

# Manage Your Business Online

Logging in to our website and creating an account is easy. If you are a financial professional and haven't yet created your account, follow the instructions below.

1. Go to our website and click **Login** in the top right corner of the screen.
2. Click **Create a User ID** and register here.
3. Enter your information on the Create Agent Web Account page. Please have your NPN or agent number available.
4. Click **Create Web Account**.
5. Complete the required two-factor authentication to register your account.
6. You will be prompted to create a password as well as add security questions and answers.

Once you are logged in, there are many features to help you manage your accounts.

Log in and visit **Business Management** to manage your entire book of business:



**Pending business:** View your pending business with one click! Detailed search criteria is not required.



**Not In Good Order (NIGO) business:** View details and download documents so you can resolve NIGO issues faster.



**Pending transfers:** Quickly find the status of pending transfers.



**Active policies:** Easily search in-force business to find contract values, account activity, correspondence, strategy allocations and more.



**Enhanced data availability:** Export detailed reports in Excel or CSV format.

Streamline notifications with **My Inbox**:

- With **My Inbox**, you can find renewal letters, client correspondence, NIGO alerts, surrender notices and company announcements in one convenient place.
- You will receive email notifications when new messages are added to your inbox.
- To access **My Inbox**, click the mail icon in the top navigation. An exclamation point appears if you have unread notifications.

**Visit our website to create an account today!**

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