

# AGENT ASSISTANT/BACK OFFICE MyNWL ACCOUNT ACCESS

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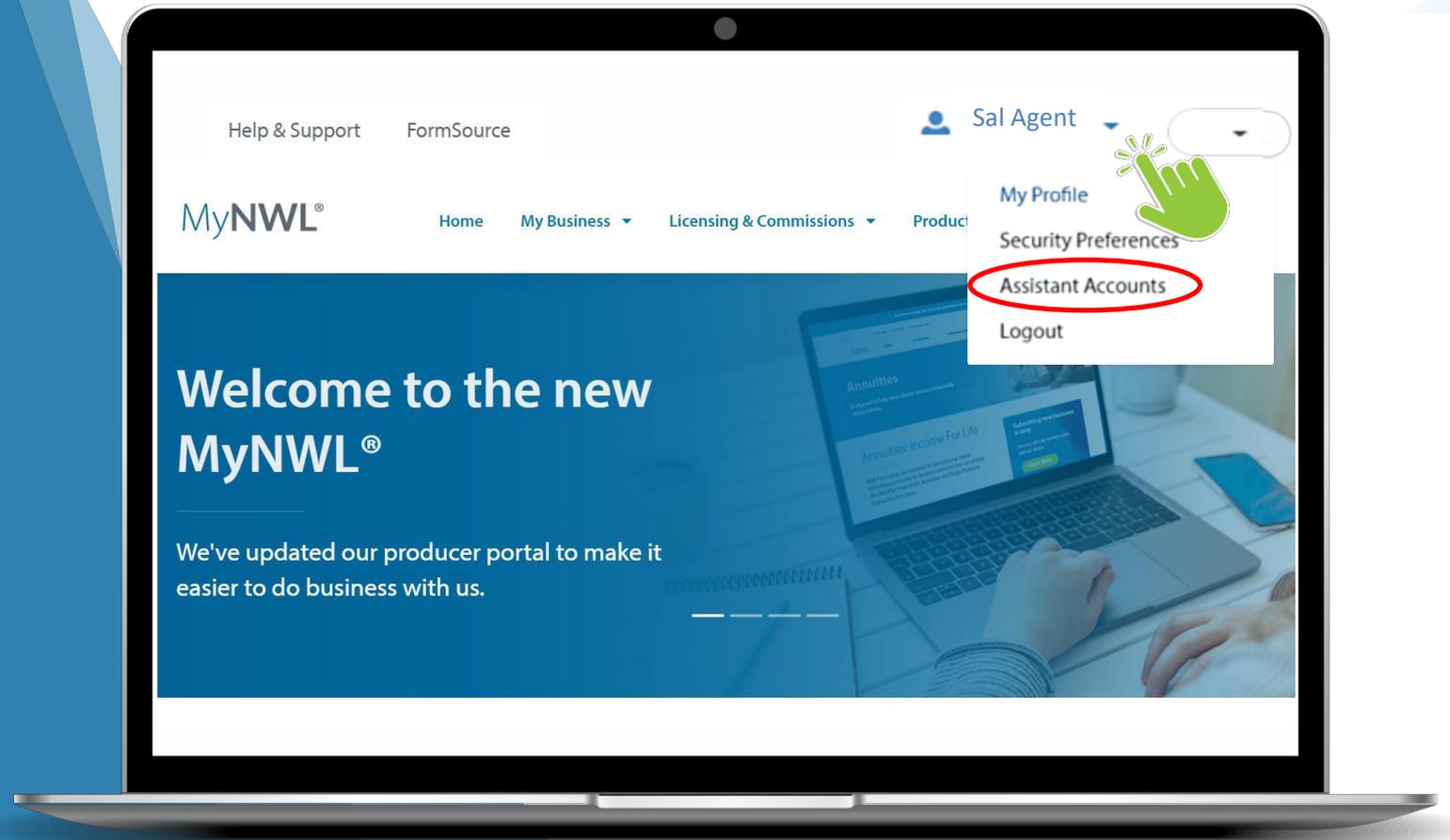
Instructions to grant your back office staff  
or assistants access to MyNWL.



