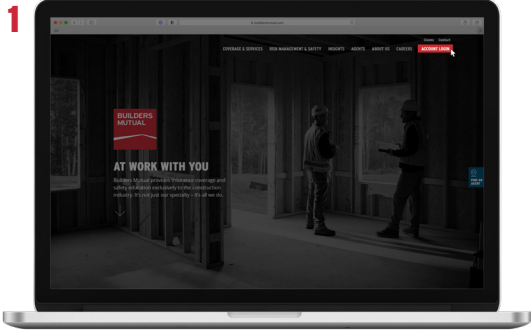


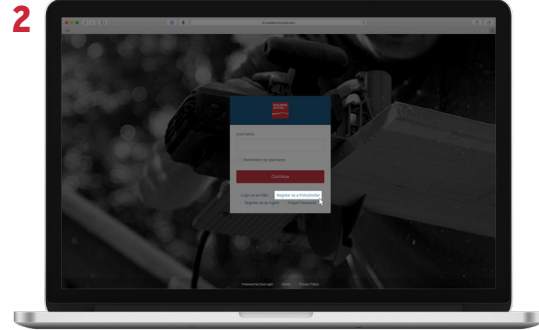


# MY ACCOUNT POLICYHOLDER REGISTRATION

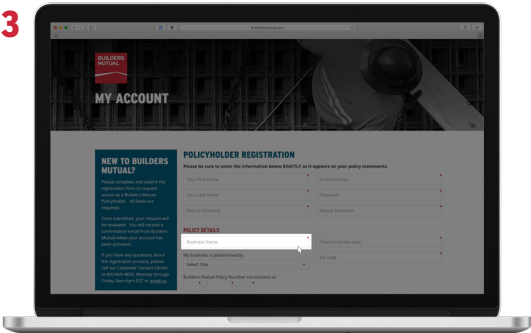
While Builders Mutual can't add hours to your workday, we can save you time with with our easy-to-use My Account policyholder portal. It's easy to register.



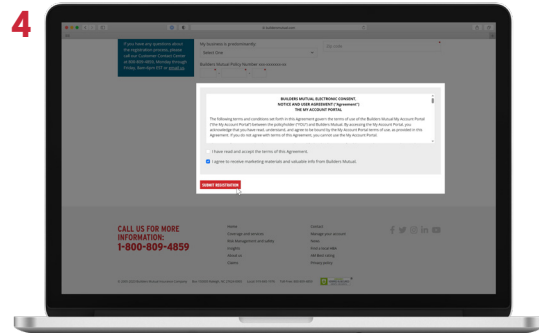
1 Go to buildersmutual.com and click on **Account Login**.



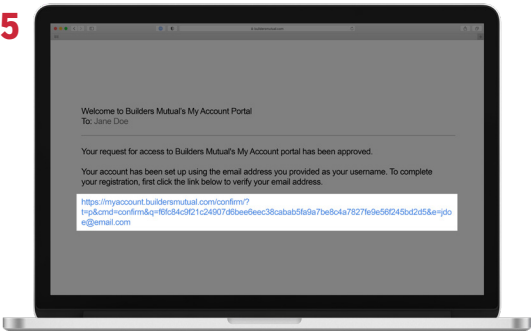
2 On the login page, click **Register as a Policyholder**.



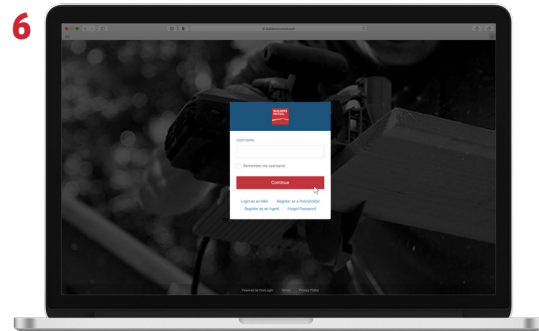
3 Complete all fields on the Policyholder Registration form. Enter your Business Name exactly as it appears on your policy or invoice. If your Business Name is separated into two lines on your policy or invoice, only enter the first line, exactly as shown, in ALL CAPS, including any punctuation.



