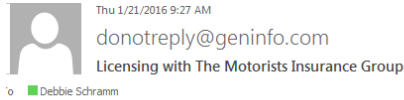


Producer onboarding process

Below is a sample of the invitation sent to a prospective producer from Agency Services when a request is received to appoint a producer. The applicant will receive an email and will click on the link provided to access the onboarding/licensing application.



Welcome to The Motorists Insurance Group's online Producer contracting system. Our goal is to make it easy to do business with us so we hope that you find the application process to be quick and user friendly. If you have questions about the process please contact **(NAME) at (PHONE #)**.

To begin your application process, click the link at the bottom of this message.

[Click here to apply](#)

Nothing in this message is intended to make or accept an offer or to form a contract, except that an attachment that is an image of a contract bearing the signature of an officer of our company may be or become a contract. This message (including any attachments) is intended only for the use of the individual or entity to whom it is addressed. It may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, we hereby notify you that any use, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please notify us immediately by telephone and delete this message immediately.

Thank you.

The following screen will appear when the applicant clicks on the link. The applicant should then click the blue New Applicant button on the right.



Thank you for your interest in representing The Motorists Insurance Group.

Helpful hints that will make this process run smoothly:

1. Remember your login and password – you may need to re-enter the application.
2. Save & Exit - Prompts you to complete the current page before saving and closing the application.
3. Cancel & Exit - Saves through the last fully completed page and does not prompt you to complete the current page.
4. Attachments must be attached before signing and submitting the application.
5. Questions - Please contact licensing@motoristsgroup.com

New Applicant

New Applicants:

If you are a new applicant, click on the "New Applicant" button and then select "Producer Application" from the drop down box.

Returning Applicants:

If you are a returning applicant, please enter the Username and Password you created and click the Login button.

We recommend you use Google Chrome, Internet Explorer 9 (or higher) or Mozilla Firefox 28.0 (or higher). Don't know if your browser is up to date? [Click Here](#)

Below is the screen where the applicant will create their username and password for the onboarding/licensing application. They will need to remember their security code to reset their password if needed. After completing the required information, the applicant will press the Next button and be taken to the application.

Create Login Account

* indicates required fields

When creating your account, maintain your security code, questions and answers in a safe and accessible location as these are used to update or unlock your account.

User Name: * (Your login name must be at least 6 characters long and contain no special characters)

Password: * (Your Password must have no special characters, be at least 8 characters and contain 1 uppercase, 1 lowercase, and 2 digits)

Confirm Password: *

Security Code: * (Security Code must be 4 non-consecutive digits)

Recovery Question 1: ▼

Answer 1: *

Recovery Question 2: ▼

Answer2: *

Email: *

[Exit](#) [Next >>](#)