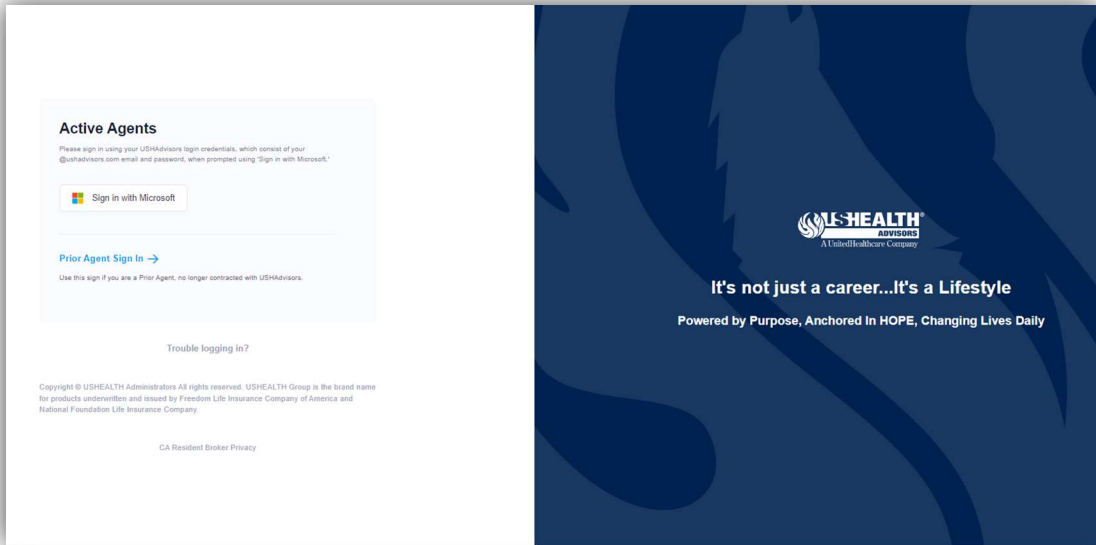
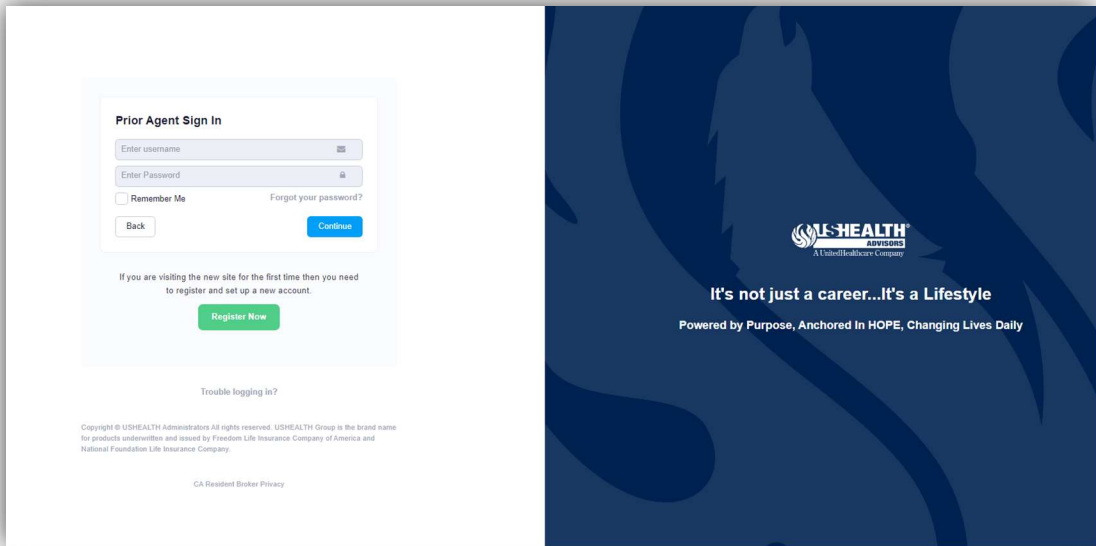


