Setting Passwords in Agent Gateway

This job aid demonstrates how to set a password in the TFPA Agent Gateway system.

If you are an existing TFPA Agent, you will receive an email from TFPA to set your new system password once Agent Gateway is implemented. Here is an example of the email:

![Email Example]

Once the link is clicked, you will be taken to the Agent Registration Page. Here, you will verify your TDI License Number, Employer Identification Number (EIN), and the Agency Primary Contact Last Name provided at the time of registration.

![Agent Registration Page]

Please contact Agent Services at 1-800-979-6443 or agentservices@twia.org for assistance.
If the information you entered is validated, you will be prompted to set your password.

![New User Registration Form](image)

Once your password has been set, you will use your email and new password to log in.

![Login Form](image)

The Change Password button will provide a new screen to change your password. The Forgot Password button will send you a password reset link to your email address.

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