

Adding Affiliates

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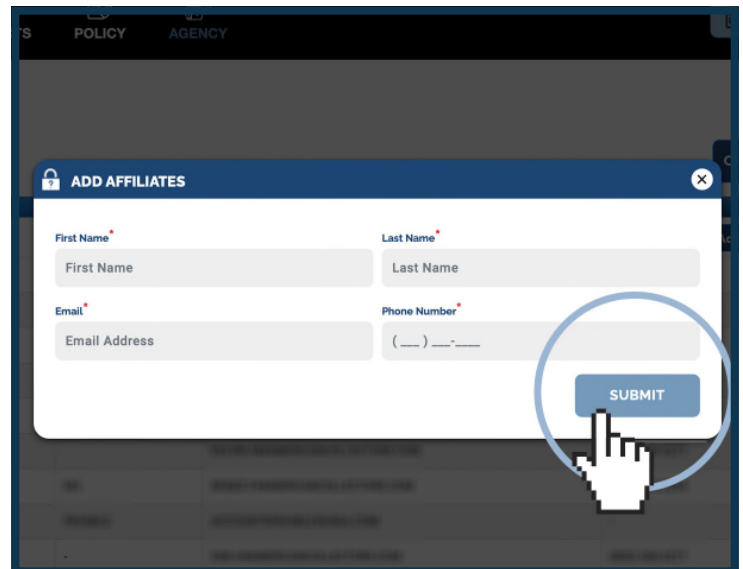
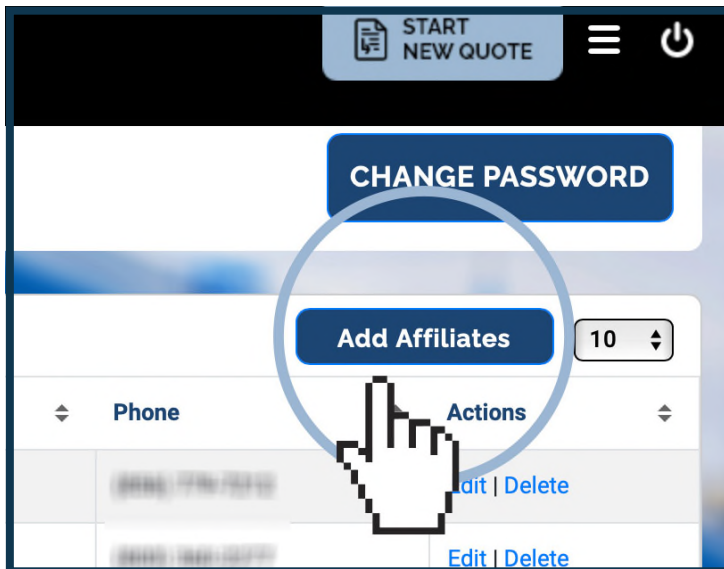
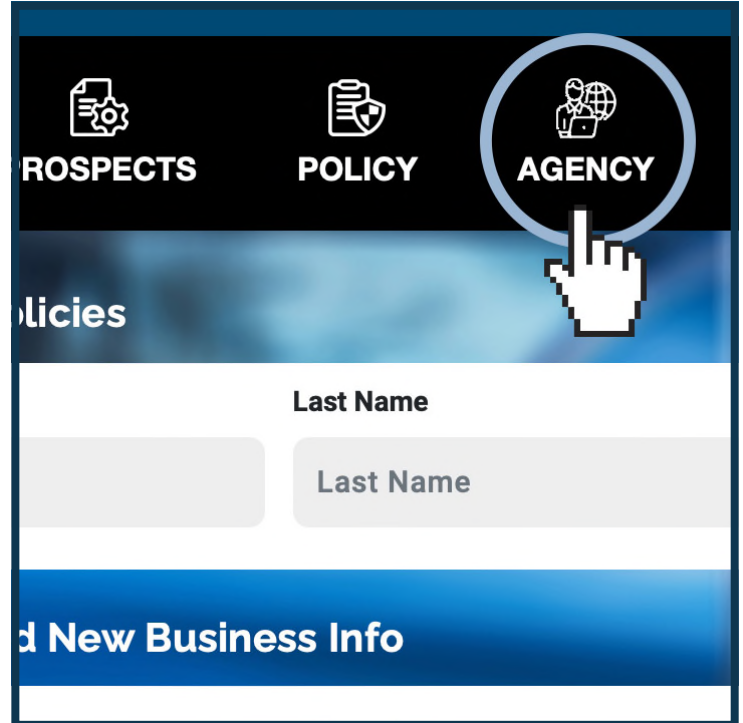


How to Add an Affiliate in to your Portal

Log into the Agent Portal and click **AGENCY** on the main panel.

- Scroll down to Associated Affiliates and click blue “Add Affiliates” button.
- Complete Prompt with affiliate's First Name, Last Name, Email, and Phone Number.

Once completed, the affiliate will receive a system-generated email to setup a username and password.



* If the affiliate gets locked out, they can request a [password reset](#) instead of going through the principal.