To register, got to: <https://agent.ushadvisors.com>

Click on the text “Prior Agent Sign In”

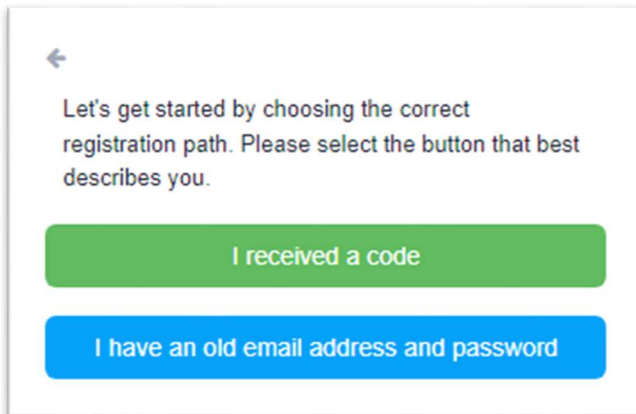


Click the green “Register Now” button.



There are two options for completing the registration.

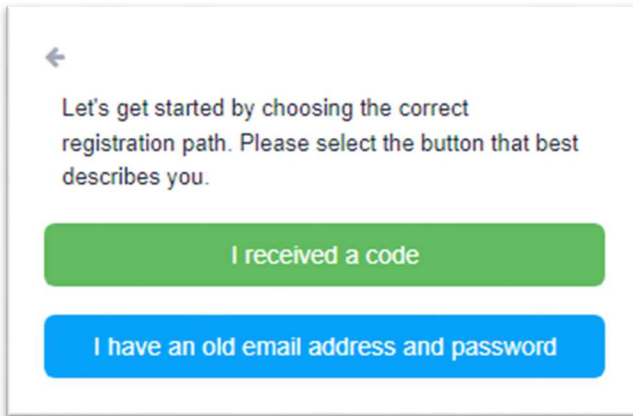
1. “I received a code”. This option is for newly inactive agents.
2. “I have an old email address and password”. This option is for prior **agtServices.net** users.



### Registration Option 1

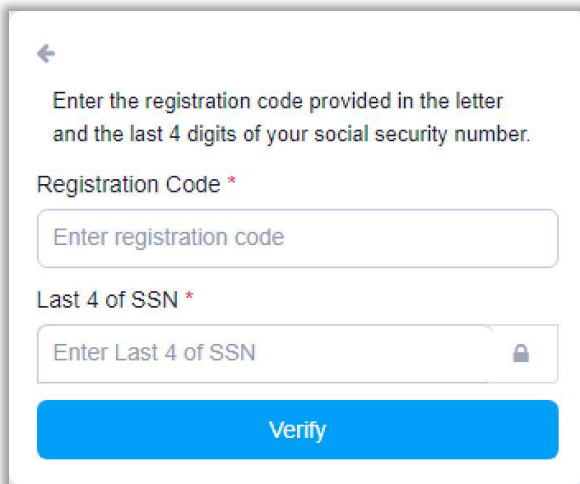
Prior Agents will receive a **registration code included in their Contract Termination Letter**.

Click “I received a code.”



A screenshot of a mobile application screen. At the top left is a back arrow. The text reads: "Let's get started by choosing the correct registration path. Please select the button that best describes you." Below the text are two buttons: a green button labeled "I received a code" and a blue button labeled "I have an old email address and password".

Enter the provided registration code and the last 4 digits of your Social Security Number, then click “Verify”.



