

## Step-by-Step Guide

to Setting Up Your MyPMSLIC Account

### Current Users of PMSLIC Online Services

1. Login as before. (If you have access to more than one policy, you will need to select the policy for which you want to view information.) You will come to Account Overview.
2. To pay your premium or Mcare online, click Pay Online.
3. To generate a Certificate of Insurance (COI), click Policy Requests & Documents, then click Request COI.
4. To view policy documents, click Policy Requests & Documents, then click Policy Documents.
5. To view billing documents, click Billing: Payments and Documents, then click Billing Documents.
6. To access a wide range of risk management tools and resources, click Risk Solutions.
7. To manage your CME activities, click Risk Solutions, then click MyCME. Your options include reviewing your completed activities, taking a CME course, reading the latest *Consult*, or enjoying a CME webcast.
8. If you want to give your practice managers or other office staff online access to policy information, click User Settings in the top right hand corner of the page. In User Settings, click the tab labeled Authorized Staff. You can add or delete Authorized Staff, or change the kinds of information to which each Authorized Staff has access. To add a new Authorized Staff member, you will need to know the staff person's UserID.

### New Users of MyPMSLIC

#### To Create a New Account

To create a MyPMSLIC account, you need your PMSLIC ClientID, which appears on your Declarations & Schedule so that we can verify you in our system. If you need assistance with accessing your ClientID, please call Policyholder Services at 800-445-1212, 8 a.m. – 5 p.m. EST.

With your PMSLIC ClientID, click Sign-In in the upper right corner of [www.pmslic.com](http://www.pmslic.com). On the Sign-In page, click Sign Up Now. After you read and agree to the Terms of Use, you will come to the Create an Account page. Complete the information fields:

- o Under Register User, select from Insured, Authorized Staff or Broker.
- o Create your Desired UserID and password.
- o Enter your last name.
- o Enter your First Name as appears on your Declarations and Schedule.
- o Enter your email address and ClientID (which appears on your Declarations & Schedule).
- o Then click Create an Account.
- o You are now logged into the MyPMSLIC Website.

### For Future Use of your New Account

1. Go to [www.pmslic.com](http://www.pmslic.com), click Sign-In, located in the upper right corner to log into MyPMSLIC; enter your UserID and password, you will come to Account Overview.
2. For step-by-step guidance on the features and benefits of your MyPMSLIC account, see 2–8 above.

If you have any questions or need assistance, please call Policyholder Services at 800-445-1212, 8 a.m. – 5 p.m. EST.