# Adding Assistant Account

Click the dropdown next to your contract name on the top right of the page.

Scroll down and click on **Assistant Accounts**.



# Add An Assistant Account

Click **Add Assistant Account**.

## Manage Assistant Accounts

You can also manage any existing assistant accounts from this page.

- Switch on and off permission to view commissions information.
- Delete any assistant account.
- Resend an invitation.

Help & Support FormSource Sal Agent

MyNWL® Home My Business Licensing & Commissions Products Marketing Resources

### Your NWL Profile

Security Assistant Accounts

#### Manage Assistant Accounts

Show 10 entries Search:

| Name        | Email                  | Contract Code | Status  | View Commissions                    | Actions       |
|-------------|------------------------|---------------|---------|-------------------------------------|---------------|
| Sally Smith | sallysmith@anymail.com | 654321        | Invited | <input checked="" type="checkbox"/> | Delete Resend |
| Jason Jones | jjones112@anymail.com  | 54321         | Invited | <input checked="" type="checkbox"/> | Delete Resend |

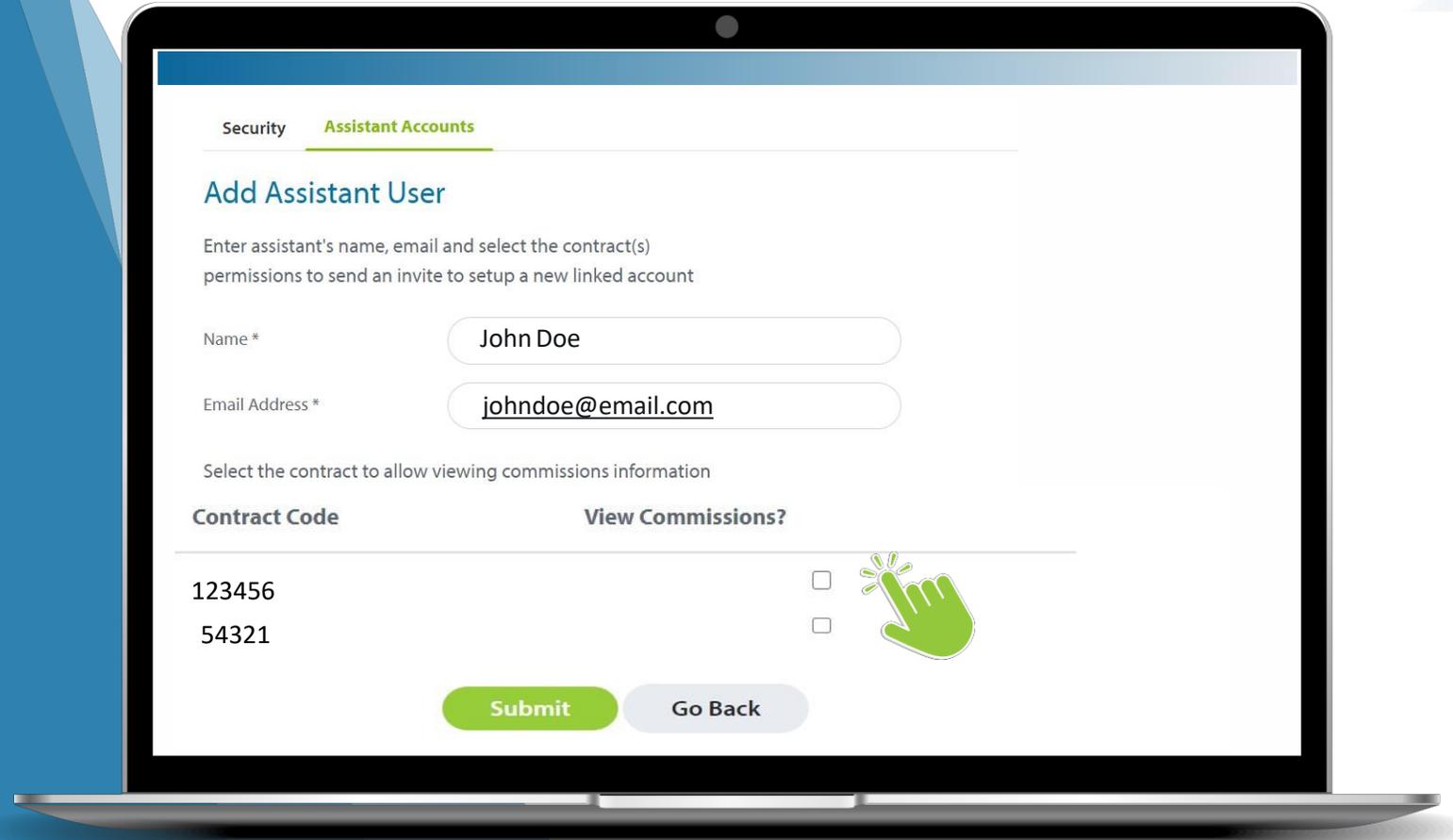
**Add Assistant Account**

# Adding Assistant Account

Enter the name and email of the assistant account to add.

Check the box for the contract code(s) that you want to allow the user to view commission information.

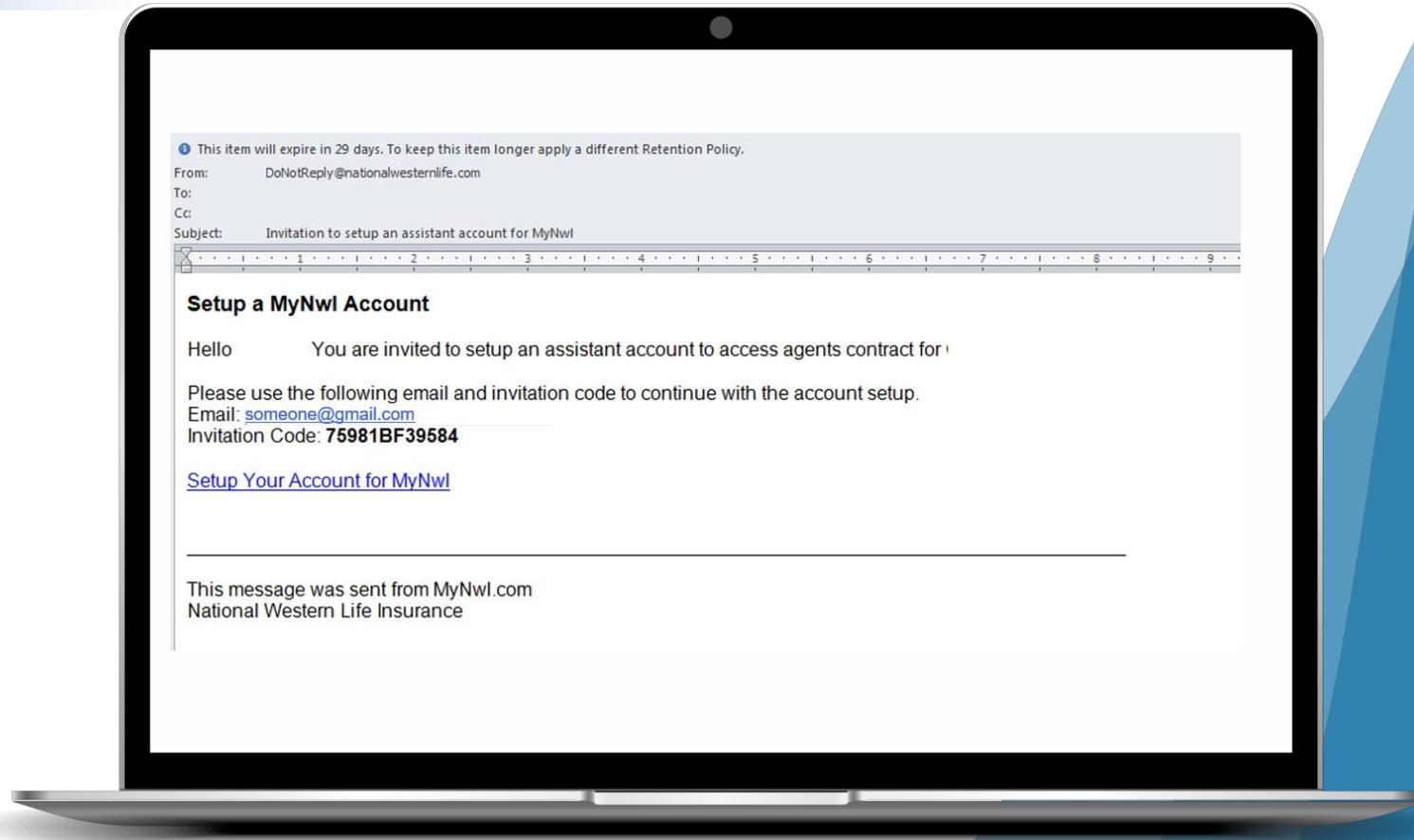
Click Submit.



