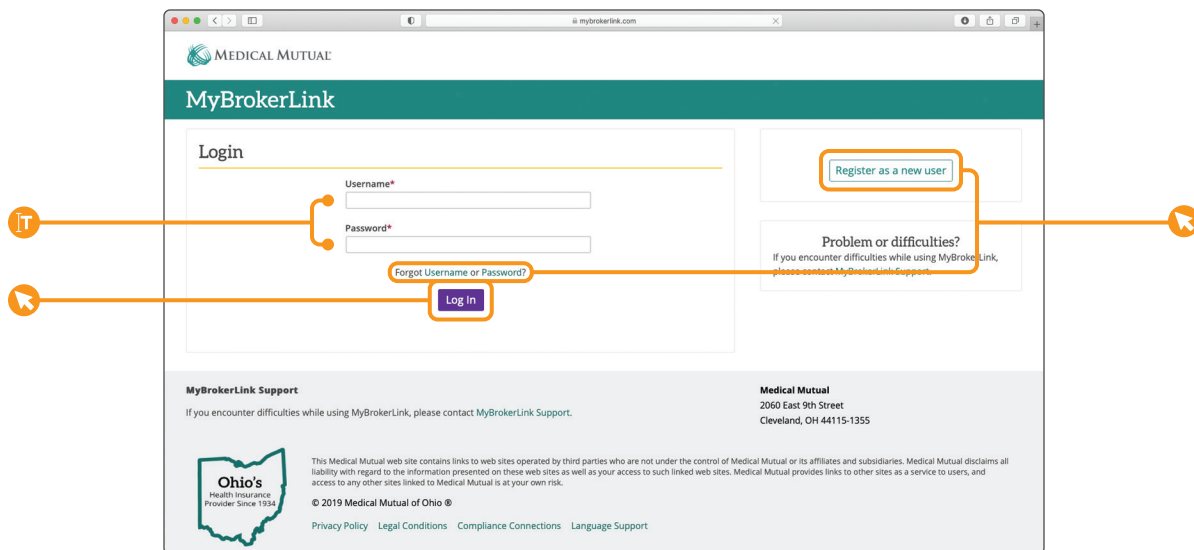


# Assigning Agency Administrator Access

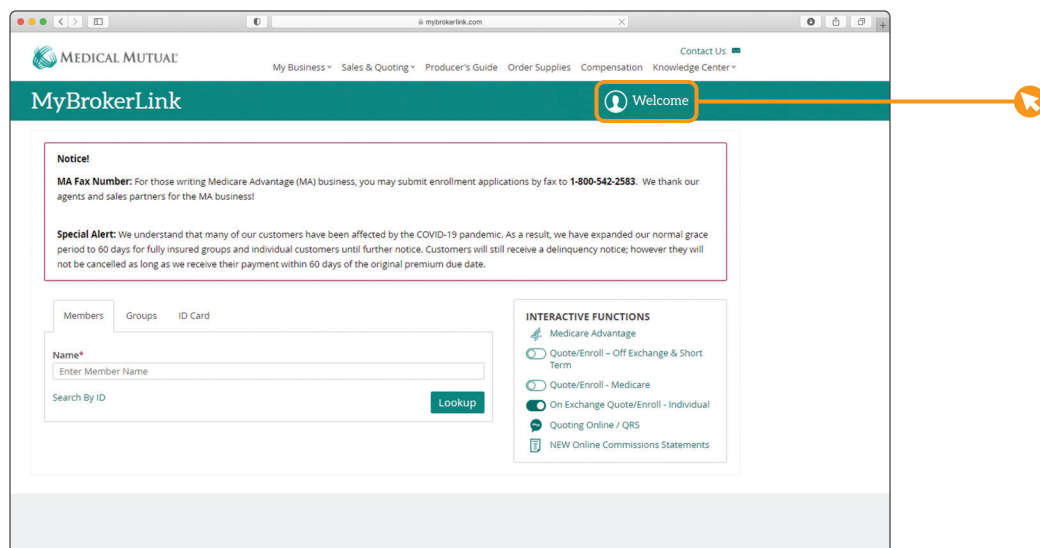
## MyBrokerLink

### 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."



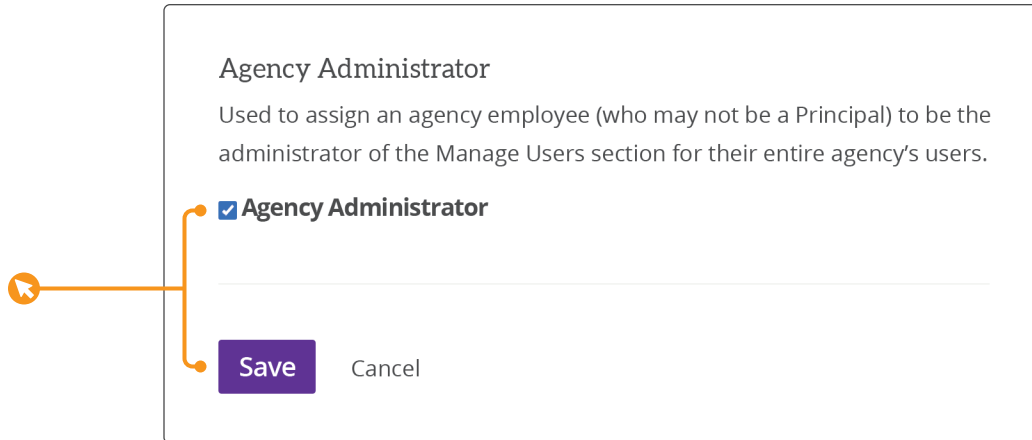
### 2. Select the profile icon located in the top right corner.



3. Select “Manage Users” from the menu.

4. Find the employee you want to assign as Agency Administrator and select “Edit.”

5. Select the “Agency Administrator” check box and “Save.”



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 agency's users.

☒ Agency Administrator

Save Cancel

An orange callout line with a mouse cursor icon points to the 'Agency Administrator' checkbox.