

# Single Sign-On Guide

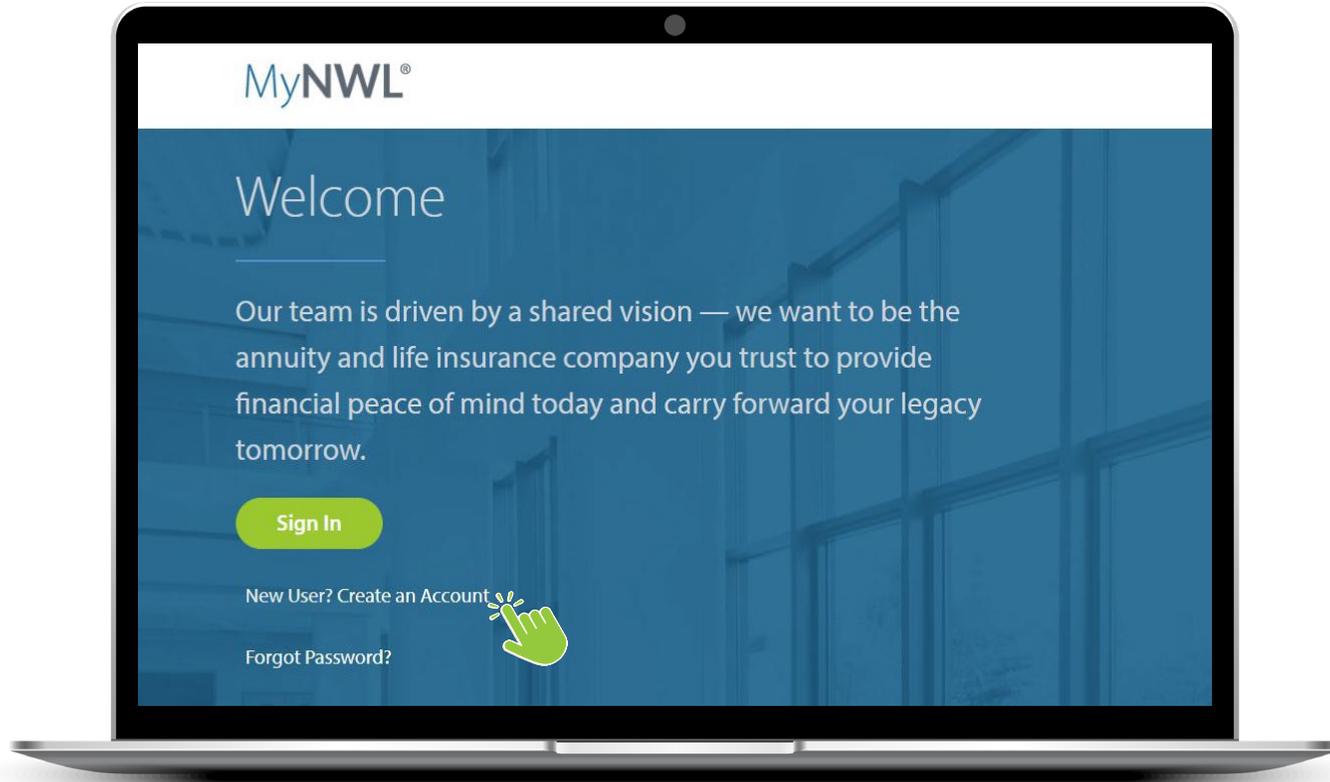
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To MyNWL<sup>®</sup>



## Key Benefits

- Combined logins for multiple agent numbers
- Ease of signing in
- Create your own username and password
- Enhanced security and modern account management features
- Ability to grant back-office staff or assistants access to create their own accounts