The screenshot shows a web interface for adding an assistant user. At the top, there are tabs for 'Security' and 'Assistant Accounts', with 'Assistant Accounts' being the active tab. Below the tabs is the heading 'Add Assistant User'. A sub-heading reads: 'Enter assistant's name, email and select the contract(s) permissions to send an invite to setup a new linked account'. There are two input fields: 'Name \*' with the value 'John Doe' and 'Email Address \*' with the value 'johndoe@email.com'. Below these is a section titled 'Select the contract to allow viewing commissions information'. It contains a table with two columns: 'Contract Code' and 'View Commissions?'. The table has two rows: one with '123456' and an unchecked checkbox, and another with '54321' and an unchecked checkbox. A green hand cursor icon is pointing at the checkbox for '123456'. At the bottom of the form are two buttons: a green 'Submit' button and a grey 'Go Back' button.

| Contract Code | View Commissions?        |
|---------------|--------------------------|
| 123456        | <input type="checkbox"/> |
| 54321         | <input type="checkbox"/> |

# Assistant Account Set-Up



The assistant will receive an email with a link to set up the account.

# Assistant Account Set-Up

**MyNWL<sup>®</sup>**  
Create a NWL Assistant Account

**Username**  
Username

**New Password**  
New Password

**Confirm New Password**  
Confirm New Password

**Email Address**  
Email Address

**Send verification code**

**First Name**  
First Name

**Last Name**  
Last Name

**Invitation Code**  
75981bf39584

**Create** **Cancel**

[Privacy Policy](#) | [Technical Support](#)

The link will direct the assistant to:

- Create a username and password.
- Enter their email address to send a verification code.

