The GWIC Agent Portal Quick Start Guide

Welcome to your new agent portal

You can find the new agent portal by visiting the [same web address](#) as you bookmarked for MyNavigator®. Then enter the same username and password you have been using for that website. If you would like more detailed instructions, please [view the full user guide](#).

1. **Great Western Insurance Company logo:** Brings you back to the Dashboard, aka the homepage.

2. **Your Portal dropdown menu**

   Contains the following:
   - Dashboard: Click to revisit the Dashboard.
   - Account Settings: Select to change your email address, phone number, or mailing address.
   - Logout: Logout of the agent portal.

3. **Quick Links dropdown menu:** Contains links to frequently used pages, depending on your login credentials.

4. **Alerts:** Red number indicates new time-sensitive alerts are ready to view.

5. **Buttons:** Link to frequently used items, depending on your login credentials.

6. **Tools and Resources:** Links to frequently used pages, depending on your login credentials.

7. **Upcoming Events:** Lists webinars, conferences, etc.; click the "View All Events" button to see future events.

8. **Tip bar:** May be located above or below the quick buttons; contains a quick helpful note or tip.

9. **News and Tips:** Scroll below the quick buttons to view and click the "View All" button to visit the News and Tips page for more articles.

10. **Footer:** Displays GWIC's copyright information, legal notices, and a link to the Contact Us page.

Important features

Reports page: Lists reports available to you based on your login credentials.

    To visit the page: Click on the "Reports" button on the Dashboard or click on its link within the Quick Links dropdown in the header.

Please note: If you don't see a report you normally use, read the descriptions to see if the report has been renamed. If you're still unable to find what you need, please contact Agent Care.

Commissions page: Lists commissions reports available to you based on your login credentials.

    To visit the page: Click on the "Commission Statements" button on the Dashboard or click on its link within the Quick Links dropdown in the header.

MyEnroller℠ page: Provides access to the electronic application tool.

    To visit the page: Click on the "MyEnroller" button on the Dashboard or click on its link within the Quick Links dropdown in the header.

Order Supplies page: Provides access to the online ordering website.

    To visit the page: Click on the "Order Supplies" button on the Dashboard or click on its link within the Quick Links dropdown in the header.

Forms page: Contains forms you cannot order on GWIC's ordering website or state specific claims forms.

    To visit the page: Click on the "Download Forms" link on the Dashboard under Tools and Resources.

Training page: Contains training items, such as videos, user guides, and past webinars and emails.

    To visit the page: Click on the "View Training Materials" link on the Dashboard under Tools and Resources.

Submit Claim: Provides the ability to submit claims electronically.

    To visit the page: Click on the "Submit Claim" button on the Dashboard or click on its link within the Quick Links dropdown in the header.

GWIC Quote: Provides the ability to provide quick quotes in the field.

    To visit the page: Click on the "GWIC Quote" link on the Dashboard under Tools and Resources.

Sales Incentives page: Lists current sales incentives that are being offered.

    To visit the page: Click on the "Sales Incentives" button on the Dashboard. It is only visible when sales incentives are being offered.

If you have questions, you can contact Agent Care by phone at 866-252-5594, option 2, Monday through Friday, 7:30 a.m. to 5 p.m. Central time, or via email at m1agentsupport@americanenterprise.com.