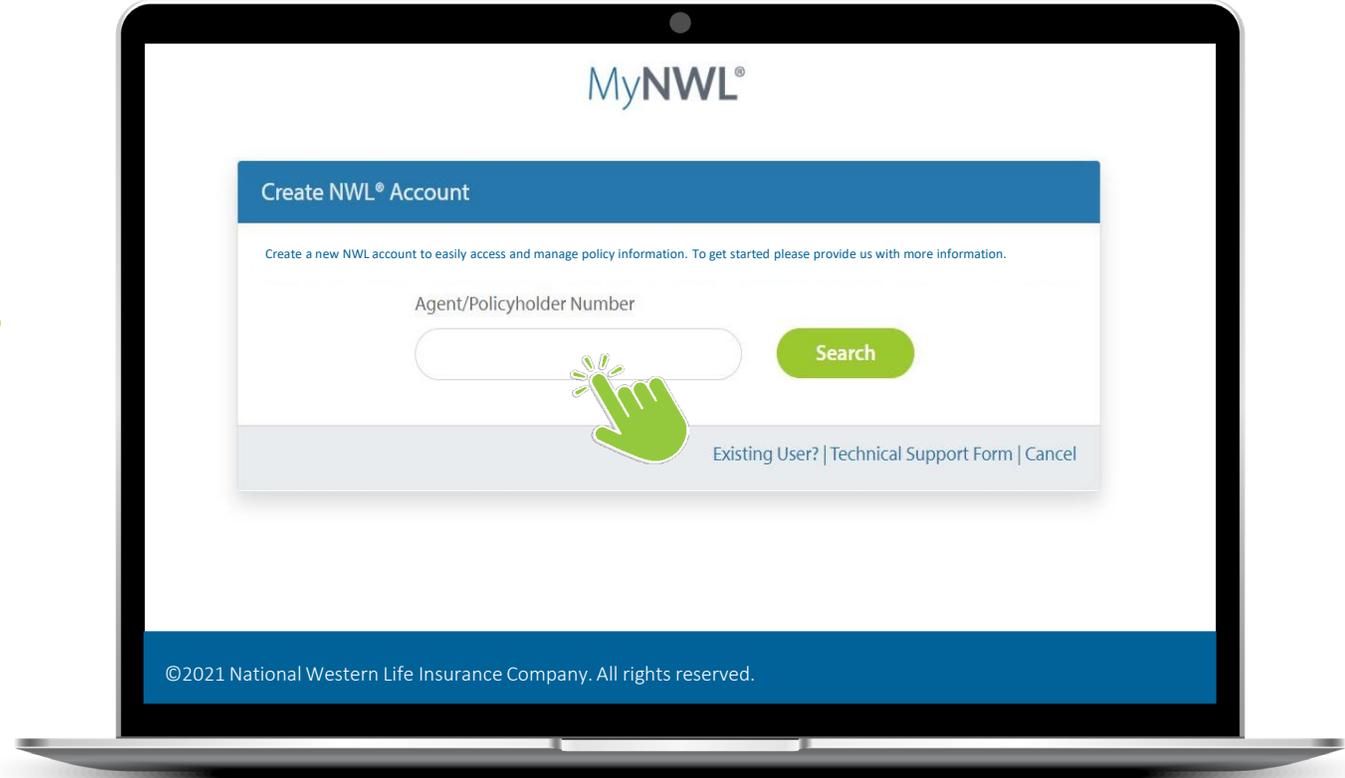


## Access MyNWL

- Navigate to [www.MyNWL.com](http://www.MyNWL.com)
- Click **'New User? Create an NWL Account'** to get started

# Create a Single Sign-On (SSO) Account

- Enter your agent number
- Press Enter to continue
- **Create one account for all your NWL agent numbers matching a single SSN/TIN**
- Create a separate account for each additional SSN/TIN (if applicable)



