

# Policy Management Made Simple:

### First Time User? Access Your Policy in Six (6) Easy Steps!

- 1. Go to: www.selmanco.com/eService
- 2. Locate the section labeled First Time.
- 3. Click on the link labeled Create an Account.
- 4. First time users will be prompted to enter the following information:
  - policy number (begins with the letter P),
  - your five-digit zip code or six-digit postal code and
  - one of the following:
    - o last payment amount or
    - $\circ$  social security number or
    - $\circ$  date of birth
- 5. Once you have completed the required fields, click on the button labeled Submit.
- 6. Upon initial registration to the web site, you will be prompted to create an account and establish your login ID and password.

\*Access to the eService web site is only available to certain customers

### Visual Login Screen:

## SelmanCo Policyholder Portal

Customer Service Privacy Policy

### **Portal Registration**

First time users must register to use the self-service Portals. Registration is a two step process:

Step 1: Tell us who you are. For your security, we need to know who you are and verify the information.

Step 2: Create your online portal account.

#### Step 1: Your Registration Information

Policy Number:	POLICY NUMBER	To complete registration, the following information is required:
Zip/Postal Code:	Zip/Postal Code	• policy number (ID number),
Last Payment Amount:	Last Payment Amount	<ul> <li>zip code or Canadian postal code and</li> <li>one of the following:</li> </ul>
OR)		<ul> <li>last payment amount or</li> </ul>
Social Security Number:	###-##-####	<ul> <li>social security number or</li> <li>date of birth</li> </ul>
OR)		
Date of Birth:		
		Submit Reset Cancel