



DONEGAL
INSURANCE GROUP

Agency Services Information

****Agency Principal Web Registration****

Dear Agency Principal:

This account will allow you to maintain contact information and generate employee User names for access to Donegal Insurance Group web site. You will also be able to access Agency Management Reports such as the Experience and Direct Bill Commission Reports. This account will also have access to all other functionality of a typical agency web account.

Accurately maintaining contact information on the Donegal Insurance Group web site for your agency will enable us to more quickly and accurately communicate information to you. We will now be able to quickly e-mail you important product news, WritePRO and WriteBIZ enhancement information, and much more, far faster than we do today via fax transmissions and traditional paper mail. This enhancement is a direct result of feedback that we have received from our agents, and it is how you have told us that you would like to receive communications from us.

Since the Agency Services portion of the site is secure, you must register a User ID and Password to access the site. Please refer to the attached document, Agency Principal Web Registration. Please complete and return this form as instructed to register for an Agency Principal account.

If you would like your agency to be able to processing premium payments through EFT from your agency's checking account, please make sure that you print the EFT Program Authorization Form and fax it to the appropriate number listed on the form.

If you have any questions, contact
Agency Automation Support at 800-877-0600 extension 7850
Monday through Friday 8:00 AM to 7:00 PM EST



Agency Principal Web Registration

Dear Agency Principal:

Complete this form as instructed below to register your “PRINCIPAL ONLY” Donegal web site account. You will be notified when access has been granted.

- This is a personal account that is intended to be used by one individual only.
- This account is for the principal only and should not be shared with others in the agency.
- The principal account will have access to all contacts within an Agency and to Agency Management Reports.
- The principal account will be given typical access to the agency secure area for only those agency codes listed on this registration form.
- If you want any User ID to have authority to use the EFT Program, an EFT PROGRAM Authorization Form must be completed and faxed to the number listed on the form.

Agency Registration Information (Please complete all fields):

Agency Name & Address			
Your Name:		Your Title:	
Phone Number:		Fax Number:	
E-mail address:			

User Name Information (Please complete all fields):

User Name																
Instructions	The User Name must be at least 8 characters; this can be a combination of letters and numbers. If the user name that you select exists in our system we will append to make unique.															
Security Question: Select one	<input type="checkbox"/> What is your mother’s maiden name? _____ <input type="checkbox"/> What is your Favorite Pet’s name? _____ <input type="checkbox"/> What was your first car? _____ <input type="checkbox"/> What is your favorite song? _____															
Instructions	The Security question is required and must be supplied to change or reset your password.															
Agency Codes																
Instructions	You must list ALL agency codes for your agency. Include a second sheet if you require more room to enter your codes															

Return by FAX to (888) 603-3399

or

Mail to: Donegal Insurance Group – Agency Automation Dept. P.O. Box 302, Marietta, PA 17547

I hereby agree to maintain the security of the User ID specified above and its associated password, as required to guarantee that only authorized employees of this agency can access the Agency Services secure area of the www.donegalgroup.com website using this User Name and password. I also agree to immediately notify Donegal Insurance Group in the event that this security is compromised in any way.

Authorized Signature/Title: _____ Date: _____