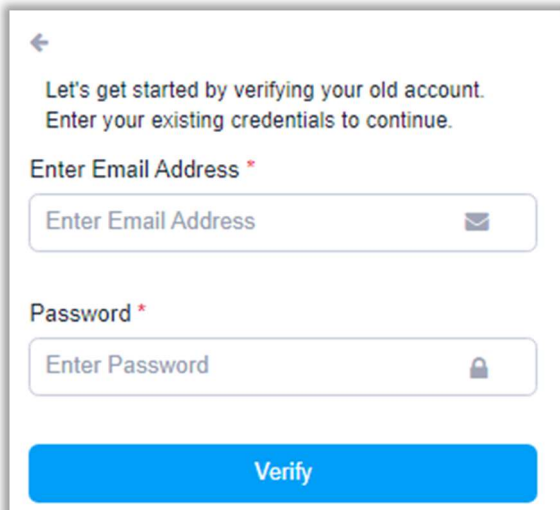
A screenshot of a mobile application screen. At the top left is a back arrow. The text reads: "Enter the registration code provided in the letter and the last 4 digits of your social security number." Below the text are two input fields: "Registration Code \*" with a placeholder "Enter registration code" and "Last 4 of SSN \*" with a placeholder "Enter Last 4 of SSN" and a lock icon. At the bottom is a blue button labeled "Verify".

If the registration code and last 4 of SSN are successfully verified, you will be allowed to continue to the Registration process.

### Registration Option 2

If you are **prior user of agtServices.net** you will use your old login credentials (email address/password) to verify your identity.

Click “I have an old email address and password”. Enter your old email address and password that you previously used to login to agtServices.net, then click “Verify.”



A screenshot of a mobile application screen. At the top left is a back arrow. The text reads: "Let's get started by verifying your old account. Enter your existing credentials to continue." Below the text are two input fields: "Enter Email Address \*" with a placeholder "Enter Email Address" and an envelope icon, and "Password \*" with a placeholder "Enter Password" and a lock icon. At the bottom is a blue button labeled "Verify".

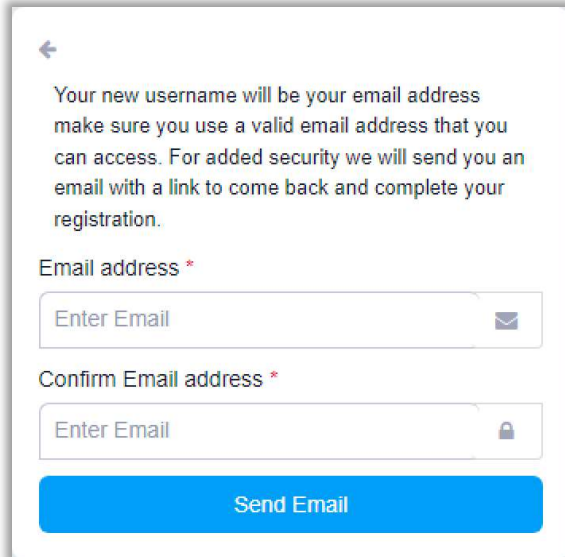
If the provided old username and password are successfully verified, you will be allowed to continue to the Registration process.

### Registration Process

#### Step 1: Username

You will need create a new Username for your account. The new username will be your personal email address make sure you use a valid email address that you can access. For added security we will verify your email address by sending you an email communication with a link to complete your registration.

After entering and confirming your email address, click "Send Email".



