

PEMCO Agents Personalized Email

FROM: PEMCOSalesTeam@pemco.com

SUBJECT: ACTION NEEDED – Updated process required to log in to PEMCO Agent website

Hello, [Agent name],

As we recently shared, we're gearing up to move our PEMCO Agent website to a new location and need your help to make the transition.

While you shouldn't notice too many differences in how the PEMCO Agent website looks and functions, the way you access the site will change.

Steps to take:

1. To get started, access the new site here and you'll see a new version of the login screen (pictured below): <https://pemcoins.sharepoint.com/sites/Pemcoagents>



The screenshot shows the PEMCO Insurance sign-in page. At the top left is the PEMCO Insurance logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "jess.gentile@pemcoagents.com". Below the input field is a link that says "Can't access your account?". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button.



The screenshot shows the PEMCO Insurance "Enter password" screen. At the top left is the PEMCO Insurance logo. Below it, the text "Enter password" is displayed. A text input field is labeled "Password" and contains a masked password. Above the input field is a back arrow and the email address "jess.gentile@pemcoagents.com". Below the input field is a link that says "Forgot my password?". At the bottom right of the page is a blue "Sign in" button.

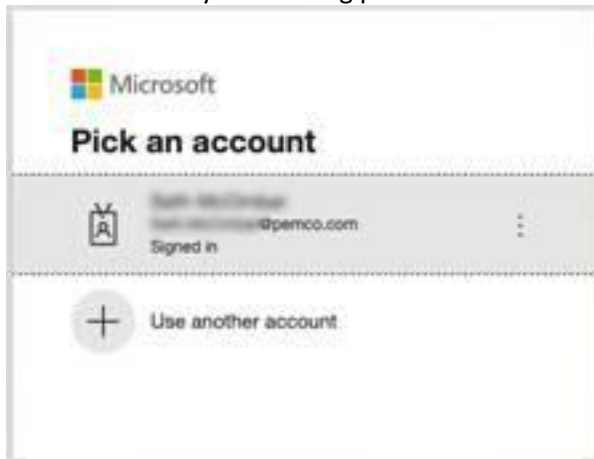
2. When prompted for your credentials, use the **New Username** provided below along with **your existing password** to gain access to the new site

- Previous Username:
 - {{samaccountname}}
- New Username:
 - {{userprinciplename}}

If you use a password manager tool such as RoboForm or LastPass, please [read more here](#).

3. You'll also need to update your credentials in the comparative rater platform with your **New Username**. *If you use password management in Chrome or Edge web browser, you will need to update credentials there as well to prevent issues when bridging quotes.*

4. If you already have a Microsoft online account set up, you may be prompted to *Pick an account*. If this occurs, select *Use another account* and then enter the New Username from above and your existing password.



Switching accounts will log you out of your other account. If you need both open at the same time, [read more here](#).

Please note: <https://pemcoins.sharepoint.com/sites/Pemcoagents> is the new location of the PEMCO Agent website. Please update any previous PEMCO Agent website bookmarks you may have to link to the new location.

Stay tuned to the PEMCO Agent website announcement for more information about this change. If you experience issues with access, contact the PEMCO Agent Help Line at **1-800-917-3626**.

*This is an automated message. Do not reply to this email. For technical issues, contact the PEMCO Agent Help Line at **1-800-917-3626**.*