MY ACCOUNT
Setup and Capabilities

Thank you for being a valued GuideOne customer! We are so glad you have chosen to allow us to serve your organization's insurance needs. Did you know that as a GuideOne customer you have access to an online portal that allows you to view your policy information, report claims, and make payments online? Simply follow the steps below to get started today!

Step 1: Visit **GuideOne.com/MyAccount**

Step 2: Select **New User**

Step 3: Enter **policy type, policy number, and 5-digit agent code,** found on your most recent invoice (see highlighted examples below)

Current Charges Detail

PRODUCT	POLICY
Businessowners (v7)	12345678
Businessowners (v7)	12345678
Businessowners (v7)	12345678

Managing Your Policy

For coverage questions or policy changes please contact your agent:

12345

GuideOne Agency Inc.

555 Sample St.

City, State 00000

555.555.5555

You will then be asked to create a username and will receive an email with a temporary password. Logging in with the temporary password will prompt you to set a unique account password, and complete the setup process. *Once in your account, you will have the option to:*

+ Make a payment

+ View billing details

+ View policy details

+ Report a claim

+ Access existing claim details

+ Request a new quote

+ Contact your GuideOne agent

▶ ***For assistance on creating or navigating your online account, please contact GuideOne Technology Services at 877.448.4331 ext. 5555, or email*** ***techservices@guideone.com.***

If you have multiple policies with GuideOne, you will only need to register using ONE policy number. Access to each of your policies will be available on your account dashboard.