

## Instructions for Registering a Policy to the Policy Portal

1. Click Register in the pop-up window



**Insured Logon**

**Username:**

**Password:**

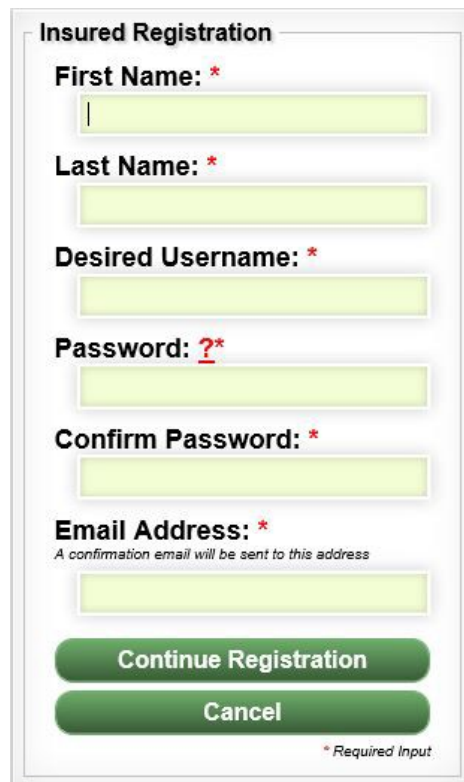
[Forgot Your Password?](#) [Forgot Your Username?](#)

**Logon**

*Don't have a logon account?*

**Register**

2. Enter your information and click Continue Registration  
**(The First and Last Names must match the named insured on the policy)**  
**(The email address must be a valid address for the Named Insured on the Policy.)**



**Insured Registration**

**First Name: \***

**Last Name: \***

**Desired Username: \***

**Password: ?\***

**Confirm Password: \***

**Email Address: \***  
A confirmation email will be sent to this address

**Continue Registration**

**Cancel**

\* Required Input

The user name and password has now been set and the you will receive an email indicating the next steps.  
Insured:

1. Click the link to access the logon page of the portal. (<https://ventureinsga.net/is/policyholderportal/>)



Policyholder,

You are receiving this message in conjunction with recent activity on our website. We ask that you use the information provided below to verify the email address entered during this recent website activity.

Your email address 'Verification Code' is: **0BBA9F10A0**

You may verify your email address using one of the following methods:

[Click this link](#), then click the 'Email Address Verification' interface's 'Verify' button.

OR

Navigate to our website's Login Page  
<https://ventureinsga.net/test/PolicyholderPortal>

Enter the username you created and your password and click 'Logon'.  
Then submit 'Verification Code' (shown above) via the portal.

2. Logon to the portal using the username and password that you provided.



(If you do not remember your username or password please click the respective link)

3. Enter the code from the email and click Verify

**Email Address Verification**

The email address verification process lets you confirm the email address that will be associated with your login account. That address is:

You may verify this email address by:

- Clicking on the link embedded within the Verification Email you received as part of the email verification process.
- Copying and pasting the 'Verification Code' (noted within the Verification Email mentioned above) into the form field below, then clicking the 'Verify' button.

**Resend Verification Email**

We sent a verification email to  on 04/15/2016.

If you did not receive that message, click the button below to force an immediate re-send.

*IMPORTANT: Emails we send come from 'underwriting@ventureinsga.com'. Be sure you can accept emails from this address, and to check your junk mail folder if re-sends are not promptly received.*

If  is an incorrect email address, please enter your correct one below:

4. Enter Policy Information. The policy number can be entered using just the numbers between the dashes, or the whole policy number

**Register Policy**

In the space below, please enter some information pertaining to the policy you wish to register:

**Policy Number: ?**

**Billing Zipcode:**

**Primary Insured Last Name:**

5. Select Go Paperless and save changes to receive all policy notifications by email.

**Policy: VGAL-79110-000 (04/15/2016-05/15/2016)**

### Policy Contact Preferences

**Go Paperless** (Receive All Correspondence Electronically Only)

**Stay Conventional** (Receive All Correspondence By Standard Mail Only)

*Decide how you wish to receive all of your policy related documents, notifications and communications by choosing from one of the correspondence related grouping options above.*

Address Of Record For The Insured			Send Copies Of All Documents Via Standard Mail? <input checked="" type="checkbox"/>
Insured	Contact Type	Address Of Record	Primary Insured
SHIUNIS BEVERLY	Standard Mail		Y

*Then fine tune the available options to get the combination of standard (above) and electronic (below) contact methods that is just right for you. Click the 'Save Changes' button to commit any changes.*

Electronic Contact Methods For SHIUNIS BEVERLY				
Contact Type	Contact Information	Status	Enable	Remove
Email (Home)	@\ .com	Verified	<input type="checkbox"/>	<input type="checkbox"/>

**Save Changes** **Add New Contact Method**