

NAMIC Insurance Solutions

Creative Solutions | Outstanding Service



New Portal Application Instructions

Introducing the *new* NAMIC Insurance Solutions Application Portal! There have been some major changes to the look and functionality of the Portal, and additions in how our policyholders and prospects can use the Portal to their best advantage. Here are some tips and tricks to guide you. Please check it out for your next interaction with us!

Getting started:

1. Go to www.namicinsurancesolutions.com
2. Click on the Sign In link on the upper right-hand side of the page
3. Existing customers have the same log in as the old portal
4. For new customers, click Register link:
 - a. Follow the instructions to create your account
 - b. After completing, an email will be sent to you for activating your account
5. Using the link in the email, activate your account, and log into our on-line application system
6. Please reference the Customer Guide to Account Management Portal for detailed instructions on completing the application process through the portal.
7. Complete the desired application online and submit.

A few important notes:

1. Your user name will be your email address.
2. Your password is case sensitive.
3. Questions with a red exclamation point (!) must be answered to move forward through the application.
4. Questions with a blue exclamation point (!) must be answered to submit the application.
5. Navigate through the individual sections of the application using the labeled tool bar on the left side of the page.
6. Once each section of the application is completed, a green check mark will be indicated on the section outlined in the tool bar on the left side of the page.
7. Sections of the application that still require information to submit application will have an orange caution sign or blue clock indicated.
8. The “Add a Comment” box at the top right corner of application question pages is NOT a required field. Please feel free to expand on the answer to any question on that page.
9. If you complete the application process and submit your application online, it will not be necessary for you to complete a paper application, either for renewal or new business.
10. Once the information is stored in the system, renewal will require updating and revalidation the following year, but the bulk of the information will NOT need to be entered again.

Use the “Contact CSR” option within the portal, or call 800-336-2642 with any questions!