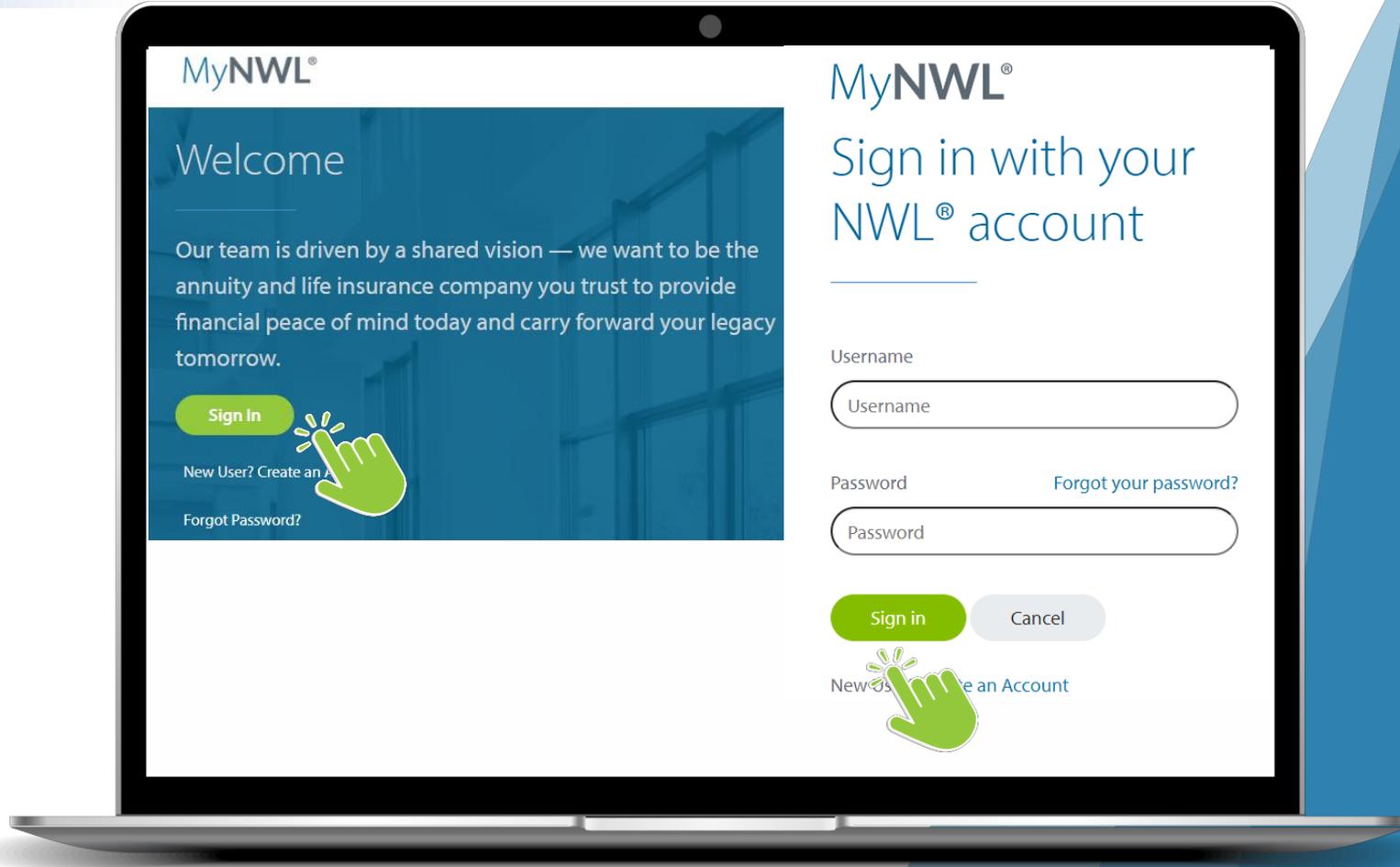
# Assistant Account Set-Up

The screenshot shows a laptop screen displaying a registration form. The form has the following sections:

- Email Address:** An empty text input field.
- Email Verification Code:** An empty text input field with a cursor.
- Buttons:** A blue 'Verify email' button and a grey 'Re-send email verification' button.
- First Name:** A text input field containing the placeholder text 'First Name'.
- Last Name:** A text input field containing the placeholder text 'Last Name'.
- Invitation Code:** A grey text input field containing the code '75981bf39584'.
- Bottom Buttons:** A blue 'Create' button and a grey 'Cancel' button. A green hand icon with a lightbulb is pointing at the 'Create' button.

