



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

If you don't know your Agency/Brokerage Code, please contact your Agency Administrator. Example: 1234567 or 1234567-001

Agency Code
12345

✓ Townsend Insurance Agency - 12345 - San Diego, CA

[Add Another Agency Code](#)

[Next](#)

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

✓ Townsend Insurance Agency - 12345 - San Diego, CA
✓ Townsend Insurance Agency - 37876 - Las Vegas, NV

Personal Information

First Name: [Text Field] Last Name: [Text Field]
Functional Role: [Dropdown] Job Title: [Text Field]
Email: [Text Field]
Cell Phone Number: [Text Field]
Work Phone: [Text Field] Work Phone Extension - Optional: [Text Field]
Work Phone Number: [Text Field] Work Phone Extension: [Text Field]

Company Address

Company Address Line 1: [Text Field] Company Address Line 2 - Optional: [Text Field]
123 River St Suite 100
City: [Text Field] State: [Text Field] Zip Code: [Text Field]
San Diego CA 92109

Licenses

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.