

How to request a new user account

If you have never had an online user account or if you have forgotten your username.

Step 1:

1. Visit www.ismie.com and click the “Registration Request” button



The screenshot shows the ISMIE website homepage. At the top, there is a navigation bar with links for 'About ISMIE', 'Insurance Products', 'Risk Management', 'Claims', and 'Contact Us'. On the right side of the navigation bar, there are buttons for 'Registration Request' and 'Login', and a 'High Contrast' toggle set to 'Off'. Below the navigation bar, there is a main header with the ISMIE logo and three menu items: 'Physician Practices', 'Hospitals and Facilities', and 'Alternative Risk Placements'. A search icon is located on the right side of the header. The main content area features a large banner for 'Coronavirus (COVID-19) Resources for Physicians' with a 'Learn More' button. Below the banner, there is a yellow bar with the text 'Temporary Office Closure'.

2. Click the “Register” button under the appropriate type of account.



[Physician Practices](#)

[Hospitals and Facilities](#)

[Alternative Risk Placements](#)



Individual

Use this form if you are requesting web account access for an individual physician (MD or DO).

[Register](#)

Clinic

Use this form if you are requesting web account access for a clinic policy.

[Register](#)

Allied Health Professional

Use this form if you are requesting web account access for an allied health professional.

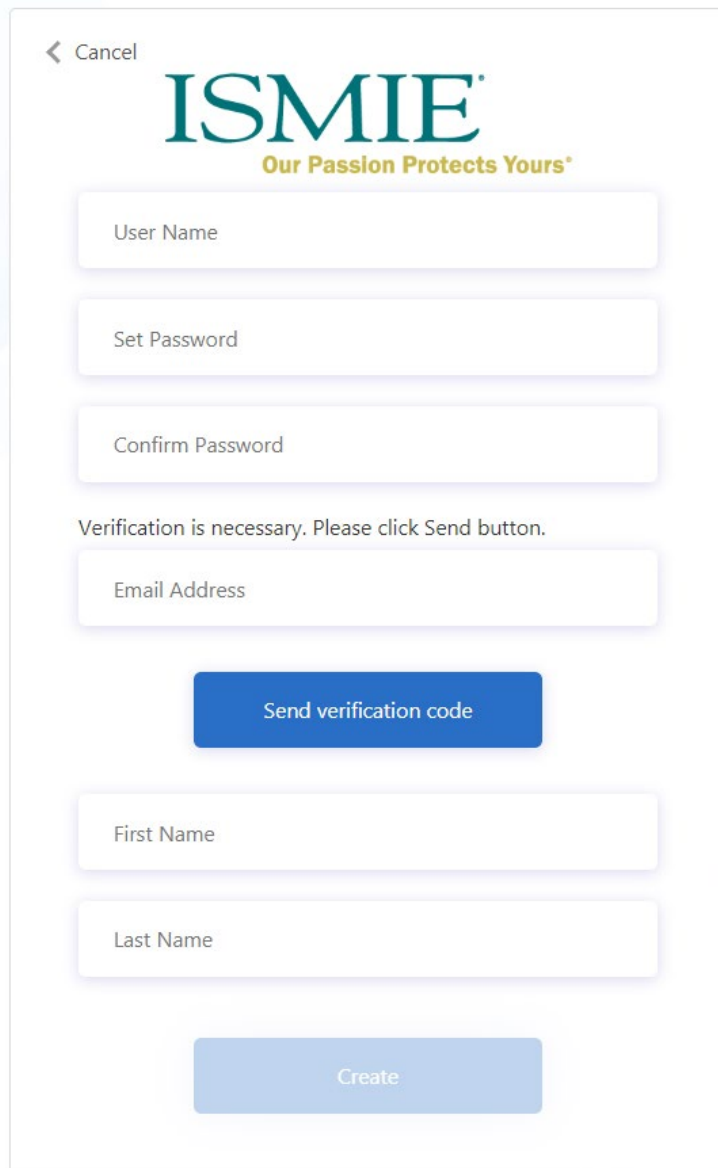
[Register](#)

If the information submitted matches our records, the approval process may take between 1 hour and 1 business day.

Step 2:

For an individual:

1. Enter the user name you would like to use (*Note: This cannot be your email address*)
2. Choose a password and enter it in the Set Password and Confirm Password boxes.
3. Enter your email address and click the “Send verification code” button



The screenshot shows a mobile registration form 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. The form contains several input fields: "User Name", "Set Password", "Confirm Password", "Email Address", "First Name", and "Last Name". A blue button labeled "Send verification code" is positioned below the email field. At the bottom of the form is a light blue button labeled "Create".

4. Enter the verification code that was sent to your email and click the “Verify code” button

< Cancel

ISMIE

Our Passion Protects Yours

Verification code has been sent to your inbox. Please copy it to the input box below.

Verify code **Send new code**

Create

5. Enter your first and last name and click the “Create” button

Step 3:

1. Enter your policy number, last 4 of your social security number, birthday, phone number and practice address.

**Note: The account will be more quickly approved if the information entered in this form is accurate.*

2. Click the "Continue" button

The screenshot shows a mobile-style registration form 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. The form consists of five stacked input fields: "Policy Number", "Last 4 SSN", "Policyholder Birthdate", "Phone Number", and "Practice Address". Below these fields is a prominent blue button labeled "Continue".

You will then be taken to the thank you page.

[About ISMIE](#) [Insurance Products](#) [Risk Management](#) [Claims](#) [Contact Us](#)

[Registration Request](#)

[Login](#)

High Contrast

On Off



[Physician Practices](#)

[Hospitals and Facilities](#)

[Alternative Risk Placements](#)



Thank you for your interest in ISMIE.com.

Please allow up to one business day for your request to be reviewed before access to the site is granted. You will receive an email when your account is active.