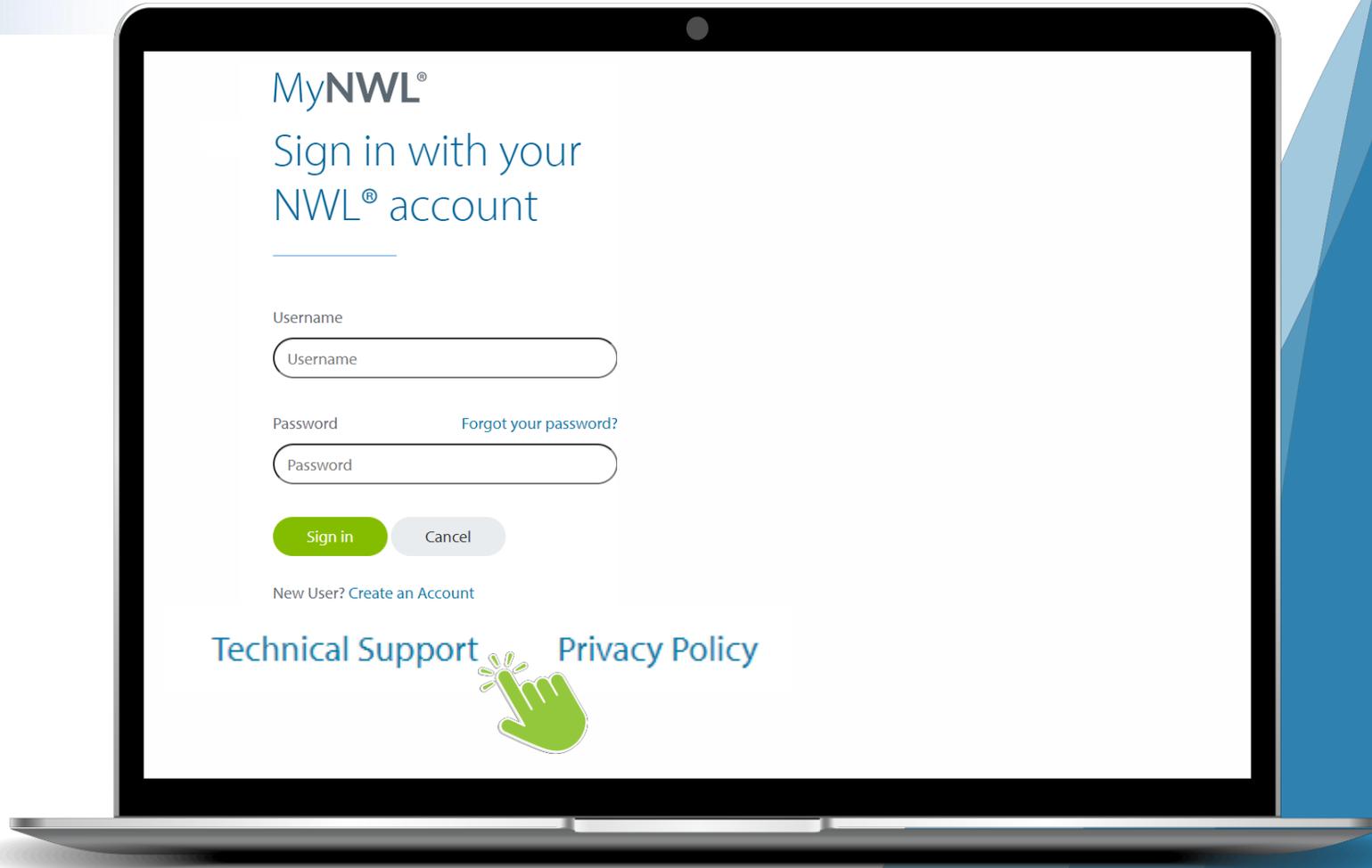
To finish creating their account, the assistant will enter the verification code that was sent to their email, enter their first and last name, and click Create.

# Login to MyNWL



The assistant can now Sign in to MyNWL using their newly created credentials.

# Technical Support



For Technical Support, submit a request from the Sign in page, or reach out to our Support Desk via phone or email.

ITServiceDesk@nationalwesternlife.com  
1-512-719-0151



**800-760-3434**

[salesdesk@nationalwesternlife.com](mailto:salesdesk@nationalwesternlife.com)