# Create a Single Sign-On (SSO) Account

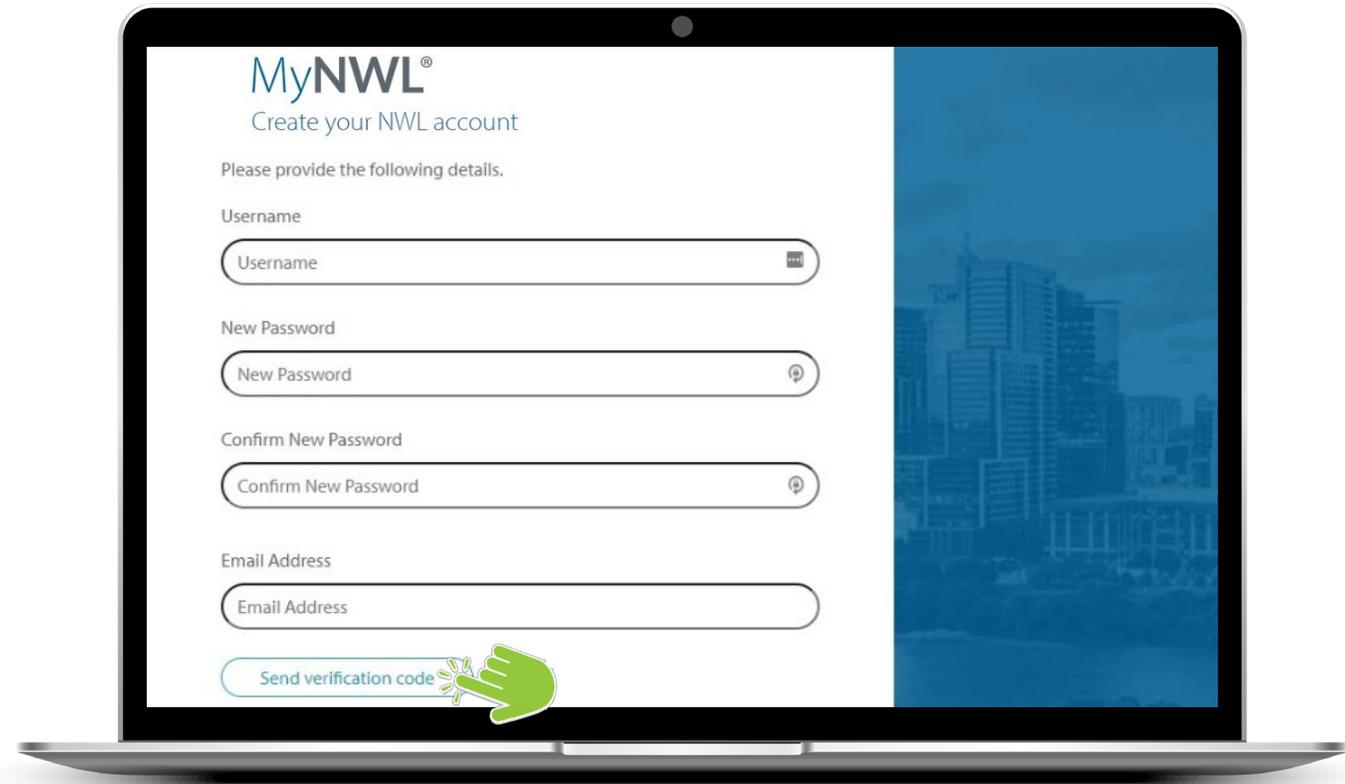
The screenshot shows the MyNWL website interface for creating a new account. At the top, the MyNWL logo is visible. Below it, a blue header reads 'Create New Account'. The main content area contains the following elements:

- A search bar labeled 'Agent/Policyholder Number' with the value '000000' and a green 'Search' button.
- An 'Agent Account Verification' section with the following fields:
  - Last Name: A text input field with a small icon on the right.
  - Date of Birth: A text input field with a placeholder 'mm / dd / yyyy'.
  - Social Security Number: A text input field with a small icon on the right.
  - National Producer Number: A text input field.
- A CAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'Validate' button.
- At the bottom right of the form area, there are links: 'Existing User?', 'Technical Support Form', and 'Cancel'.

