

Administrative Services

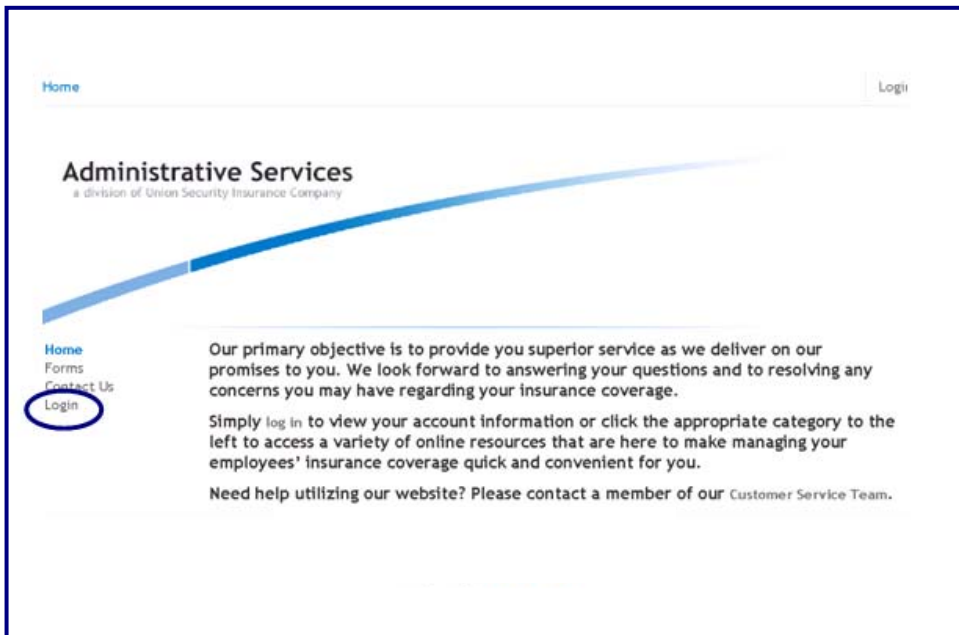
a division of Union Security Insurance Company

Easy Step-by-Step Instructions

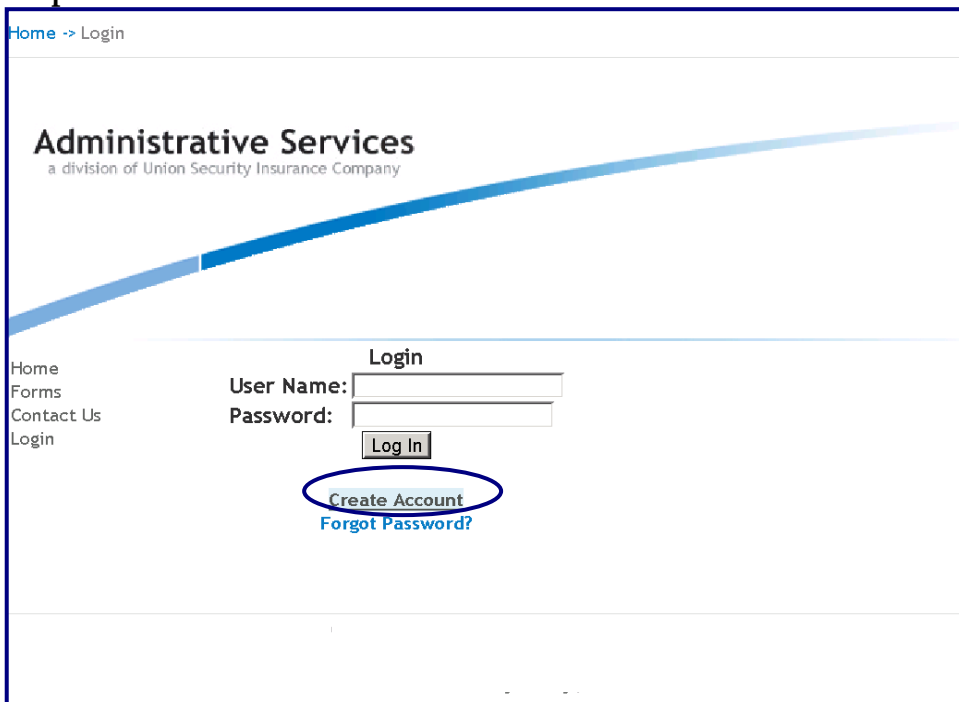
Please make sure you review our Online Privacy Notice before registering on our website.

www.ASIBPL.COM HOME PAGE

Step 1: Click: Login



Step 2: Click: Create Account



Step 3: Read the Acknowledgment and click 'Next' confirming that you've read it.

