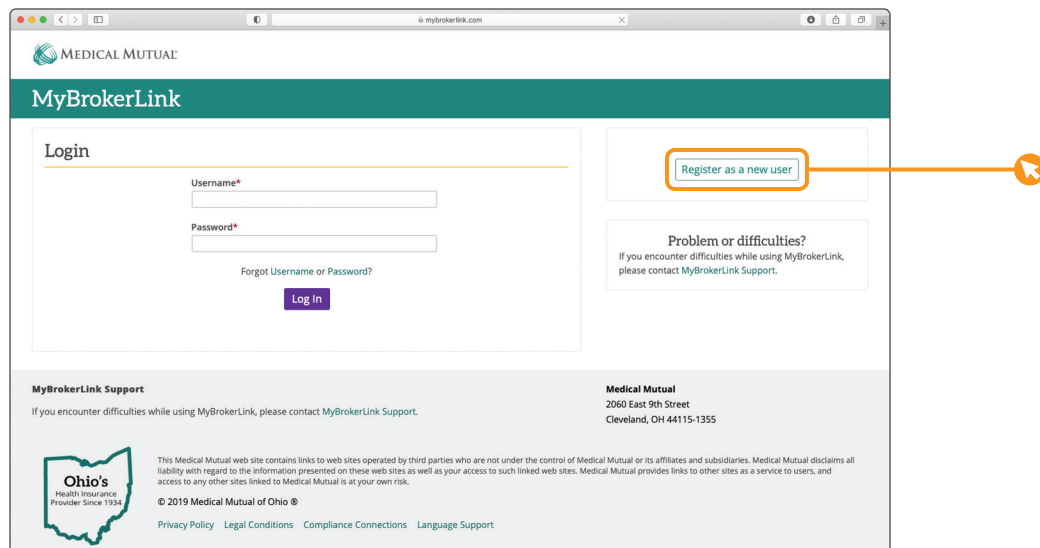


# Registering as a Principal

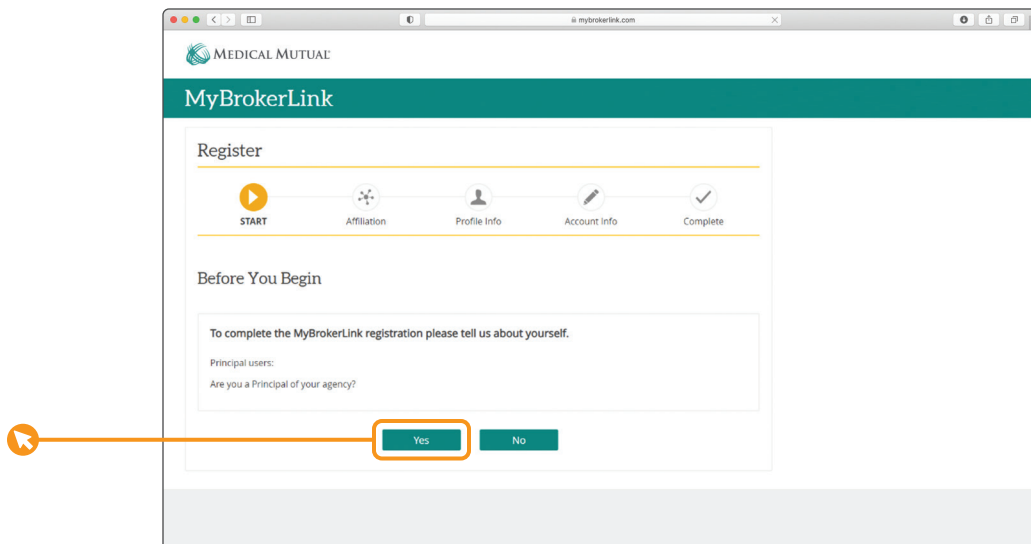
MyBrokerLink

## 1. Go to MyBrokerLink.com and select “Register as a new user.”



The screenshot shows the MyBrokerLink login page. The page has a teal header with the Medical Mutual logo and 'MyBrokerLink' text. Below the header is a 'Login' section with fields for 'Username\*' and 'Password\*', a 'Forgot Username or Password?' link, and a 'Log In' button. To the right of the login section is a 'Register as a new user' button, which is highlighted with an orange box and an orange arrow pointing to it. Below the login section is a 'MyBrokerLink Support' section with a link to contact support. At the bottom of the page is a footer with the Medical Mutual logo, address, and various links.

## 2. Select “Yes” when asked if you are a Principal of your agency.



The screenshot shows the MyBrokerLink registration page. The page has a teal header with the Medical Mutual logo and 'MyBrokerLink' text. Below the header is a 'Register' section with a progress bar showing five steps: 'START', 'Affiliation', 'Profile Info', 'Account Info', and 'Complete'. The 'START' step is highlighted with an orange circle. Below the progress bar is a 'Before You Begin' section with a text box asking 'To complete the MyBrokerLink registration please tell us about yourself.' Below the text box is a question 'Are you a Principal of your agency?' with two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with an orange box and an orange arrow pointing to it.

### 3. Enter the following information: personal Social Security number, email address and personal identification number.

The screenshot shows the 'MyBrokerLink' registration page for Medical Mutual. The page is titled 'Register' and features a progress bar with five steps: Start, AFFILIATION (current step), Profile Info, Account Info, and Complete. The 'AFFILIATION' step is highlighted with an orange circle. Below the progress bar, the section is titled 'Business Affiliation'. A note states: 'If you are not a Medical Mutual appointed producer but are an employee of an appointed agency or producer, enter the agency's TaxID or producer's SSN and your own email address.' There are three input fields: 'Social Security Number / TaxID\*', 'Email\*', and 'Pin Number\*'. The 'Social Security Number / TaxID\*' field is highlighted with an orange circle and a line extending to the left. The 'Email\*' field is highlighted with an orange circle and a line extending to the right. The 'Pin Number\*' field is highlighted with an orange circle and a line extending to the left. At the bottom of the form, there are two buttons: '< Previous Page' and 'Next'.

### 4. Continue through the registration steps to create your Username and Password.

#### TIPS

- If you do not know your PIN number, email [MyBrokerLinkAccess@MedMutual.com](mailto:MyBrokerLinkAccess@MedMutual.com).
- If you receive an error stating your information does not match, email [MyBrokerLinkAccess@MedMutual.com](mailto:MyBrokerLinkAccess@MedMutual.com).
- If you receive an error stating an account already exists, it means you already have an account. Please use the Forgot Username or Password feature on the login page.