## 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:

TE Texas FAIR Plan Association	9/7/2018
Your TFPA Agent Gateway Access [Time Sensitive]	~
Dear Garv	
Dear Gary	
<sup>6</sup> To provide greater service to you and our policyholders, Texas FAIR Plan Association (TFPA) has launched new policy and claims systems. You will need to register for access to Agent Gateway for new business. During the transition period, you will have access to the current policy system to manage your existing business.	
Agent Gateway Access – Time Sensitive Activation	
Please click on the link below to complete the process. For your security, this link will expire within 60 days,	
http://efgwporba01vm/gateway-portal/dist/html/index.html#/activationlink?aType=s&token=UEVsSIJanIsYgLDWzwPk	
MSB Account Access	
As part of our systems upgrade, you will access a new version of MSB Replacement Cost Estimator (MSB), which has a modified password requirement. While you can use your current password, the MS system now checks for case sensitivity. In other words, you must match the upper case and lower case letters of your original password.	5В
If you have any password issues with Agent Gateway, please contact us at 1-800-979-6443. If you would like more training on Agent Gateway, you can visit the Texas FAIR Plan website or email us at agentservices@twia.org.	
Thank you,	
Agent Services Team Texas FAIR Plan Association	
Please do not reply to this email. This mailbox cannot receive messages. eba01_0286	

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.

))))	lat/Memi/index.html#/activationAnk/aType=editoken=wLCdysRSoUenaDWEDHaX	D = C 🧃 Children belanden häppitter han 📓 Getenen Pertal	×			
TEXAS FAIR PLAN	Gateway Portal					
	_	৾৾	_			
	Agent Registration					
	To access your registration details, please answer security questions below.					
	TDI License Number	1				
	Employer Identification Number					
	Agency Contact Last Name					
	Continue					

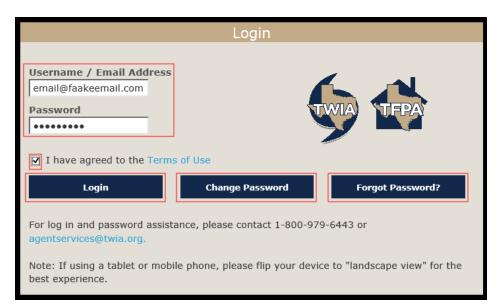
Please contact Agent Services at 1-800-979-6443 or <u>agentservices@twia.org</u> for assistance.



If the information you entered is validated, you will be prompted to set your password.

New User Registration			
New User I	Registration		
Please review the information in the fields below for accuracy and create a password. Click "Continue" to move forward with the registration process.			
For your security, your password must: • Be at least 8 characters long • Be 22 or fewer characters long • Have at least 1 lowercase character • Have at least 1 uppercase character • Have at least 1 numeric character			
First Name	Last Name		
Kristina	Donley		
Username / Email Address agentemail@fakeemail.com			
Create Password	Confirm Password		
Continue	Cancel		

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



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.

Please contact Agent Services at 1-800-979-6443 or <u>agentservices@twia.org</u> for assistance.