The screenshot shows the 'Administrative Services' header with the subtext 'a division of Union Security Insurance Company'. A blue curved graphic is at the top. On the left is a navigation menu with 'Home', 'Forms', 'Contact Us', and 'Login'. The main content area contains the text: 'By clicking next I am confirming that I have read and understood the Acknowledgment.' A 'Next' button is located at the bottom right.

Step 4: Complete all fields noted, and select 3 Security Questions & Answers. Click Register.

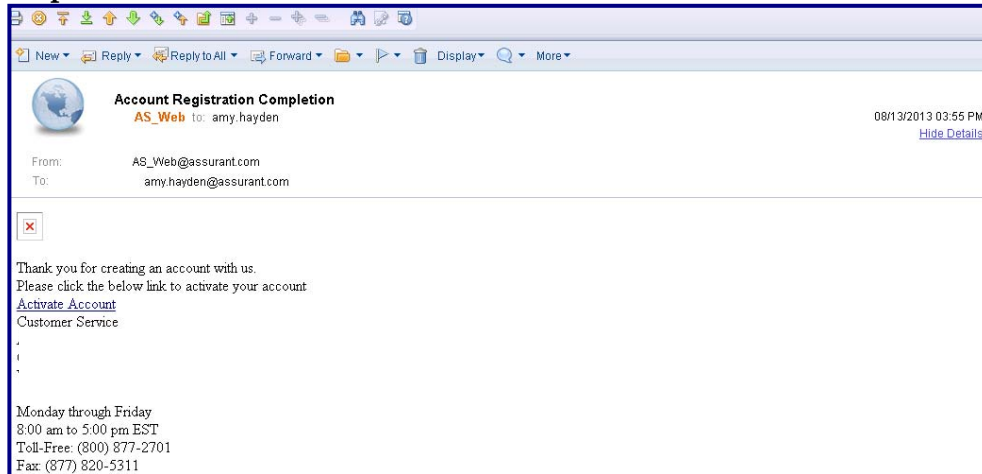
The screenshot shows the 'Account Registration' page. The header includes 'Home -> Account Registration' and a 'Login' link. The navigation menu on the left is the same as in Step 3. The form fields are: 'User Name:', 'E-mail:', 'First Name:', 'Middle Name:', 'Last Name:', 'Phone:', 'Password:' (with an asterisk), 'Confirm Password:', 'Security Question 1:' (with a dropdown menu), 'Security Answer:', 'Security Question 2:' (with a dropdown menu), 'Security Answer:', 'Security Question 3:' (with a dropdown menu), and 'Security Answer:'. At the bottom are 'Previous' and 'Register' buttons.

IMPORTANT:

- User Name cannot contain common characters such as *, <, >, etc. and must have at least 7 alphanumeric characters.
- Password must be at least 7 characters long. Password must not be longer than 30 characters. Password must contain at least 3 alphabetic characters. Password must contain at least 1 numeric character. Password must contain at least 1 uppercase letters. Password must contain at least 2 lowercase letters.

Step 5: The web page will state that your request has been submitted. Check the email that you registered with for instructions on how to complete the activation.

Step 6: Your inbox should contain a similar email. Click on [Activate Account](#).



Step 7: The webpage will indicate that your account has been successfully activated. Return to the Login page and log back into the website to select your Role Type.

Step 8: Select your proper Role Type and enter the Entity ID. Definitions of Role Types are located below. Please see the chart on the following page for instructions on how to locate your Entity ID.