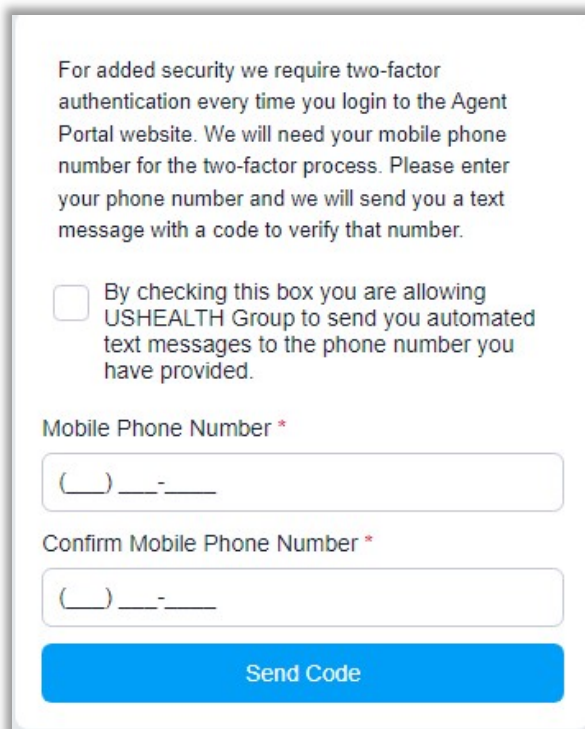
The screenshot shows a registration form with a back arrow at the top left. The text reads: "Your new username will be your email address make sure you use a valid email address that you can access. For added security we will send you an email with a link to come back and complete your registration." Below this are two input fields: "Email address \*" and "Confirm Email address \*", both containing the placeholder text "Enter Email". The first field has an envelope icon, and the second has a lock icon. At the bottom is a blue button labeled "Send Email".

Go to your personal email and click the link within the email to confirm your email address. Clicking the link, will return you to the Agent Portal registration process.

#### Step 2: Mobile Phone Number

Follow the prompts on screen and fill in your mobile phone number. A personal mobile phone number is required for secure access. Also be sure to check the box to receive automated text messages.

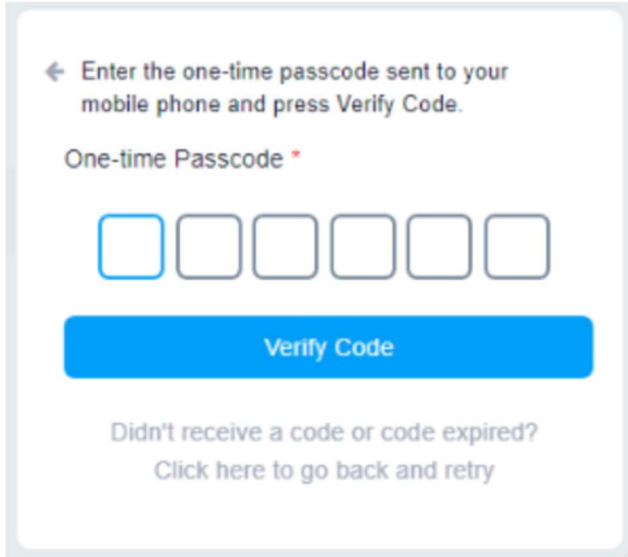
Click "Send Code" to send a security passcode to the provided mobile phone number.



The screenshot shows a form with the following text: "For added security we require two-factor authentication every time you login to the Agent Portal website. We will need your mobile phone number for the two-factor process. Please enter your phone number and we will send you a text message with a code to verify that number." Below this is a checkbox with the text: "By checking this box you are allowing USHEALTH Group to send you automated text messages to the phone number you have provided." There are two input fields for "Mobile Phone Number \*" and "Confirm Mobile Phone Number \*", both with a placeholder "( ) \_\_\_-\_\_\_". At the bottom is a blue button labeled "Send Code".

Type in the code you received via text message. If you did not receive a code, you can click “Click here to go back and retry”.

After entering the security passcode, click “Verify Code”.



← Enter the one-time passcode sent to your mobile phone and press Verify Code.

