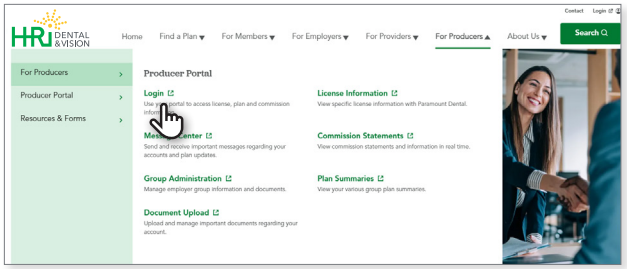
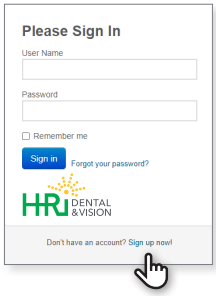
Producer Portal
Registration Instructions



Steps to create an online Producer Portal account.





1 Go to our website.

- Go to **insuringsmiles.com**.
- Select "**For Producers**", then "**Producer Portal**" and then "**Login**".

2 Sign up for a new account.

- Click "**Sign up now!**".

3 Register your account.

- Create a **User Name**. (It can be your email.)
- Enter your **Email**, **Company**, **First Name** and **Last Name**.
- Select "**Producer**" as your User Type.
- Enter your **Producer Number**.
- Enter your preferred **Password** and **Confirm** it in the box below.
- Click **Register**.



After you register your account, you will be able to login and access the producer portal. **NOTE:** Once you register your account, you will be prompted to enable multifactor authentication (MFA). MFA helps protect your account and sensitive information by requiring a second verification step when signing into your account.

View active employer groups by selecting "**Group Administration**", renewals by selecting "**Document Upload**" and commission statements by selecting "**Commission Statements**".

Questions

Call us at **800-727-1444** or email **product@insuringsmiles.com**.

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