

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

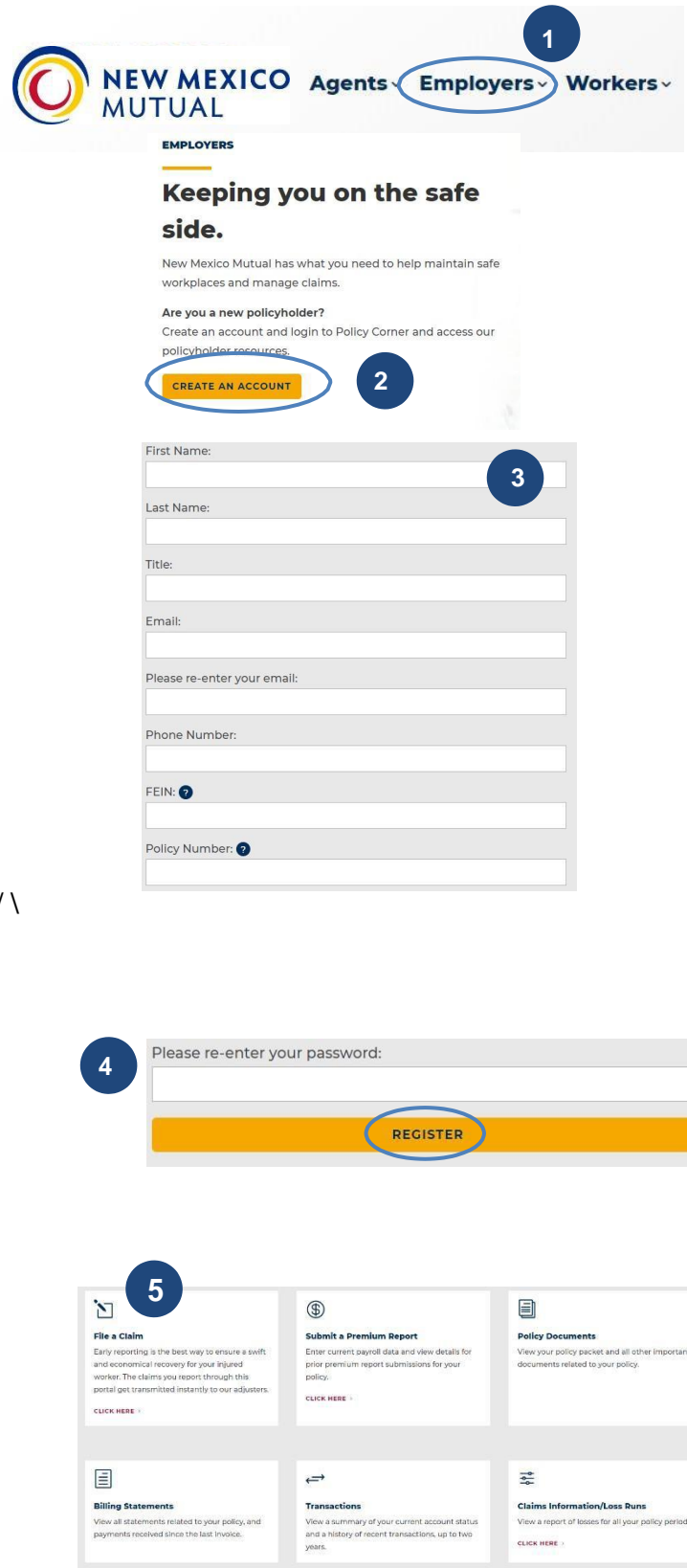
- First Name
- Last Name
- Title
- Email (this is your username)
- Phone Number
- FEIN - enter the employer federal identification number without dashes
- Policy Number - Enter the first 4-5 digits, exclude the digits after the dot. If applicable, include any preceding zeros. (i.e. enter 12345. Not 12345.101)
- 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.



**NEW MEXICO MUTUAL** Agents **Employers** Workers

**EMPLOYERS**

**Keeping you on the safe side.**

New Mexico Mutual has what you need to help maintain safe workplaces and manage claims.

**Are you a new policyholder?**  
Create an account and login to Policy Corner and access our policyholder resources.

**CREATE AN ACCOUNT**

First Name:

Last Name:

Title:

Email:

Please re-enter your email:

Phone Number:

FEIN:

Policy Number:

Please re-enter your password:

**REGISTER**

**5**

**File a Claim**  
Early reporting is the best way to ensure a swift and economical recovery for your injured worker. The claims you report through this portal get transmitted instantly to our adjusters.  
[CLICK HERE](#)

**Submit a Premium Report**  
Enter current payroll data and view details for prior premium report submissions for your policy.  
[CLICK HERE](#)

**Policy Documents**  
View your policy packet and all other important documents related to your policy.

**Billing Statements**  
View all statements related to your policy, and payments received since the last invoice.

**Transactions**  
View a summary of your current account status and a history of recent transactions, up to two years.

**Claims Information/Loss Runs**  
View a report of losses for all your policy periods.  
[CLICK HERE](#)