# ICW GROUP
## Insurance Companies
### Agent Portal

# QUICK START GUIDE: HOW TO REQUEST ACCESS & SIGN UP FOR AGENT PORTAL
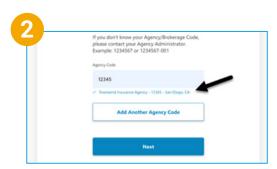


## ACCESS IN 3 STEPS

**1**

**Get Ready!**



**Get Your Agency Code** - this is the code ICW Group uses to identify your specific agency or brokerage.

← When you have your Agency Code, either scan the QR Code or go to https://agentportal.icwgroup.com/signup.

*Tip: You can receive the Agency Code in two ways: 1) from your Agency System Administrator or 2) from your ICW Group Business Development Underwriter*

**2**



**Enter Your Agency Code**
Your agency name, code, and location will appear below the code for verification purposes.

Do you do business at more than one location? You can click the Add Another Agency Code button to add an additional location.

**3**



**Enter in Your Information and click Submit!**
Your agency administrator will review your request. Once your administrator approves, you'll receive an email confirmation, prompting you to create a password.

That's it!

If you are not granted access, please contact your agency system administrator for details.

*Need Help?*
*Contact agentsupport@icwgroup.com or contact your Business Development Underwriter.*

**icwgroup.com**