One-time Passcode \*

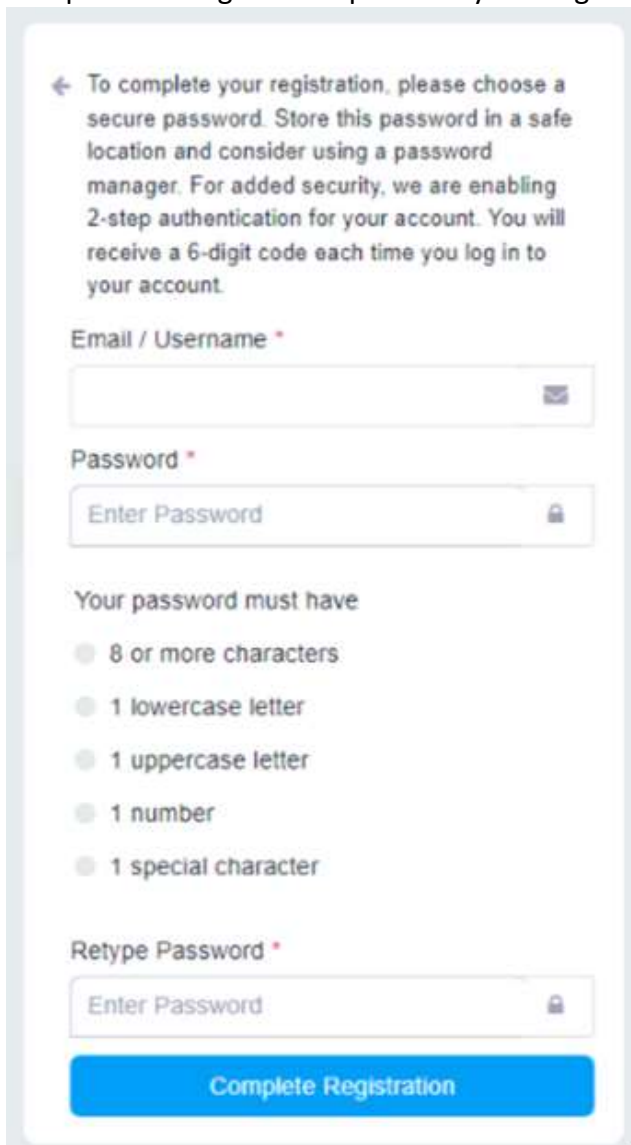
**Verify Code**

Didn't receive a code or code expired?  
Click here to go back and retry

### Step 3: Password

Follow the instructions for creating a Password that meets the minimum requirements. The listed password requirement indicators will light-up as each requirement is satisfied. After entering and confirming a valid password, you will be allowed to continue.

Complete the registration process by clicking “Complete Registration”.



← To complete your registration, please choose a secure password. Store this password in a safe location and consider using a password manager. For added security, we are enabling 2-step authentication for your account. You will receive a 6-digit code each time you log in to your account.

Email / Username \*

Password \*

Your password must have

- 8 or more characters
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Retype Password \*