- Enter the information associated with **your agent number**
- **Note:** If you do not know your National Producer Number (**NPN**), please click here to visit the National Insurance Producer Registry (**NIPR**) <https://nipr.com/help/look-up-your-npn>

# Create a Single Sign-On (SSO) Account

Create a new username and password, enter your e-mail address and click **'Send verification code'**



# Create a Single Sign-On (SSO) Account

MyNWL®  
Create your NWL account

Please provide the following details.

Username  
z\_reed

New Password  
\*\*\*\*\*

Confirm New Password  
\*\*\*\*\*

Verification code has been sent. Please copy it to the input box below.  
Email Address  
z\_reed@yopmail.com

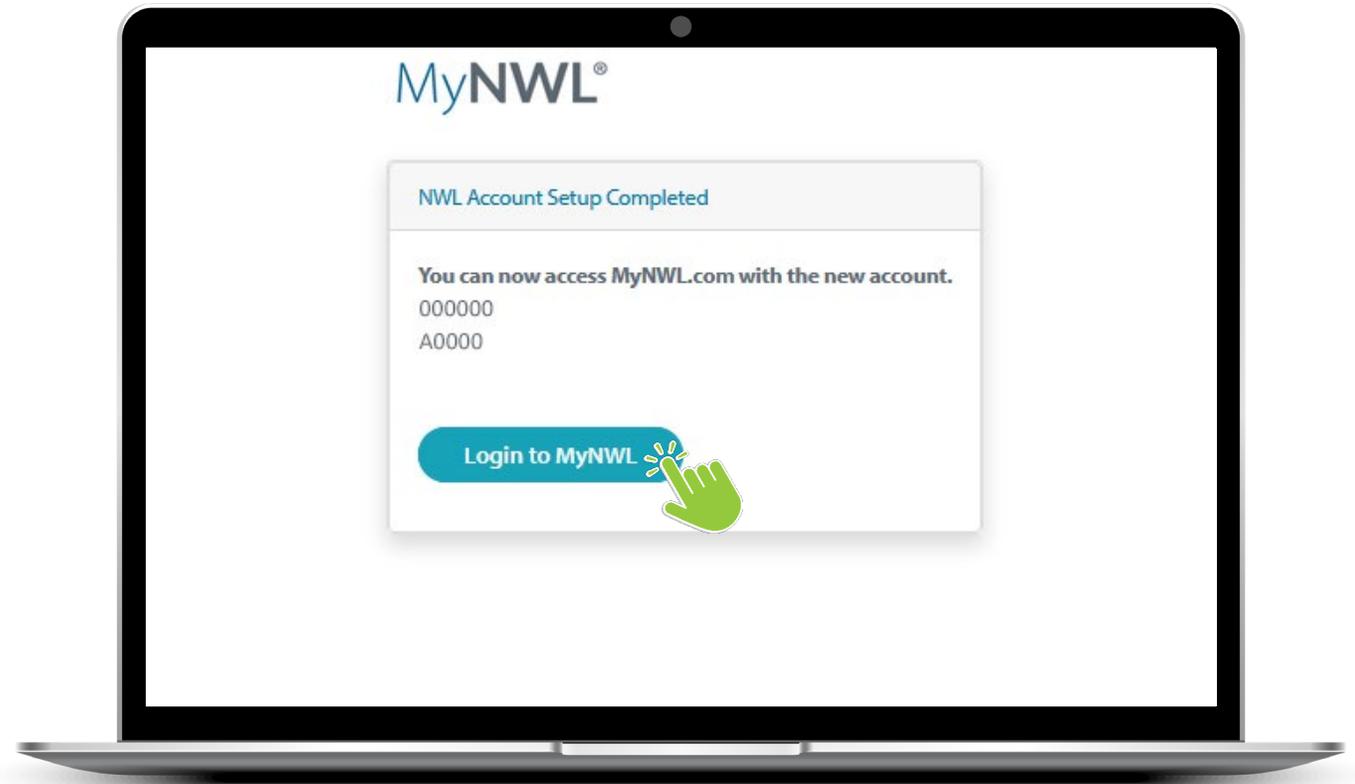
Verification Code  
Verification Code

Verify code Send new code

- Check your email and enter the **validation code sent**
- **Note:** The email will come from Microsoft on behalf of NWL. The verification code is **valid for 15 minutes**

