AGENT PORTAL WALK-THROUGH
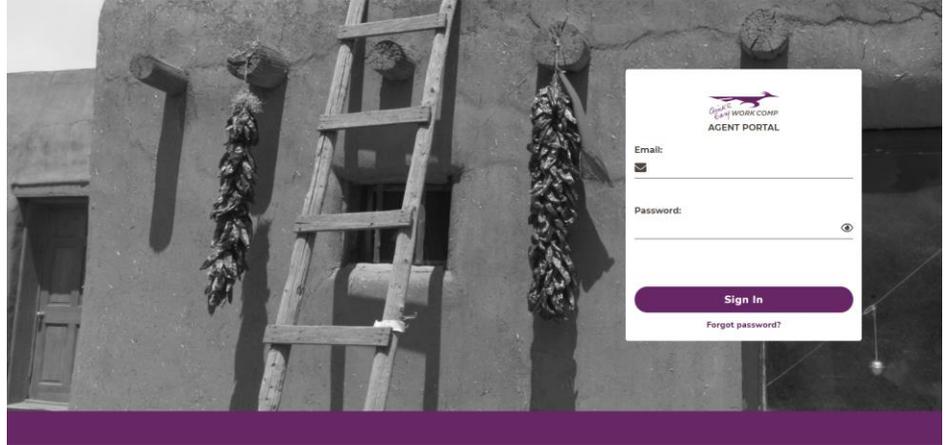

Log-In Page:

Once registered, your username will be the individual email that is associated with you and registered to your agency.
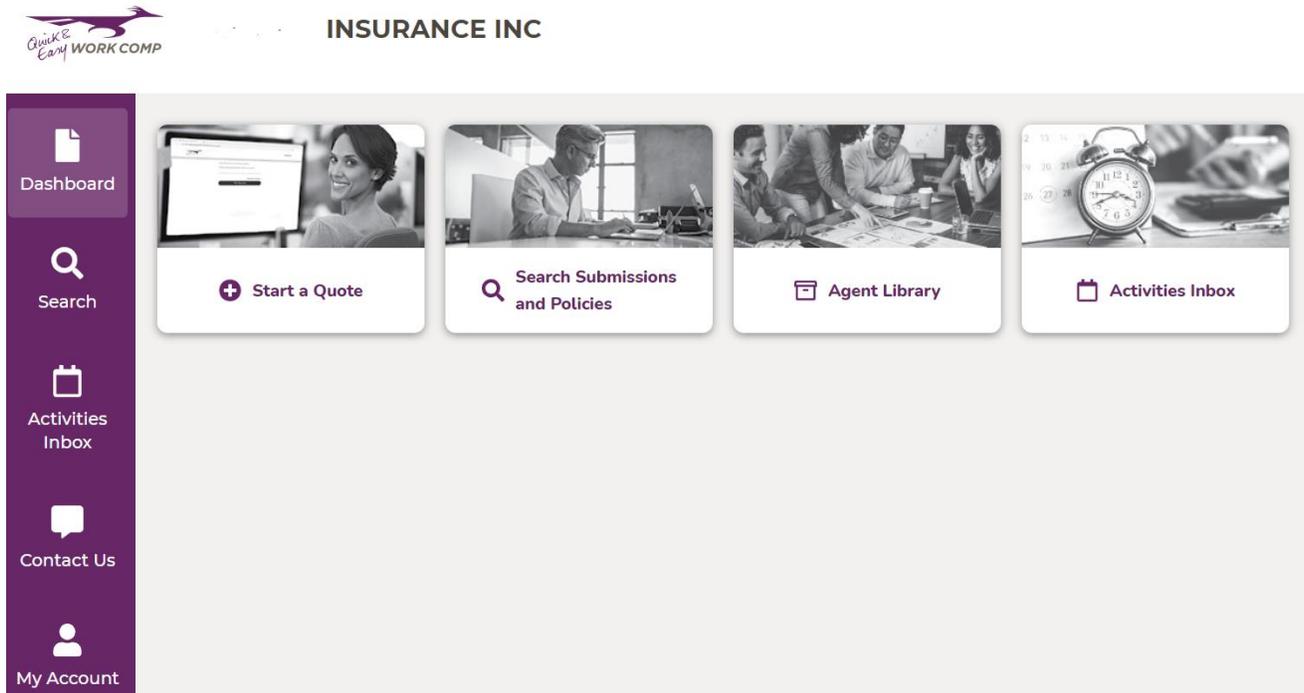
Example: you@insurance.com

Your password will be self-managed using this log-in page, and should you forget it, you can reset using a reset function sent to your email. Simply click the "Forgot password?" link and follow the instructions.

Agent Portal:

The dashboard provides options to start a quote, search for submissions and policies, view the Agent Library, and access your activities inbox.

Start a Quote:

Use this link to start a new submission. If you are looking for a submission you already started be sure to check search first. For more information on using the quoting system, please see corresponding document: **Submission Walk Through**

Search All Policies & Quotes:

Utilize the search bar to find Quotes that have been submitted through Roadrunner and your existing accounts in one place. For deeper instructions on using the search function please see the corresponding document: **Searching Roadrunner**

Agent Library:

This link contains information for rates, forms, and other resources.

Activities Inbox:

This link takes you into all of the activities that are assigned to you. Be on the look out for Additional Information activities related to new submissions that are under underwriter review

My Account:

Your email and password can be managed using this tab. Follow the online instructions to change your password at any time.