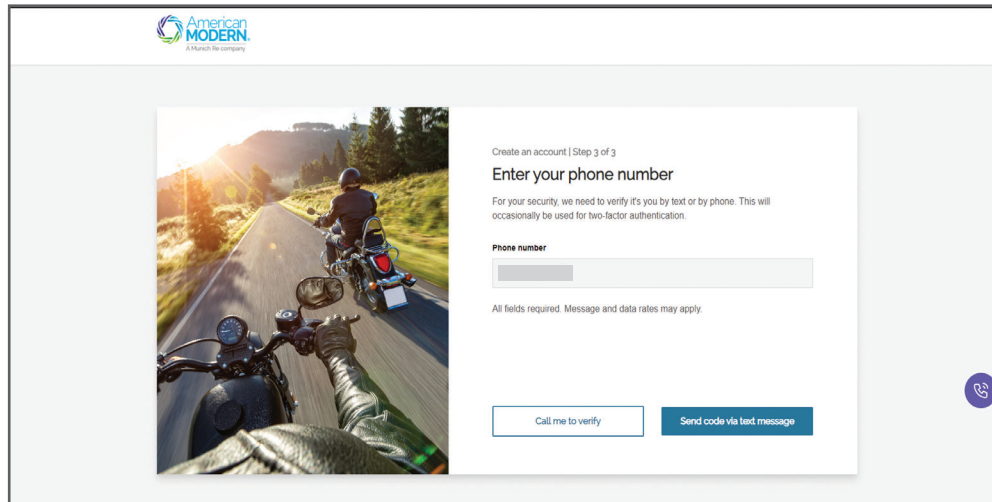


The screenshot shows the American Modern logo at the top left. Below it is a large image of a motorcycle on a road. To the right of the image, the text reads: "Create an account | Step 2 of 3", "Create a password", and "Choose a password you'll remember and meets the criteria below:". Below this text are two input fields: "New password" and "Confirm password", both with eye icons. Below the input fields, the text reads: "Password must:", followed by a list of requirements: "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: @ # \$ % ^ & * _ + = [] { } \ | ' ~ - () ; .", and "Passwords must match". Below the list of requirements is a blue button labeled "Continue".

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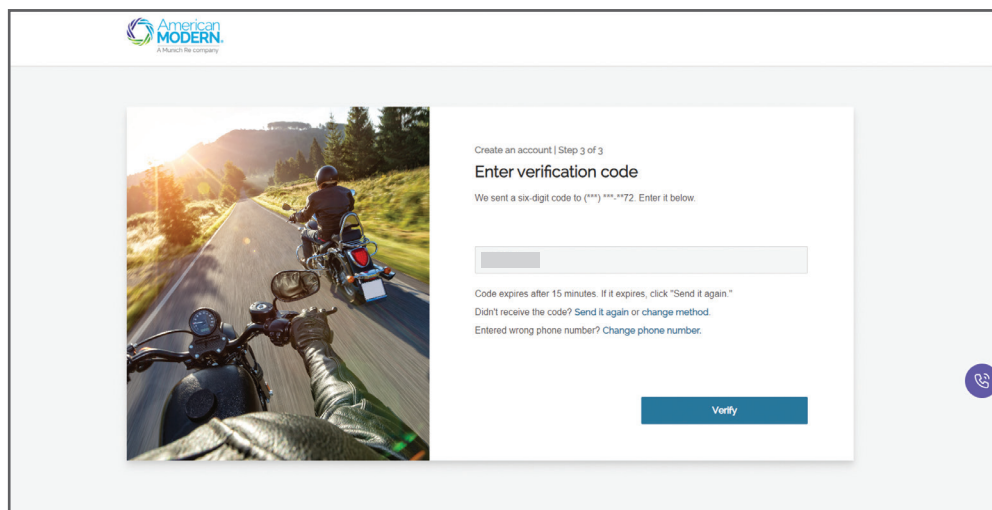
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- 9 Enter your phone number and choose to receive a call or text to wrap up the authentication process.



The screenshot shows the 'Enter your phone number' step of the account creation process. On the left is a motorcycle-themed image. The right side contains the following text: '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.', a 'Phone number' input field, and the note '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 of the account creation process. On the left is the same motorcycle-themed image. The right side contains the following text: 'Create an account | Step 3 of 3', 'Enter verification code', 'We sent a six-digit code to (***). Enter it below.', a verification code input field, and the note 'Code expires after 15 minutes. If it expires, click "Send it again."'. Below this are two links: 'Didn't receive the code? Send it again or change method.' and 'Entered wrong phone number? Change phone number.' At the bottom is a 'Verify' button.

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- 12 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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- 13** You've verified your credentials, created your password, and signed the agreement. You can now log in and start using AMsuite+!

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

The screenshot shows the AMsuite+ New Agent Account Setup page. The page has a blue header with the American Modern logo and navigation links: "I want to", "Agent tools", "Get help", and "systemsupport". The main content area is divided into three columns. The left column, titled "Start a quote", contains fields for "Agent number", "Sub-producer code", "Effective date", "Rating state", and "Product", each with a dropdown or input field. A "Continue" button is at the bottom. The middle column, titled "Quick links", lists "AMsuite+ tutorial", "Policy documents portal", "Binding restrictions", "Help file a claim", "Policy downloads", and "Reports". The right column, titled "Quick search", has a "Quote or policy number" input field, a "Search" button, and a link to "Or advanced search". At the bottom, there are four colored buttons: "AMsuite", "rAMP training center", "Agency management", and "Policy documents portal", each with a right arrow.

Join us on the plus side.
Create your account today.

rAMP
TRAINING ELEVATED



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