

# Welcome to New Empire Group's Online Quoting Setup

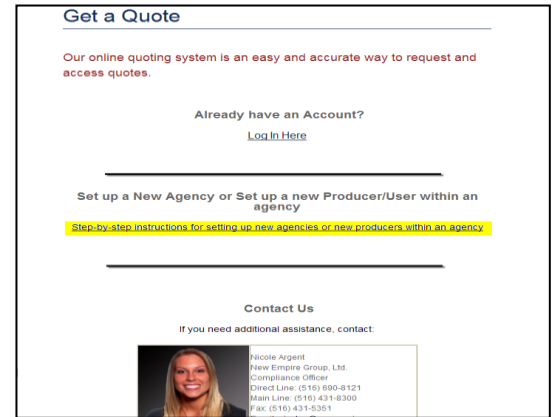
Below are instructions to help you get set up for our [Online Quoting System](#)

## There are two simple steps to set up an agency to begin quoting online

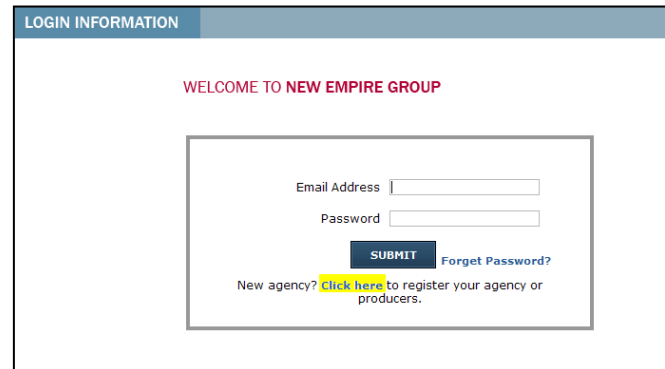
- **Step I: Set up your agency**
- **Step II: Set up your producer/user**

### **Step I. To Set Up an Agency**

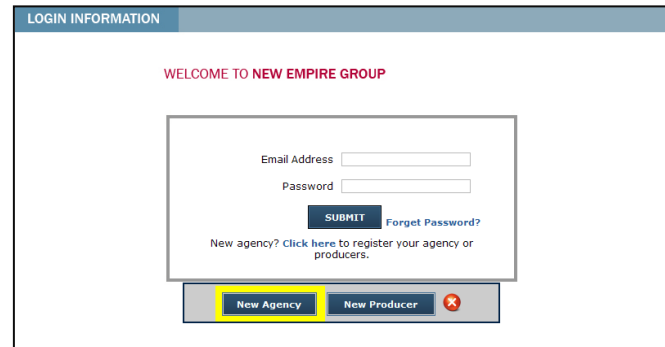
1. [Click Here to visit the Online Quoting website](#)



2. Click the link "Click here" to register your agency or producers



3. Select "New Agency"

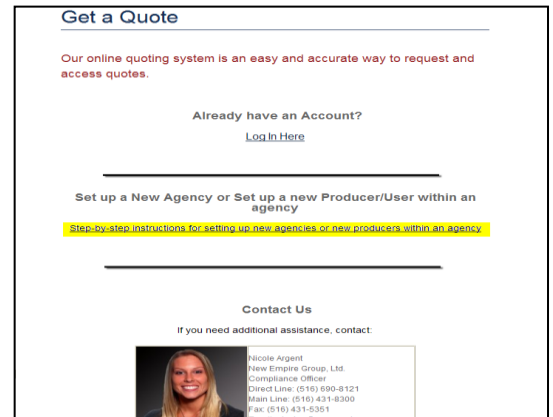


- Complete all registration fields with a red asterisk including an agency password/keyword. **You will need this password/keyword to register your producer/user.**

- After selecting "Create Agency" you will receive a message confirming your registration
- You will receive a separate email approval shortly with your agent code information. **You will need this agent code to register your producer/user. You can now proceed to the Step Two**

## **Step II. To Set Up a Producer/User**

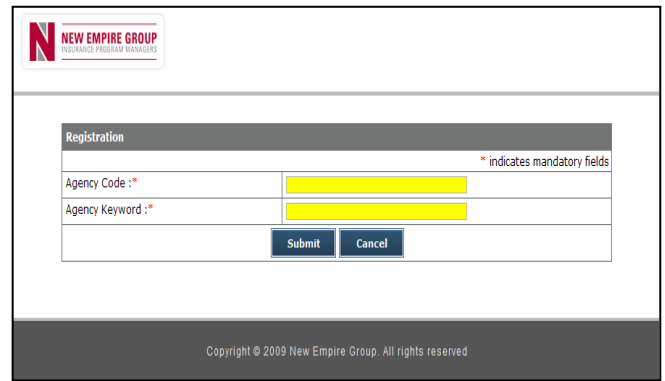
- Click the link "Click here and follow the instructions"



- Click the link "Click here" to register your agency or producers

- Select "New Producer"

4. Enter agent code (case sensitive) and password/keyword (This is the password/keyword that was originally used when agency was set up – from Step I – parts 4 & 6)



The screenshot shows a web form titled "Registration" for the New Empire Group Insurance Program Managers. The form includes two mandatory fields: "Agency Code" and "Agency Keyword", both of which are currently blank. A red asterisk next to each field label indicates that these are mandatory. Below the input fields are two buttons: "Submit" and "Cancel". The form is set against a white background with a dark grey header and footer. The footer contains the copyright notice: "Copyright © 2009 New Empire Group. All rights reserved."

5. Complete information for producer (Each producer/user will select their own passwords/keywords.)  
**This Producer password/keyword will be used for signing into the quoting system**
6. A message confirming your producer registration will appear on the screen
7. An email approval will be sent directly to the producer/user confirming that you now can access the online rater/quoting system

If you need additional assistance, Contact Nicole Argent at 516.690.8121

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