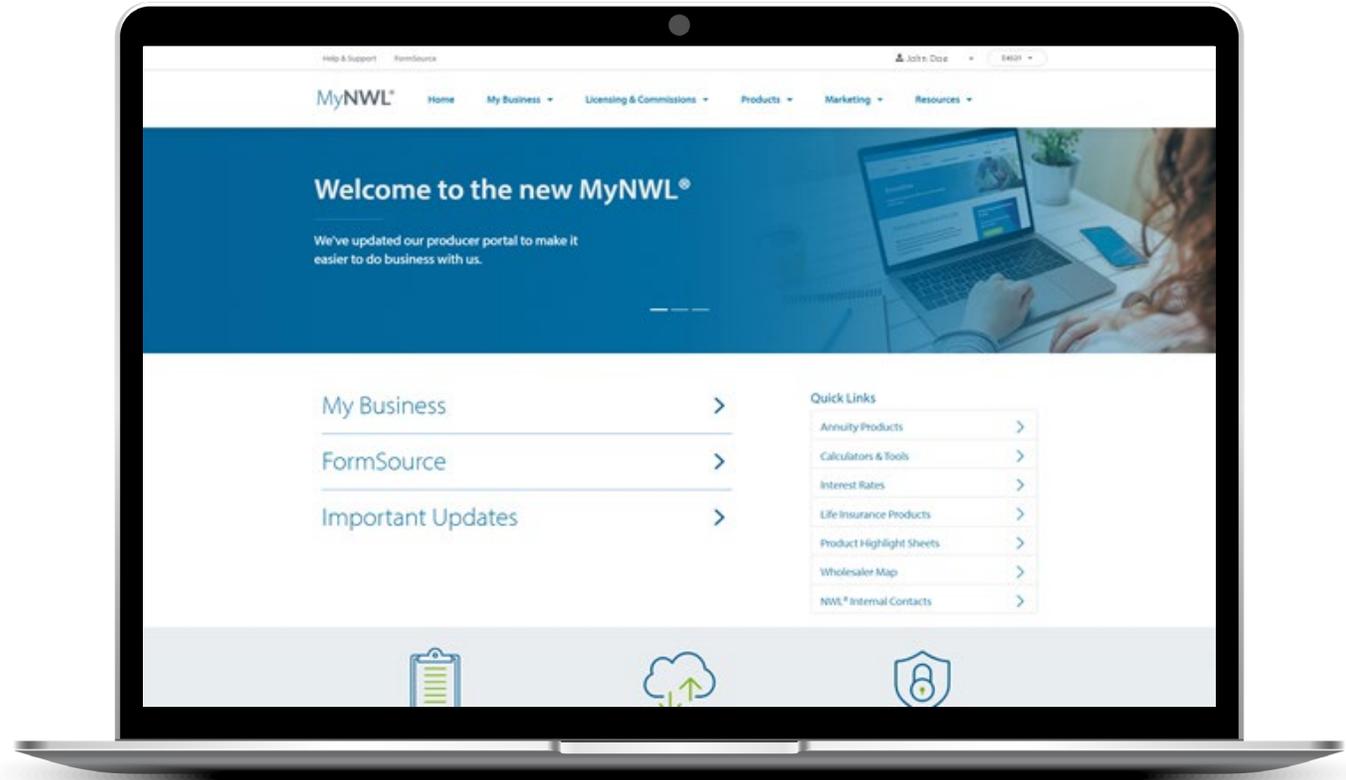
# Create a Single Sign-On (SSO) Account

Upon successful e-mail validation, click  
**'Login to MyNWL'**

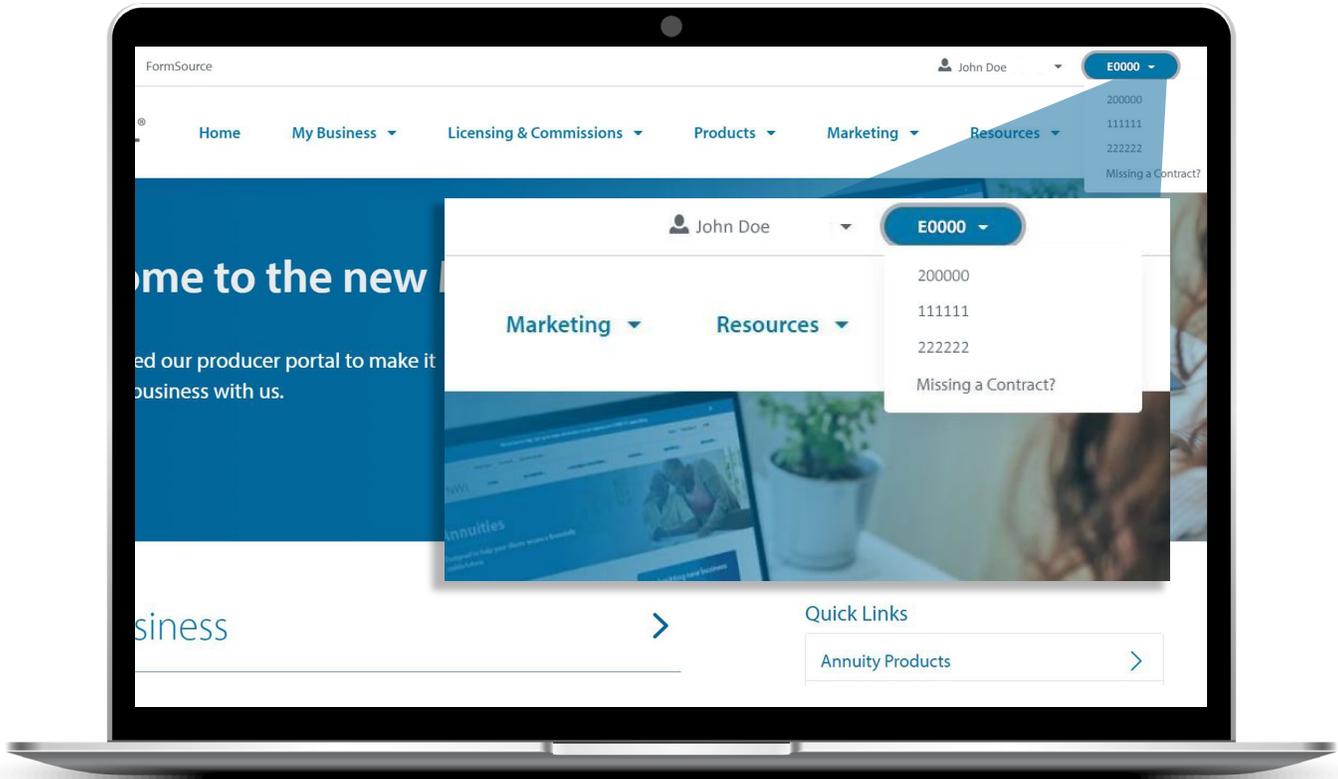


# New Account is Ready

- Once your account is created, you will be redirected to the **MyNWL Homepage**
- You will now use your **new credentials to access MyNWL**



# Several Agent Numbers



To navigate among your agent numbers (if applicable), click **“Change Agent Code”** located in the upper right corner