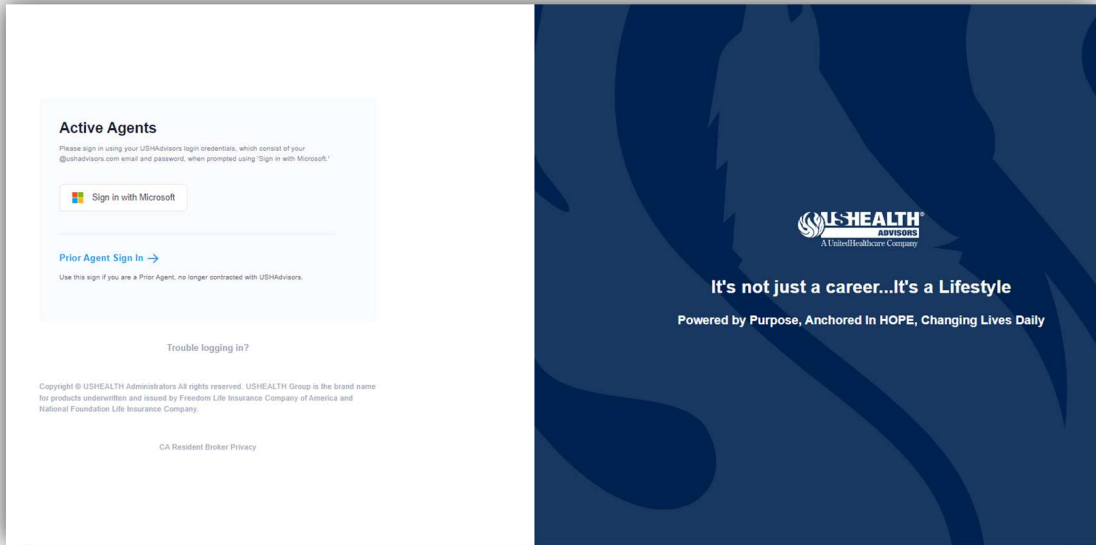
**Complete Registration**

Your registration is complete! You will be returned to the original landing page to login with your newly created Username and Password.

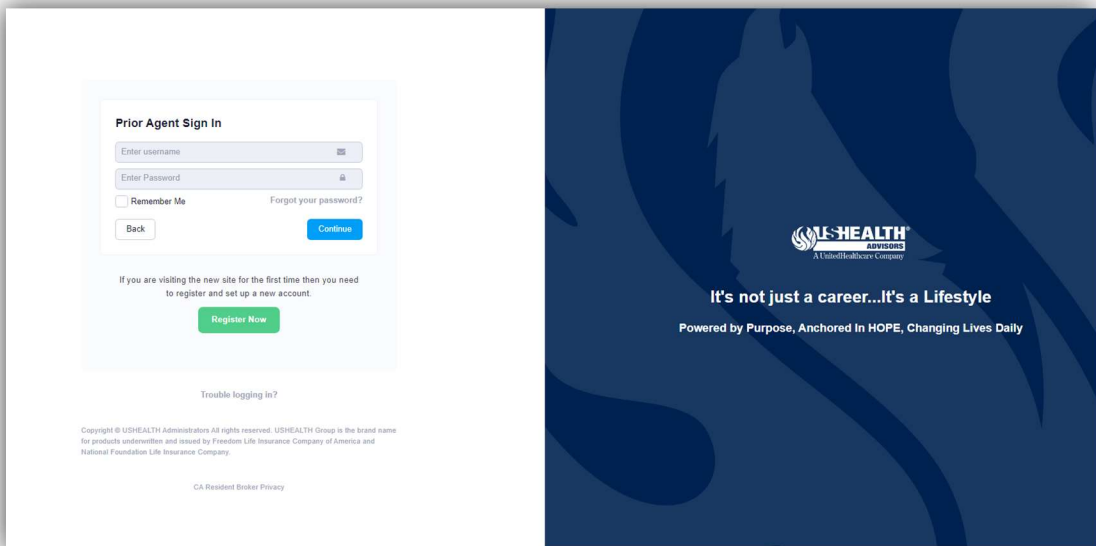
### Logging in

After completing your registration. You be able to use your newly create Agent Portal Username and Password to access the system.

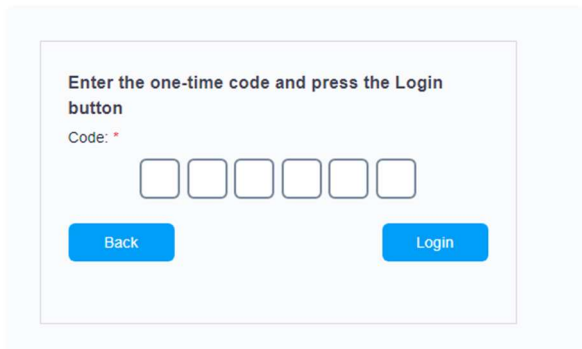
From the initial website page, you will always need to select “[Prior Agent Sign-in](#)” to access the login page.



On the login page, enter your Username and Password and then select “Continue”.



Each time you login, a security passcode will be sent to your mobile phone. Enter the provided security passcode and click “Login” to complete the process.



After providing the correct security passcode you will be allowed into the system.