

JMPG Orchid Agent Access Request SOP

Agent Access Request Form

When a new agent or office staff is needing credentials to log-in to Jewelers Mutual Partner Gateway, please follow the process below to electronically submit access requests.

1. Go to portal.jewelersmutual.com
2. Click on Not a Registered User? [Sign up here.](#)

3. Complete Agent Access Request Form
 - Company Name = Orchid
 - **NOTE:** Company name MUST be Orchid, not your agency's name
 - Master Code: RC001
4. Click "Submit"

Agent Access Request Form

Please complete this form for agent access to the Jewelers Mutual product

Agent First Name

John ✓

Agent Last Name

Smith ✓

Agent Email Address

jsmith@smithagency.com ✓

Agent Phone Number

(555) 555-5555 ✓

Address1

1 Insurance Drive ✓

Address2

City

Neenah ✓

State

Wisconsin ✓ ▾

Zip Code

54956 ✓

Company Name

Orchid ✓

Agency Name

Smith Agency ✓

Master Code

RC001 ✓

Agency Code

0 ✓

Submit

Thank you for requesting access to Jewelers Mutual Partner Gateway (JMPG)!

NEXT STEPS

1. You will receive an email from Zing by Jewelers Mutual Group within 2-3 business days to continue the registration process.
2. Click on Invite link > Verify Details (leave phone number field blank) > Continue and create your password and security questions > Sign in.

For the best experience, please use Chrome, Firefox, or Safari. Do not use Internet Explorer.

Questions?

If you have any questions contact us at partnerteam@jminsure.com.

5. Agent Access Request Form is sent to PartnerTeam@jminsure.com
 - **NOTE:** Confirmation message indicates 2-3 business days for request to be completed. Most requests are completed within 24 hours.