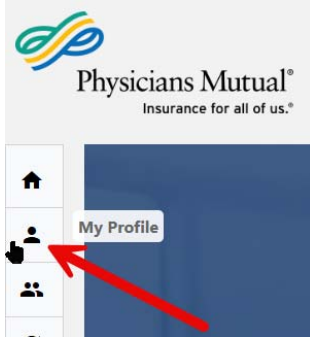


# Setting your Physicians Mutual Profile in the Agent Quoting Tool

1. Log into the Physicians Mutual Agent Portal and click on the **Agent Quoting** link



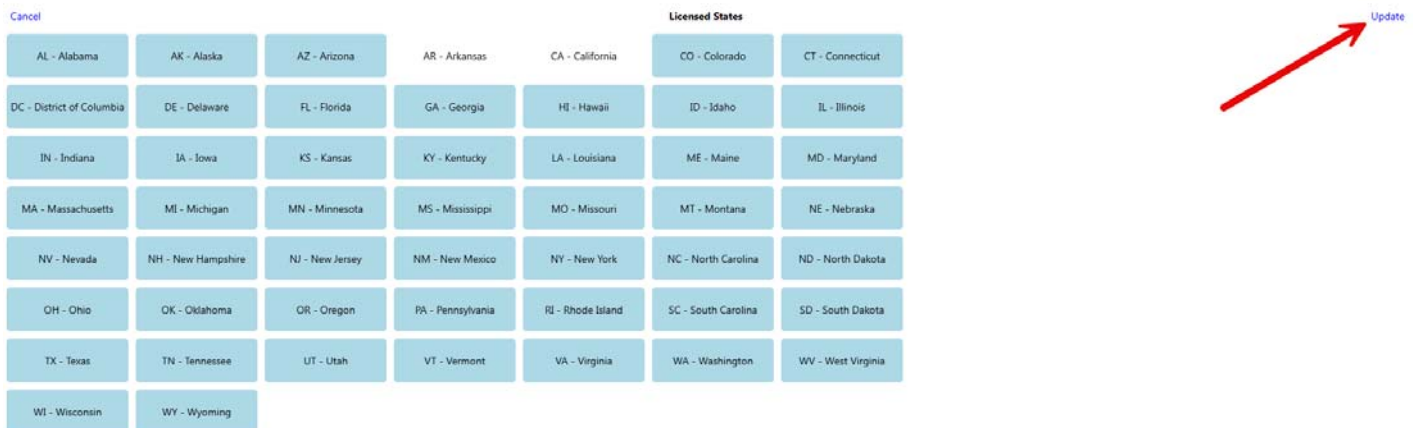
2. Click on the **My Profile** button



3. Be sure to fill in all of the required information, indicated by a red asterisk \*.
4. On the **Licensed States** row, click on the dropdown arrow on the right side.



Do **NOT** change any of the **Licensed States**, unless you need to add California and/or Arkansas. All of the other states should already be active (**BLUE=ACTIVE**). If you have already made changes, please change it back to look like this and click on the Update link in the top right:



5. In the **Phone Numbers** area, select at least one of the tabs for your Primary Phone. The example below shows how to set the **Cell Phone** as your Primary. (You can add your Home and/or Work Phone as well.)

PHONE NUMBERS

Primary Phone \* :

Home Phone

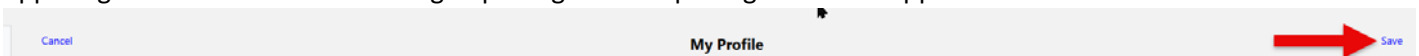
Cell Phone

Work Phone

Home Phone :

Cell Phone \* :

6. Once you have filled in all of the required fields, **including your email address at the bottom**, click on the **Save** link in the upper right corner. You can now begin quoting and completing electronic applications.



If you need additional assistance, please call the Sales Support line at **877-888-5580** and select option #2 twice to reach the Technology Support team.