Everest Reinsurance Company

Registering for the Everest Agent Portal
Welcome Email

• Once Everest validates a newly submitted contract:
  – A “Pending” Producer Status is assigned
  – An email, displayed below, is system generated
    • This email is sent to the: Producer; Direct Reporting Manager; Everest Assigned User; and, Field Marketing Organization
  – This email contains:
    • A link to the Everest Agent Portal – see red box
    • A six (6) digit “Agent Portal Registration Code” - see red circle
Register Here

- If you cannot locate the email referenced in the prior slide, you can click on the following link (or copy & paste in your URL)
  - https://service.iasadmin.com/gateway/login.aspx?pp=pIMI&pn=Ri&y1tv0=n

- This link accesses the Everest Agent Portal ‘Agent Login’ page

- On the Agent Login screen
  - Click the “Register here” link under the question, First Time User?
    - see red circle
Enter Registration Detail

- Populate the requested fields
  - Create a UserID
    - We suggest your email address or Everest Producer Code (Agent #)
  - Password (re-type)
    - We suggest the same Password created for eProducerPortal (Everest contracting website)
  - Email (re-type)
  - Tax ID Number
    - Enter Tax ID if contracted as a Corporation
    - Enter SSN if contracted as an Individual
  - Checkmark the box for access to:
    - Commission statements
    - E-Application platform
    - NOTE: If providing Agent Portal access to employees and you do not wish to grant access to commission nor write E-Apps, do not check the box – see slide #7
  - Enter the “Agent Portal Registration Code”
    - This code is in your Welcome Email (see slide #2)
    - If unable to locate the Welcome Email, this code is located at the bottom of your eProducerPortal “Personal” screen
      - Call your Direct Reporting Manager or email EPPTeam@iasadmin.com for help
After you populate the requested fields, then

- “Click here to read the Agent Agreement”
  - See red circle

- A separate popup window will display
  - Scroll to the bottom of the screen and click the “I Agree” button – see blue circle
  - After this is clicked, this window will automatically close

- Click on the “Submit” button
  - See red box
  - This will complete the registration and you will be taken to the Agent Portal Home page – see next slide
• If you wish to provide Agent Portal access to individual agency employees, but you do **NOT** wish to grant access to commission statements:
  – For each agency employee (or for a universal login)
  – Complete the fields in the Agent Registration screen, except:
    • Do **NOT** checkmark the box for access to:
      – Commission statements
      – E-Application platform
      – see red circle
    • Do **NOT** checkmark enter the Agent Portal “Registration Code”
      – see blue circle

**NOTE:** Agency employees set up in this fashion cannot access E-Applications