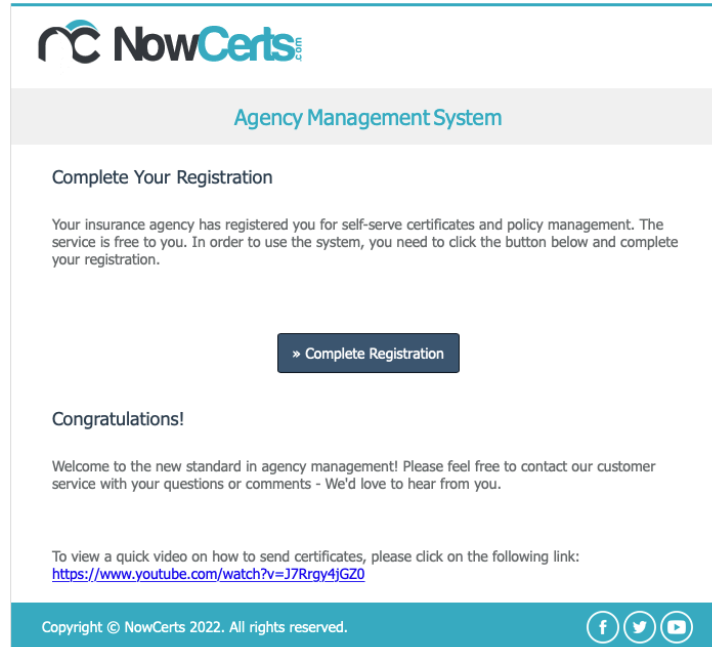


WELCOME TO MARQUEE INSURANCE GROUP

1. You will receive an email from Marquee with the invitation to your online Client Portal. The Subject of the email will be: Welcome to Marquee Insurance Group LLC Client Portal.



2. Click "Complete Registration" on the email.
3. Once you click "Complete Registration", you will be directed to a new page where you will create your own unique Username and Password. Please note, that you will be asked to enter the password twice.

****We recommend writing this information down and keeping the information in a safe location, as MIG will not have access to see your unique username/password. Of course, if you ever forget or are unable to access your account, we are unable to completely reset your login from our side.****



The screenshot shows a 'Create Username' form. At the top is the title 'Create Username' and a circular icon with a person and a document. Below the icon are three input fields: the first contains the email address 'MIG.TEST.ACCOUNT@GMAIL.COM', the second and third are masked with asterisks. A blue 'Save' button is at the bottom.

4. Once you log into your MIG Client Portal, you will be able to review the following:
 - Send Certificates of Insurance (COI)
 - o For details on sending COIs, please see the next page.
 - Company Contact information
 - Policy(ies) and specific policy information
 - Additional Insured / Loss Payee information (if applicable)
 - Vehicle & Driver Schedule
 - o To access your Vehicle & Driver schedule, navigate to the “Insured Items” tab and select either Vehicles or Drivers.

IMPORTANT INFORMATION

- Please carefully review all information within your Client Portal and update our Customer Service Team at PolicyChange@MarqueelG.com immediately if there are any changes that need to be made.
- If you are ever locked out of your Client Portal, please reach out to MIG during our normal business hours and we will be happy to assist in getting your login reset.
- If you are needing an Additional Insured or Loss Payee request processed, please note this is an Endorsement to your policy(ies) and must be handled by our Customer Service Team. Please reach out to them at PolicyChange@MarqueelG.com
- If you are needing to make your monthly payment, click [HERE](#) to be redirected to our Payment Page. Please note you will need your Billing Company information and Account Number.