

How to Set Up an Online Broker User Account

With the launch of ISMIE’s new website, you will no longer be able to use (or share) one login to access your accounts. Please follow the steps below to create your new individual online user account, which will be the master account for the brokerage. This account will create, and deactivate, access for each individual broker.

Make sure that you are the owner of the master account. Email onlinehelp@ismie.com to obtain the master account username if you haven’t received one.

STEP 1:

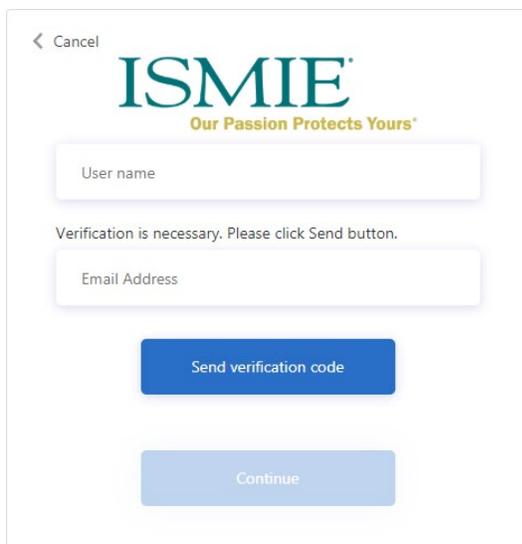
Visit www.ismie.com and click the “Login” button

Next, click “Forgot Password”

Enter the user name for the master account

Enter the registered email address

Click the “Send verification code” button

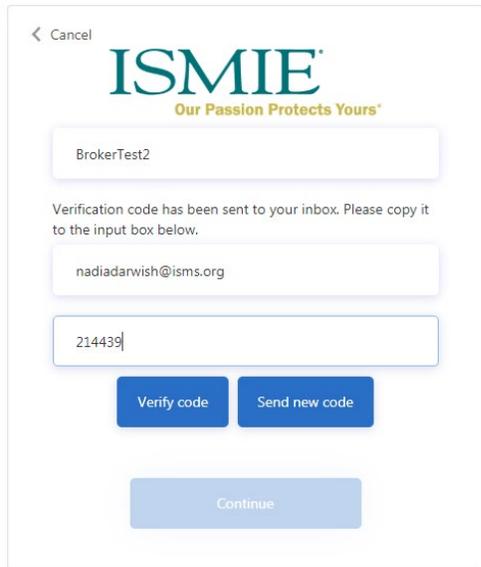


The screenshot shows a mobile application interface for ISMIE. At the top left is a back arrow and the word "Cancel". The ISMIE logo and tagline "Our Passion Protects Yours®" are centered at the top. Below the logo is a text input field labeled "User name". Underneath this field is the text "Verification is necessary. Please click Send button." followed by another text input field labeled "Email Address". At the bottom of the screen are two buttons: a dark blue button labeled "Send verification code" and a light blue button labeled "Continue".

STEP 2:

Enter the verification code that was sent to your email

Click the “Verify code” button

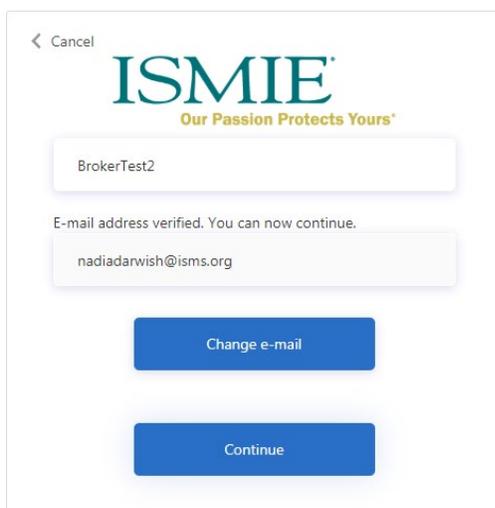


The screenshot shows the ISMIE mobile application interface. At the top left is a back arrow and the word "Cancel". The ISMIE logo is centered, with the tagline "Our Passion Protects Yours" below it. There are three input fields: the first contains "BrokerTest2", the second contains the email address "nadiadarwish@isms.org", and the third contains the verification code "214439". Below the input fields are two blue buttons: "Verify code" and "Send new code". At the bottom center is a light blue "Continue" button.

