AGENT'S WEB PASSPORT AUTHORIZED ADMINISTRATOR(S) CONFIRMATION FORM

One or more employees at your agency must be formally authorized to manage User ID additions, changes, or deletions for Agent's Web Passport, and to determine which users have access to secure on-line documents.

By signing this form, you are authorizing the person(s) listed below to add, change, or delete Agent's Web Passport access using the on-line self-administration tool.

The administrator will be able to add new users, delete existing users, and determine which users will have access to certain secure on-line documents. These changes can be made at any time at the discretion of the administrator.

As a security precaution, we ask that the administrator periodically review your agency's User ID list against your current employee list. The list of all User IDs can be viewed using the on-line self-administration tool.

I hereby authorize the person(s) listed below to manage User IDs, <u>and</u> manage access to secure documents:
(please print)

_____   _____   _____
NAME   USER ID (if ID established)   email address

_____   _____   _____
NAME   USER ID (if ID established)   email address

_____   _____   _____
NAME   USER ID (if ID established)   email address

Agency Code(s)_____

Agency Name_____   City/State_____

Agency Principal_____   _____
                         (Printed Name)   (Signature)

Date_____

NOTE: This form replaces any form currently on file with Westfield.

Please fax the completed form to 330-887-7001, or email it to agencyhelp@westfieldgrp.com.
If you have questions about this form, please call Agency Help @ 800-243-0210 X4306161.