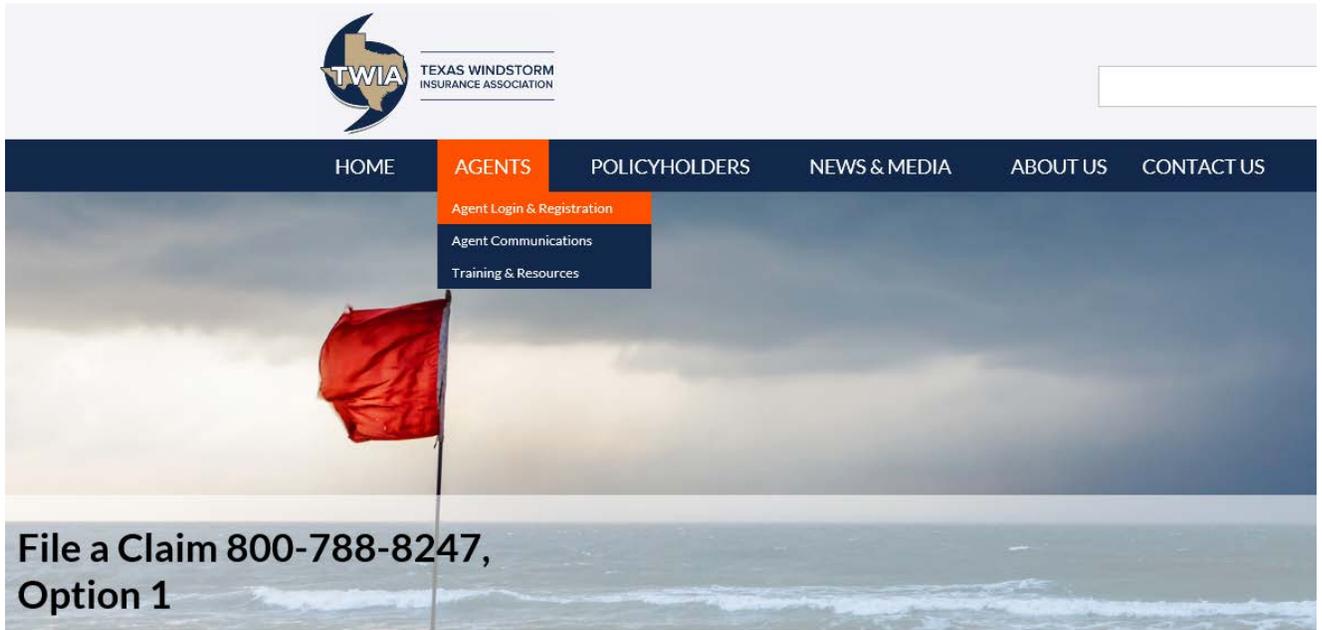


# Accessing Policy Center



To access Policy Center, select Agents from the TWIA website ([www.twia.org](http://www.twia.org)) navigation bar and Agent Login & Registration from the dropdown menu.



You will be directed to the following webpage ([www.twia.org/agents/agent-login-registration/](http://www.twia.org/agents/agent-login-registration/)) with an 1) Agent Login button directing you to the TWIA Agent Portal login page. This webpage also has 2) registration instructions for first-time users and 3) registrations forms.

**1 Agent Login**

**2 Before you can submit applications to TWIA, you must register.**  
In order to register as a TWIA agent you need to have a valid Texas Department of Insurance (TDI) license and use it in the registration process. You can find your TDI license number on the [TDI website](#).

To start the registration process, complete this [form](#). Once you complete the form you will receive an email with the next steps in the registration process. It is important to follow the instructions in the email and complete the entire registration process so you can begin writing policies for TWIA.

Once the registration process is complete, our Agency Services team will contact you with login information to the Marshall & Swift/Boeckh MSB replacement cost calculator.

For additional information, contact our Agent Services team by [email](#) or phone at 1-800-788-8247.

**3 Registration Forms**  
More forms are available [here](#).

- › W9 Form
- › ACH Form
- › EFT Authorization Request Form

# Accessing Policy Center



TEXAS WINDSTORM  
INSURANCE ASSOCIATION

After clicking on the Agent Login button, you will be directed to the TWIA Agent Portal where you may login or register as a first-time user.



The screenshot shows the TWIA Agent Portal login page. At the top left is the TWIA logo. Below it is a dark blue horizontal bar. The main heading is "TWIA Agent Portal" in large, bold, black font. Below the heading is a "Login" section with a dark blue header. The login section is divided into two columns. The left column is for "Returning User?" and contains the text "Enter your E-Mail Address and Password.", two input fields labeled "E-Mail Address" and "Password", a checkbox for "I have agreed to the [Terms of Use](#)", a red warning "Password is case sensitive", and a "Login" button. The right column is for "First Time User?" and contains the text "Register now for Online Account Access." and a "New User" button. At the bottom of the login section is a link for "[Forgotten or expired password?](#)".

# Accessing Policy Center



TEXAS WINDSTORM  
INSURANCE ASSOCIATION

The integration of commercial and manufactured home policies into Policy Center will change the look of the TWIA Agent Portal homepage. Currently, the webpage provides the option to click on Applications and Quotes. These will be completely removed, and all quotes and applications, regardless of line of business, will have to be processed through Policy Center.

To access Policy Center, click on the Open Policy Center button within the TWIA Agent Portal.

**Policy Center**  
Use Policy Center to access and manage policies.  
[Open Policy Center](#)

**Claims Center**  
Use Claims Center to enter new claims, view claim status, view updated claim information, and communicate with the claims team.  
[Open Claims Center](#)

**Training & Resources**  
All general underwriting, Policy Center, and Claims Center training is available in one easily accessible location.  
[Access Training & Resources](#)

**Feedback**  
Your feedback helps us improve. Please take a moment to tell us more about your experience with the underwriting processes.  
[Take Underwriting Survey](#)

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Your current status for submitting applications is: **ELIGIBLE**.

For technical difficulties, contact [Agent Services](#).

This job aid last revised 1/17/2018.