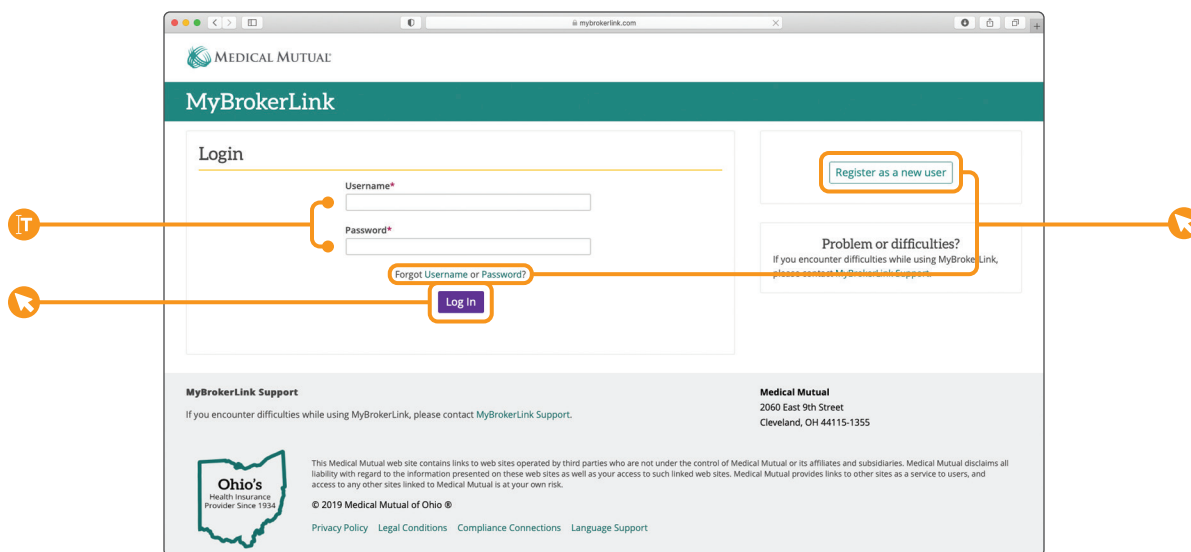


Granting Enhanced Access

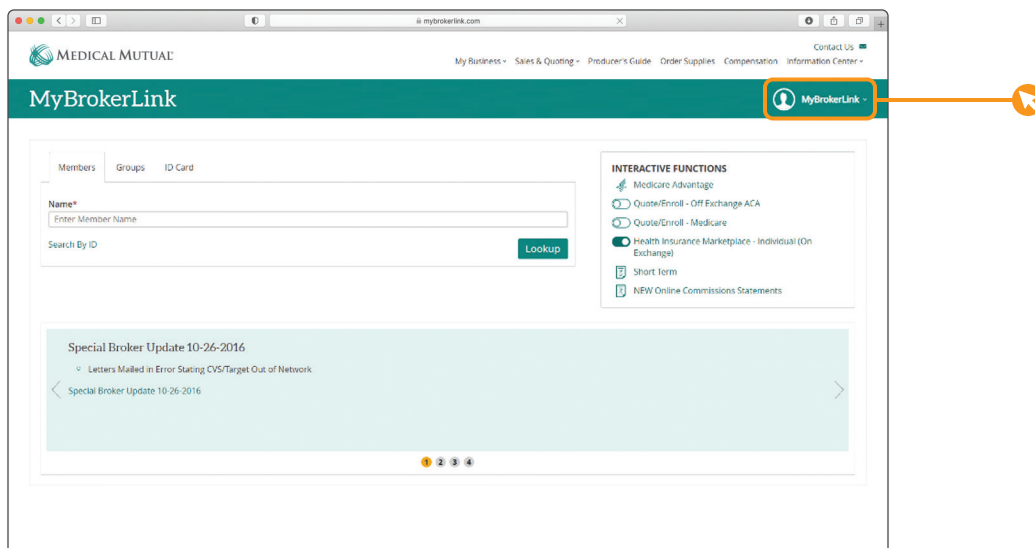
MyBrokerLink

1. Go to MyBrokerLink.com and log in to your account.

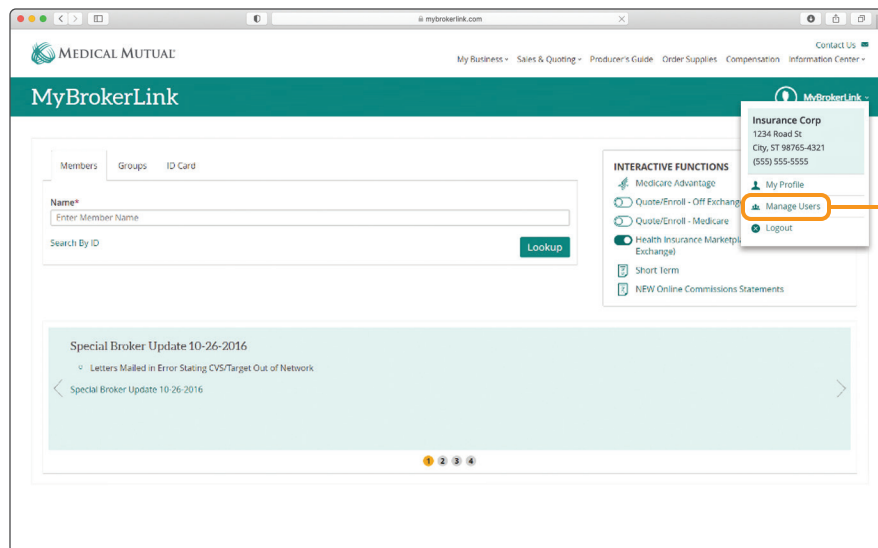
If you're having issues logging in, use the Forgot Username or Password function on the login page. If you do not have an account, click "Register as a new user."



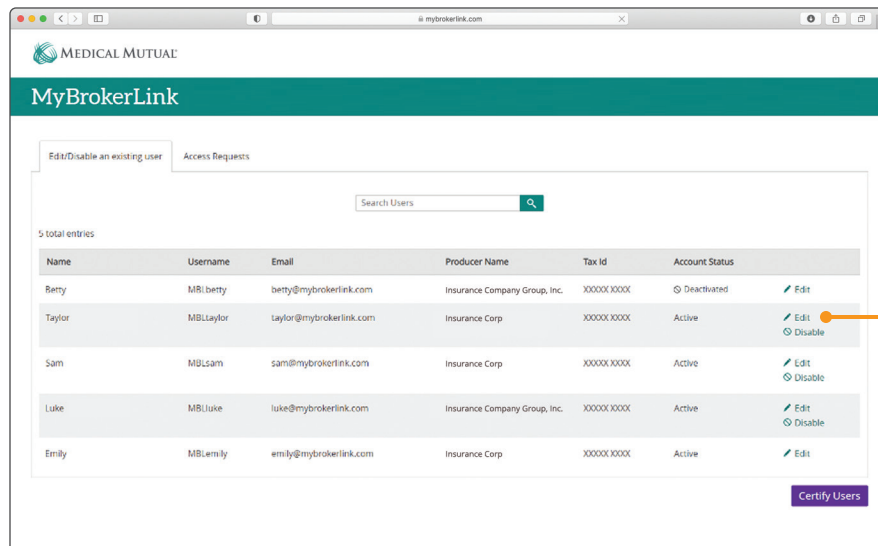
2. Once you're logged in, select the profile icon located in the top right corner of the page.



3. Select "Manage Users" from the menu.



4. Find the user you want to assign Enhanced Access.



5. To grant agency book of business access:

- For Appointed Producers, select the “Agency Access” checkbox
- For Non-Appointed Producers, select the “Group and Individual Administration” checkbox

6. To grant quoting access for a Non-Appointed User, click the “QRS Access” checkbox. Appointed Users already have quoting access when they create their MyBrokerLink account.

7. Once you have granted a user Enhanced Access, click the Save button.

The screenshot shows the 'MyBrokerLink' interface for 'MEDICAL MUTUAL'. The page title is 'Account Access and Password'. It features three main sections with checkboxes:

- Account Deactivated:** ☐ Account Deactivated
- Password Lockout:** ☐ Password Lockout [Reset Password](#)
- Appointed:** ☐ Appointed

Below these are three user role sections:

- Principal:** User is the Principal of an agency and can therefore delegate access and view commissions information and reports. ☐ Principal
- Group & Individual Administration:** Provides user with access to the book of business, group, individual and member information of the accounts belonging to the SSN the MBL account was created with. Provides user with renewals of the accounts belonging to the SSN the MBL account was created with. Provides access to the Medicare Advantage information and applications of the broker whose SSN was used to create the MBL account. ☒ Group & Individual Administration
- Agency Administrator:** Used to assign an agency employee (who may not be a Principal) to be the administrator of the Manage Users section for their entire agencies users. ☒ Agency Administrator

Below these are two more sections:

- Commissions:** Grants access to commissions information and reports. ☐ Commissions
- QRS Individual & Group:** Access to the Quoting and Rating System (QRS). ☒ QRS Access

At the bottom, there are two buttons: **Save** (highlighted with a red box) and **Cancel**.

Numbered callouts on the left side of the form:

- 5:** Points to the ☒ Group & Individual Administration checkbox.
- 6:** Points to the ☒ QRS Access checkbox.
- 7:** Points to the **Save** button.