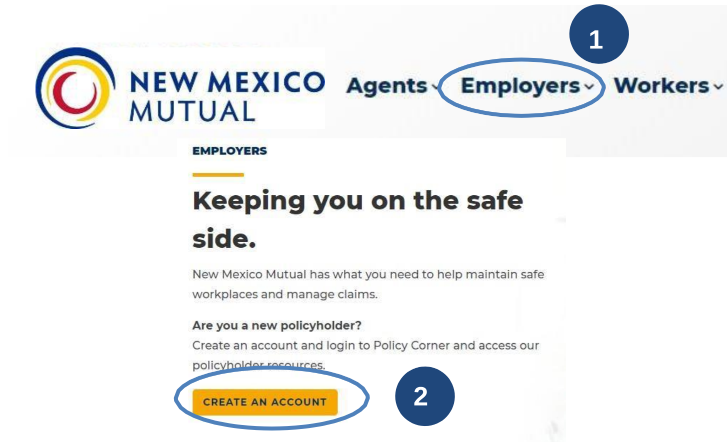
Set Up Your Policy Corner Online Login Access

Use these instructions to help you set up your login to Policy Corner. Simply log on to New Mexico Mutual at **newmexicomutual.com**. If you need help setting up your account, call us at 505.345.0127.

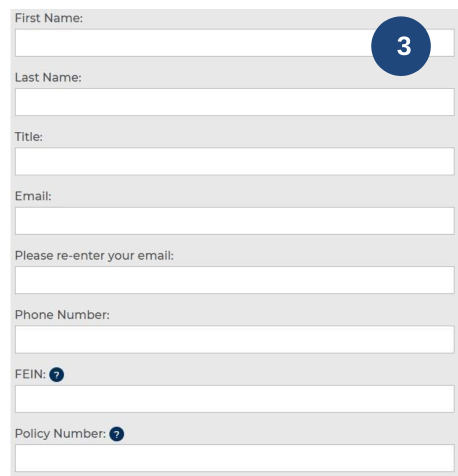
1 Select the "Employers" Tab

2 Select Create an Account



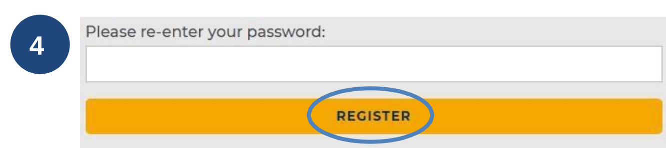
3 New User Registration - Standards All fields are required

- First Name
- Last Name
- Title
- Email (this is your username)
- Phone Number
- FEIN - enter the employer federal identification number without dashes
- Policy Number - Enter the first 4-5 digits, exclude the digits after the dot. If applicable, include any preceding zeros. (i.e. enter 12345. Not 12345.101)
- Password - (14 characters) Use a combination of upper and lower case, numbers, and letters, characters except for / \



4 Review and select "Register"

- You will receive an email confirming your account registration
- **To reset a lost or forgotten password, select 'Reset Password' on the home page of the website.**



5 Begin Using Policy Corner

- You are now able to view your policy documents, premium reports, billing statements, claims information, file a claim, and access our policyholder resources.