STEP 3:

Your email address has now been verified

Click the “Continue” button



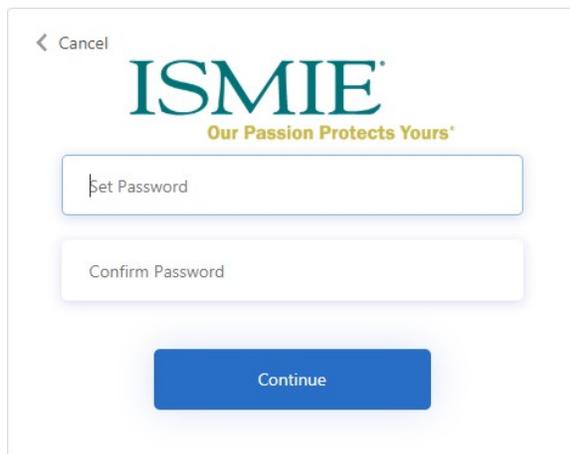
The screenshot shows the ISMIE mobile application interface after successful verification. At the top left is a back arrow and the word "Cancel". The ISMIE logo is centered, with the tagline "Our Passion Protects Yours" below it. There are two input fields: the first contains "BrokerTest2" and the second contains the email address "nadiadarwish@isms.org". Below the input fields are two blue buttons: "Change e-mail" and "Continue".

STEP 4:

Create your password

Confirm your password

Click the "Continue" button



The screenshot shows a mobile application interface for ISMIE. At the top left is a back arrow and the word "Cancel". The ISMIE logo is centered at the top, with the tagline "Our Passion Protects Yours" below it. There are two text input fields: the first is labeled "Set Password" and the second is labeled "Confirm Password". Below these fields is a blue button labeled "Continue".

STEP 5:

You will then be taken to the login page.

Enter your username

Enter your newly created password

Click the "Sign in" button



Sign in with your user name

Username

Password [Forgot your password?](#)

Sign in

STEP 6:

Once your password is set, you will be prompted to provide your phone number for two-stage verification.

Enter a phone number that we can send a code via SMS or phone to authenticate you.

Click the “Send code” button



Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1) ▼

Phone Number

Phone number

Send Code

Call Me

Cancel

STEP 7:

Enter in the verification code that was sent to your phone.

The system will log you in when the code is entered.



Enter a number below that we can send a code via SMS or phone to authenticate you.

+1

Enter your verification code below, or [send a new code](#)

54186|

Cancel

You are now logged in and will be directed to your dashboard

About ISMIE Insurance Products Risk Management Claims Contact Us Logout My Policy High Contrast On Off

ISMIE
Our Passion Protects Yours®

Physician Practices Hospitals and Facilities Healthcare Facilities Staffing Agencies

Dashboard
Broker List
Broker Mail Box
Broker Renewal PD1
ISMIE Mutual - Rules & Rates
Update Email Address
Group Account Administration
Logout

BrokerTest (email@bt.com)

Welcome BrokerTest

My Dashboard

Welcome to the resource center where you can access your individual policy information.

ISMIE Mutual - Rules & Rates for All States [View](#)

ISMIE Mutual Sell Sheets
The complete portfolio of ISMIE Mutual Sell Sheets - accompanied by references/sources. [View](#)

ISMIE Indemnity Sell Sheets

STEP 8:

To set up user accounts for each of your brokers, click the “Group Account Administration” on the left hand navigation menu or the “view” button next to Group Administration on your dashboard.

Next, click “Create User”

About ISMIE Insurance Products Risk Management Claims Contact Us Logout My Policy High Contrast On Off

Physician Practices Community Hospitals Healthcare Facilities Staffing Agencies

Dashboard
Broker List
Broker Mail Box
Broker Renewal PD1
ISMIE Mutual - Rules & Rates
Update Email Address
Group Account Administration
Logout

BrokerTest (email@bt.com)

Group Administration

Group User List
Add or remove users access from your group [View](#)

[Create User](#)
Create a new user in your organization [View](#)

STEP 10:

Enter the desired **username***, email address, **display name***, first name and last name of the individual for whom you're creating the account.

*** It is highly recommended to make the "Username" and "Display Name" fields the same.**

Click the "Save" button

You have successfully created a user account for a broker.

Provide the username and registered email address that you've set up to a broker employee. They will have to complete the steps 1-7 above to create a password and set up two-stage verification.

To view the list of accounts you have set up under your master account, click on Group Account Administration in the left navigation menu or on your dashboard, then Group User List.

This will display a list of the accounts that the master account has created and you will have the ability to deactivate/reactivate a user.

Broker List

Broker Mail Box

Broker Renewal PD1

ISMIE Mutual - Rules & Rates

Update Email Address

Group Account Administration

Logout

Display Name	Given Name	Last Name	Email	
Jane Doe	Jane	Doe	John Smith@bt.com	Activate
John Smith	Smith	Smith	John Smith@bt.com	Deactivate

If a user forgets his or her username, you may look it up in this list.