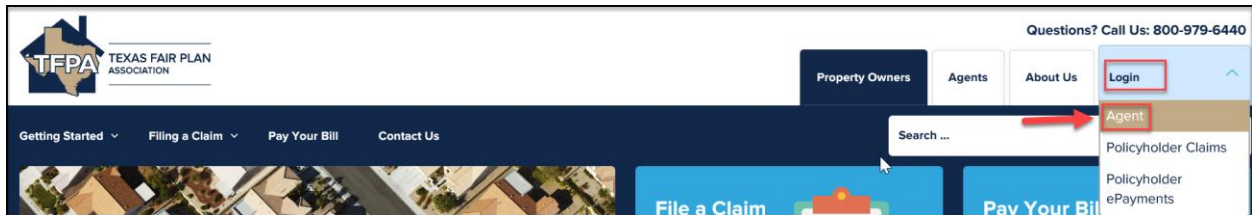


## Logging into the TFPA Agent Portal For agents registered with both TFPA and TWIA

An agent who is registered with both TFPA and TWIA will now see TFPA in front of their usual TFPA username. You are also required to reset your password when you first log into the TFPA Agent Portal using your new TFPA username. **\*\*\*Please note: your TWIA username is not changing.**

1. Please navigate to [www.texasfairplan.org](http://www.texasfairplan.org), click on “Login” and then select “Agent” to start the process.



2. You will need to change your password the first time you log in. Enter your TFPA Username and then select, “Forgot Password.”

A screenshot of the TFPA Agent Portal login page. The page has a light beige background with a dark blue header containing the word "Login". Below the header, there are two input fields: "Username" with "TFPA" entered and "Password" which is empty. To the right of the input fields are two logos: TWIA (Texas Workers' Insurance Association) and TFPA (Texas Fair Plan Association). Below the input fields is a checkbox labeled "I agree to the Terms of Use". At the bottom of the form are three buttons: "Login" (disabled), "Change Password", and "Forgot Password" (highlighted with a red box). Below the buttons, there is a line of text: "If you forgot your username or need login help, [email us](#) or call (800) 979-6443." and another line: "Our normal business hours are Monday-Friday 8:00a.m.-5:00p.m."

3. You will receive an email (see sample below) with a temporary password. Please enter your TFPA Username and Temporary Password where indicated and then select "Continue."

## Temporary Password



A temporary password was sent to the email registered to your username. If you do not see the email, please allow a few minutes for it to be delivered and check your spam/junk folders.



Do not close this screen until you have entered your Temporary Password.

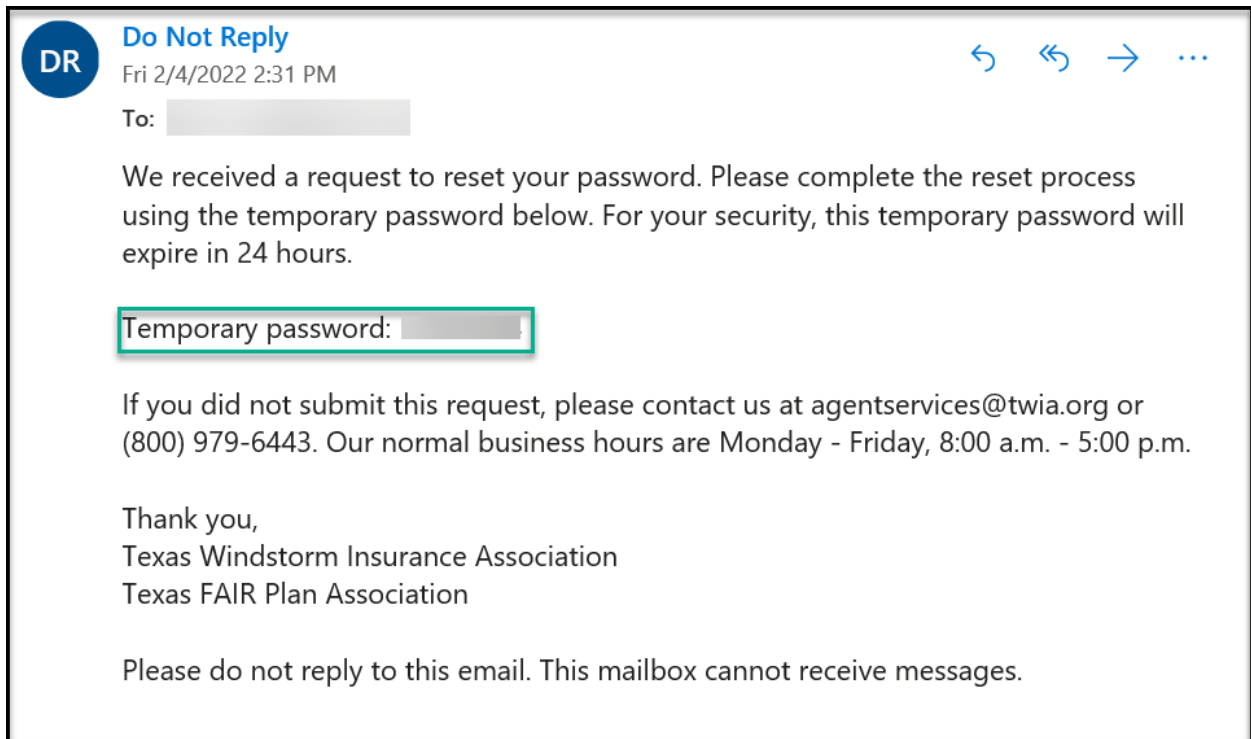
**Username**

**Temporary Password**

[Click here for help logging in.](#)

 **Continue**  **Cancel**



4. You will be prompted to change your password. Please enter your TFPA Username and New Password where indicated and then select “Continue.”

## Change Password

Please enter and confirm your new password.

**Password Rules**

For your security, your password must:

- Be **8** to **22** characters long
- Have at least **1** number
- Have at least **1** uppercase letter
- Have at least **1** lowercase letter
- Not contain your username

Username

New Password

Confirm New Password

[TWIA](#) [TFPA](#)

5. Next, log in to the Agent Portal by selecting “Click here.”

## Password Change Successful

[Click here](#) to log in

[TWIA](#) [TFPA](#)



6. Next, confirm that you agree to the terms of use and then select "Login."

## Login

**Username**

**Password**


I agree to the [Terms of Use](#)

**Login**   **Change Password**   **Forgot Password**

If you forgot your username or need login help, [email us](#) or call (800) 979-6443.

Our normal business hours are Monday-Friday 8:00a.m.-5:00p.m.

7. You are now logged in to Agent Gateway.



### Agent Gateway

- Accounts
- Policies
- Claims
- Activities
- Documents
- Administration
- Book Of Business
- + QUOTE

## Dashboard

Everything

|                  |                          |                         |                    |
|------------------|--------------------------|-------------------------|--------------------|
| OPEN QUOTES<br>1 | OPEN POLICY CHANGES<br>0 | OPEN CANCELLATIONS<br>1 | OPEN RENEWALS<br>6 |
|------------------|--------------------------|-------------------------|--------------------|

