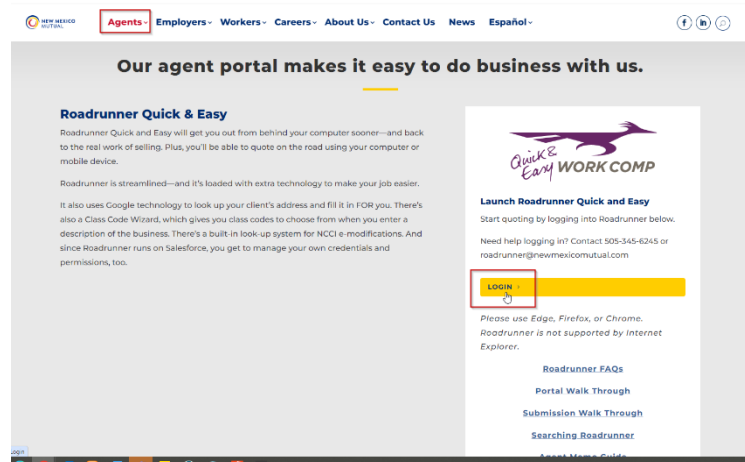
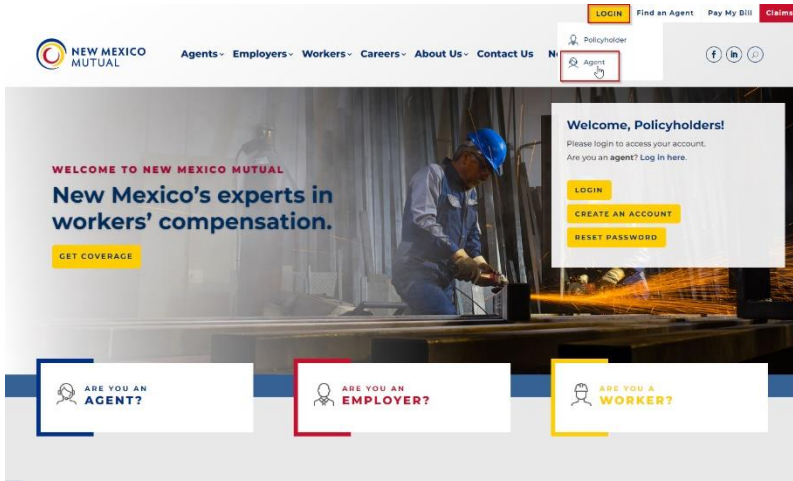


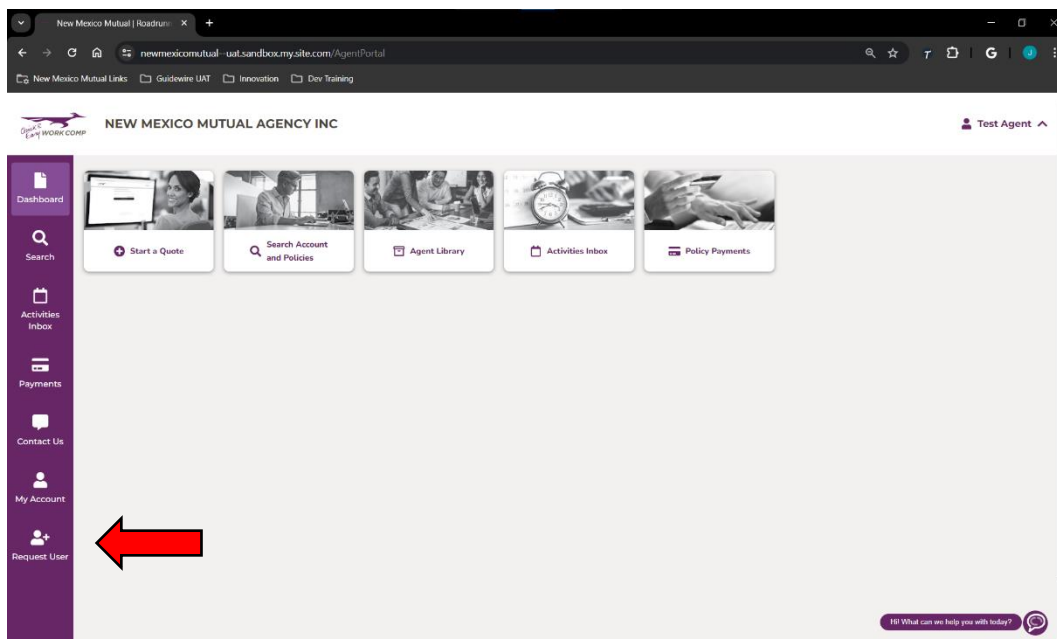
Use these instructions to help you add a new user on the Roadrunner platform. Simply log on to Roadrunner at **NewMexicoMutual.com**. If you need help setting up your account, call us at (505) 345-7260.