The screenshot shows a web application interface with the following elements:

- Header:** Home, Logged in as: NNHayden207 | Role: [dropdown] | [Click here to manage account](#) | [Logout](#)
- Navigation:** Home, Forms, Contact Us
- Form:** Role Type: [dropdown], Entity ID: [text input], [Request Access](#) button.
- Message:** Your account has not been granted access to any roles yet. Please select a Role Type and enter an Entity ID to request access to your reports.
- Section:** Not sure which role type you should select?
- Table:** A table with 2 columns: Role Type and Select this role if.

| Role Type | Select this role if: |
|----------------------|---|
| Agent: | You are an individual salesperson such as an Agent, Broker, or Company Sales Representative. Users with this role will be able to review information about accounts they have sold as well as review their commission earnings. |
| Agency: | You are a member of a sales company such as an Agency or Independent Marketing Organization. Users with this role will be able to review information about accounts their company has sold as well as review their company's commission earnings. |
| Employer: | You are a book-keeper, work in human resources, or have administrative duties requiring viewing billing/enrollment information about your employer group. |
| Master Policyholder: | You are a bookkeeper, work in human resources, or have administrative duties requiring viewing billing/enrollment information about your multi-division employer group. |
| Carrier: | You are employed in the Home Office with one of our carrier partners. Users with this role will be able to view information about Cases, Accounts, and products administered by Administrative Services. |

| <u>Role Type</u> | <u>How to locate your Entity ID</u> |
|-----------------------------------|---|
| If you are an Agent: | The Entity ID is your seven-digit Agent Number located on your commission statements |
| If you are an Agency: | The Entity ID is your four-digit Agency Number located on your agencies commission statements |
| If you are an Employer: | The Entity ID is your five-digit Employer Number located on your billing invoice |
| If you are a Master Policyholder: | For Employers with Multiple Billing Locations only – Please contact Customer Service for your MPH ID. |

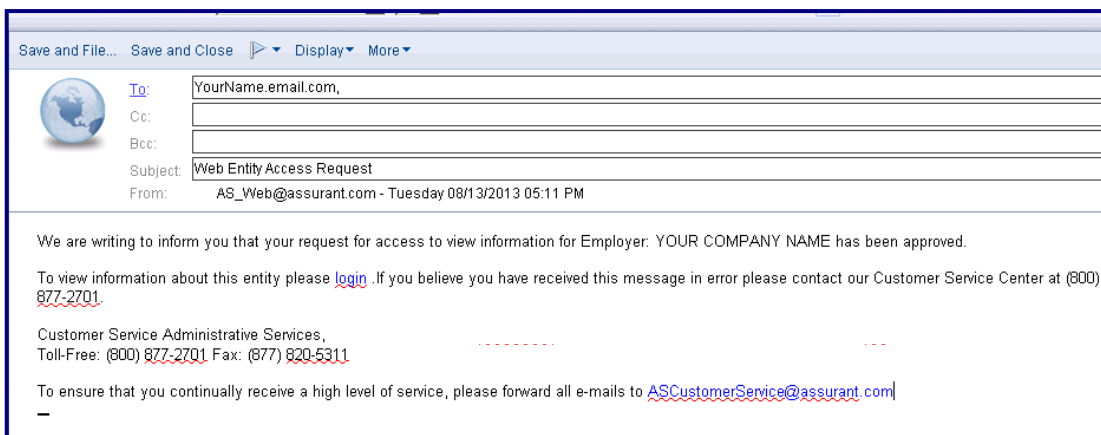
Step 9: Click Request Access

Step 10: The webpage will indicate that your request has been submitted. Shortly, you will receive a similar email notifying you that your Role Request has been approved! To view information related to your Entity, please log back into the website.

PLEASE NOTE:

If you are listed in our system as the main contact for the Entity for which you are requesting access to, you will receive an email to approve your own access request.

However, **if you are not listed in our system as the main contact for the Entity**, your request will be approved by the individual who is listed as the main contact.



We hope this guide is helpful to you. We look forward to answering questions you may have regarding our website.

Please feel free to contact the Customer Service Center at:

E-mail: ASCustomerService@assurant.com
 Phone: (800) 877-2701
 Fax: (877) 820-5311