

These are instructions to set up an Aegis login. Once you've completed these steps, you'll be e-mailed a user ID & password.

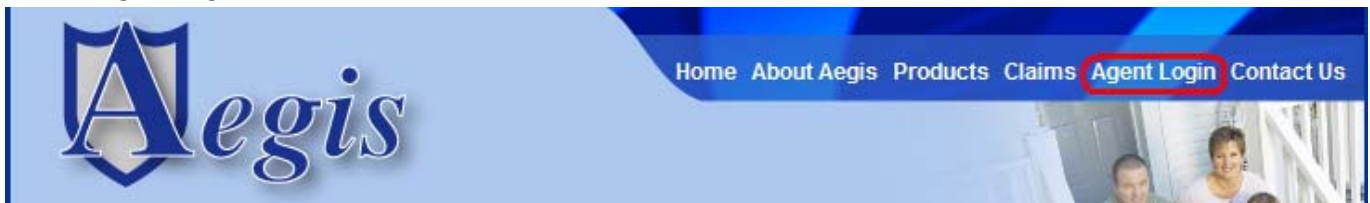
When you try to log in, you'll be asked for your physical location and ChoicePoint node ID. This is required because this product pulls CLUE reports for credit purposes.

- If you already have a ChoicePoint account and know the node, great. You will be able to proceed.
- If you already have a ChoicePoint account but don't know the node, you'll need to contact their Customer Support Department at 800-456-6432.
- If you do not have a ChoicePoint account, you will have to establish one by following the instructions on the Aegis site when you log in for the first time. There are a couple of nuances in the application process:
  - Make sure you're satisfied with page 1 before you move on to page 2; if you proceed and try to go back, you'll lose what you entered on page 1.
  - List Aegis as your Sponsor. The application may go straight through, or you may receive an e-mail instructing you to have your Sponsor authorize your application. If you get that request, notify Andrea Strubhar at 800-233-2160 or [astrubhar@aegisfirst.com](mailto:astrubhar@aegisfirst.com) and she will submit the authorization.

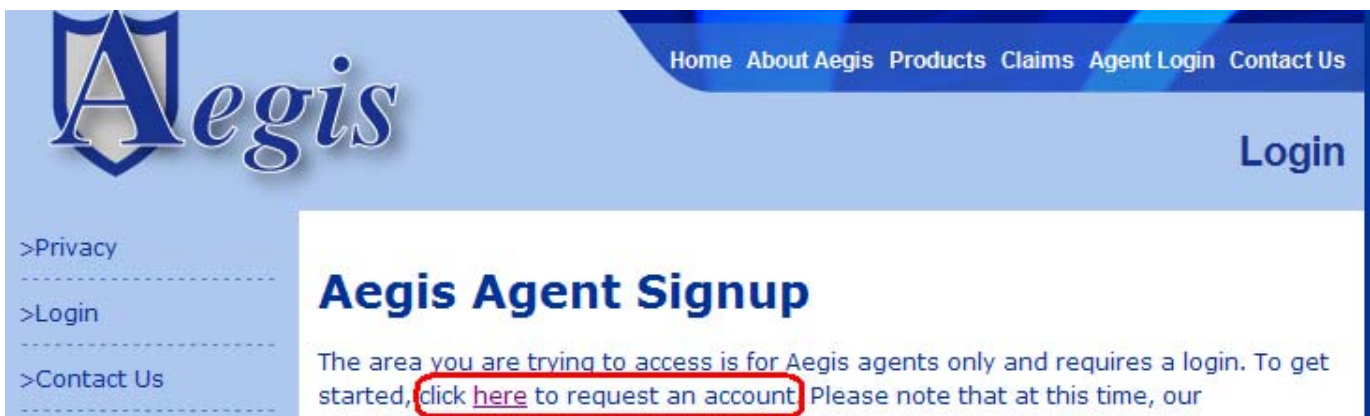
## BEGIN HERE

Go to [www.aegisfirst.net](http://www.aegisfirst.net) If you go to dot com by mistake and click on Agent Login, you'll be redirected to dot net.

Click on Agent Login.



Click on "[here](#)" to request an account.



**INSTRUCTIONS CONTINUE ON NEXT PAGE**

Enter the digits "61" followed by your four digit producer number in PTS. If you don't know what that is, please contact your marketing rep or our customer service department at 804-267-1528. Once you submit, you have completed the steps to request a Login.



- >Privacy
- >Login
- >Contact Us
- >About Us
- >Products
- >Surety Bonds
- >Consumer Notices

### Agent Portal User Setup

#### Request Access

In order to initiate the setup process, a designated Contact Person for your agency should complete the form below. The Contact Person should be the individual within the agency who will serve as the primary contact for questions regarding user set up as well as ongoing communication regarding the system. The person will generally be the personal lines manager, office manager, principal, or agency owner. We will communicate set up information primarily via email so it is important to provide an email address.

Please contact website support by email at [signup@aegisfirst.com](mailto:signup@aegisfirst.com) or call (800) 233-2160 if you have any questions or need assistance.

<b>Agent Number:</b>	<input type="text" value="61 nnnn"/>	<b>for nnnn enter your 4 digit producer number in PTS</b>
<b>Agency Name:</b>	<input type="text"/>	
<b>Contact Person:</b>	<input type="text"/>	<input type="text"/>
	<i>Last</i>	<i>First</i>
<b>Address:</b>	<input type="text"/>	
<b>City:</b>	<input type="text"/>	
<b>State:</b>	<input type="text"/>	
<b>Zip Code:</b>	<input type="text"/>	
<b>Desired Username:</b>	<input type="text"/>	
<b>Phone Number:</b>	<input type="text"/>	
<b>e-Mail:</b>	<input type="text"/>	
<b>Re-enter e-Mail:</b>	<input type="text"/>	

All fields are required.

You will receive a response via email with your initial password and further instructions on setting up other users for your agency. If you have any questions, please send an email to [signup@aegisfirst.com](mailto:signup@aegisfirst.com) or call Support at (800) 233-2160.