1 Login into Roadrunner. There are two ways to access Roadrunner:



2 Select "Request User"

- Once you have logged in select "request user"



****This option will only display for users who have been granted administrative privileges by the agency principal. If you have questions, please contact our Agency Relations Specialists at (505) 345-7260.**

3

New User Registration - Standards

All fields are required

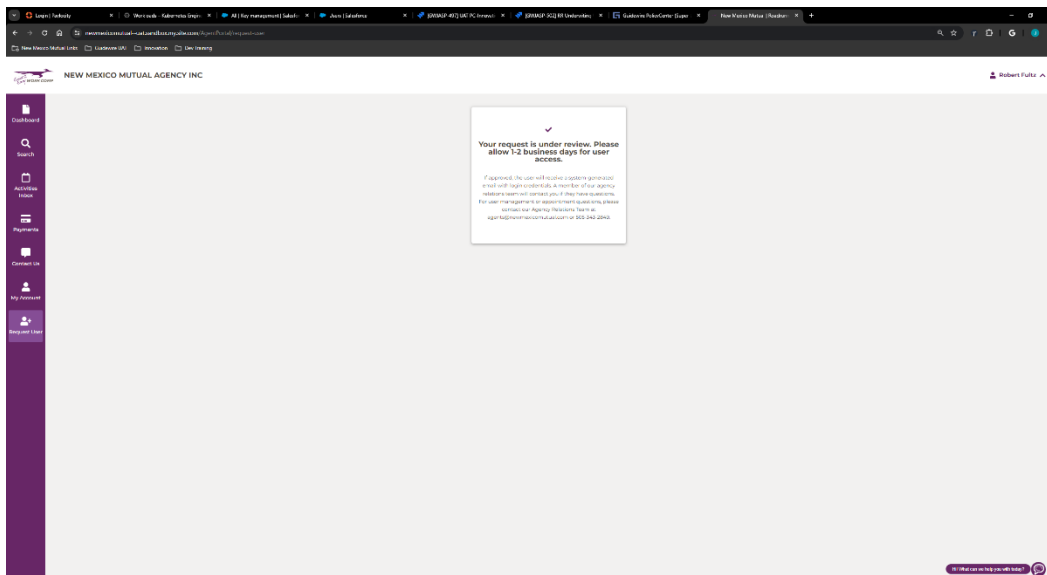
- First & Last Name
- Phone Number
- Email Address
- Select a Producer Code(s)

The screenshot shows a web browser window with the URL newmexicomutual-usa.sandbox.my.site.com/AgentPortal/request-user. The page header includes the New Mexico Mutual Agency Inc. logo and the name 'NEW MEXICO MUTUAL AGENCY INC'. A user profile for 'Test Agent' is visible in the top right. A vertical navigation menu on the left contains links for Dashboard, Search, Activities Inbox, Payments, Contact Us, My Account, and Request User. The main content area features a registration form with the following fields: First Name, Middle Name, Last Name, Phone Number, Email, and Produces Code(s). The 'Produce Code(s)' field includes a prompt: 'Please select the producer code(s) that this user needs access to' and a plus sign icon. A purple 'Submit' button is located at the bottom of the form. A chatbot icon is visible in the bottom right corner with the text 'Hi! What can we help you with today?'.

4

Review and Click “Submit”

- You will receive a message confirming your submission request.



5

Await Response from a Marketing Representative

- You will receive a response from our Marketing Department within 24-hours.