4 Be sure to accept the terms and click **Submit Registration**.

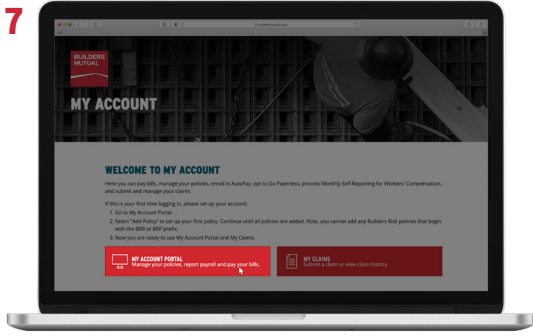


5 After you submit your registration information, you'll receive an email to verify your account. If you don't receive the email, check your spam folder. **Click on the link provided in the email.**

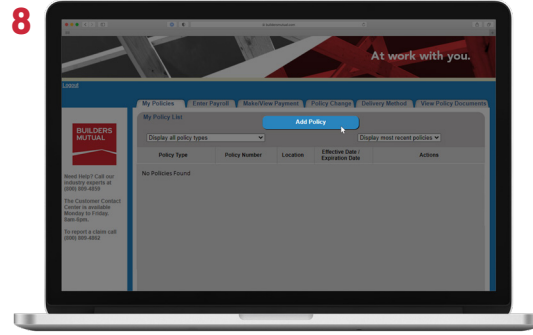


6 Once you verify your account, you'll be taken to the account login page. Enter your username and password to login.

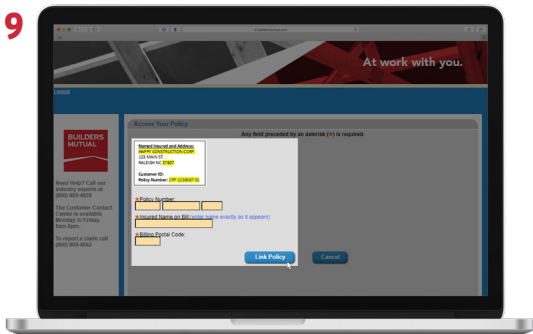
# MY ACCOUNT POLICYHOLDER REGISTRATION



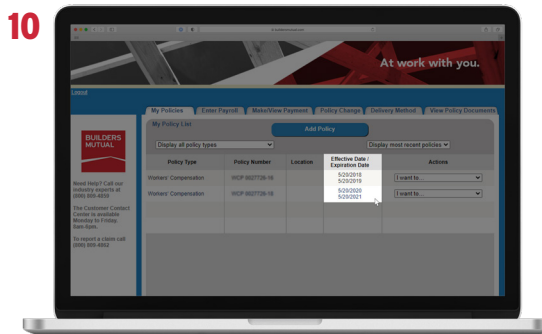
That's it—you're registered. Click on **My Account Portal** to get started.



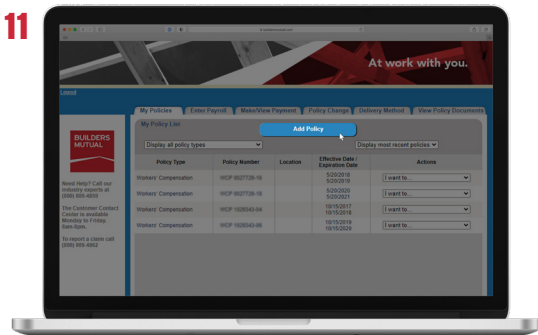
Each policy must be added individually. Click **Add Policy** to begin the process.



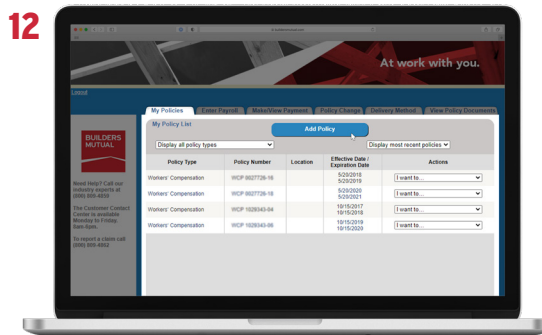
Enter your Policy Number, the first line of your Insured Name in ALL CAPS, and the zip code as it appears on the invoice. It's possible that your Insured Name and zip code vary from policy to policy. Be sure to take the information directly from the policy documents or invoice for each unique policy. Once the information is entered, click **Link Policy**.



The two most current terms will show automatically.



Repeat this process to add each policy to your account.



Once complete, all policies will show on the My Policy List.

## Congratulations! You now have access to the My Account portal.

We are committed to delivering an experience that's caring, knowledgeable, and dependable. Let us know if we can provide more support. Contact the Customer Contact Center at **800-809-4859**, Monday through Friday, 8am to 6pm ET.