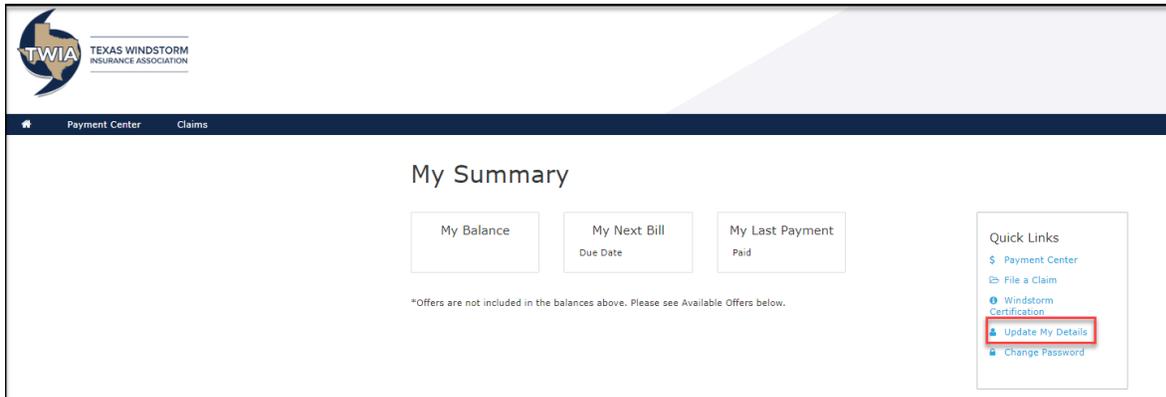


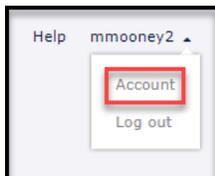
Updating Policyholder Information in the TWIA Policyholder Portal

This guide demonstrates how to update Policyholder information in the TWIA Policyholder Portal.

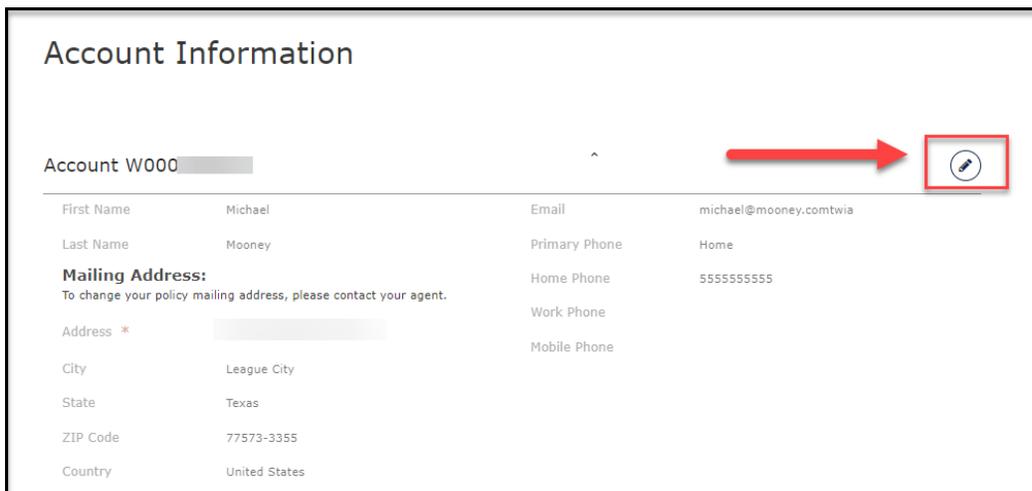
1. When you log in to the TWIA Policyholder Portal, you will land on the home page. From this page, select "Update My Details."



****You may also access account details by clicking the drop-down menu at the top right of the home page (underneath your username) and selecting Account.:**



2. When you land on the Accounts Information page, you will see the current information on file for you. If changes need to be made, select the pencil icon as indicated. In this guide, we will add a work phone number.



3. You may only update account information found in the area on the right side of the screen (it is marked with the green box for illustration purposes). **Please note:** If there are errors to your name or mailing address, you will need to contact your agent for assistance. After making any desired changes, select “Save” to continue.

Account Information

Account W000 [redacted]

First Name	Michael	Email *	michael@mooney.comtwia
Last Name	Mooney	Primary Phone	Home
Mailing Address: To change your policy mailing address, please contact your agent.			
Address *	[redacted]	Home Phone *	555-555-5555
City	League City	Work Phone	555-555-5544
State	Texas	Mobile Phone	__-__-__
ZIP Code	77573-3355		
Country	United States		

Cancel Save

4. Your changes should show on the following screen.

Account Information

Account W000 [redacted]

First Name	Michael	Email	michael@mooney.comtwia
Last Name	Mooney	Primary Phone	Home
Mailing Address: To change your policy mailing address, please contact your agent.			
Address *	[redacted]	Home Phone	5555555555
City	League City	Work Phone	555-555-5544
State	Texas	Mobile Phone	
ZIP Code	77573-3355		
Country	United States		

