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."

TEXAS WINDSTORM INSUBANCE ASSOCIATION				
A Payment Center Claims	My Summa	ry		
	My Balance	My Next Bill Due Date	My Last Payment Paid	Quick Links \$ Payment Center
	*Offers are not included in the balances above. Please see Available Offers below.			Co File a Claim O Windstorn Certification Update My Details Change Password

**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.:

Help	mmooney2 🛓
	Account
	Log out

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.

Account	Information		
Account W000	_	*	
First Name	Michael	Email	michael@mooney.comtwia
Last Name	Mooney	Primary Phone	Home
Mailing Addre	Mailing Address: To change your policy mailing address, please contact your agent.		55555555
to change your point			
Address *		Mobile Phone	
City	League City		
State	Texas		
ZIP Code	77573-3355		
Country	United States		



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 Ir	formation		
Account W000	_	^	
First Name	Michael	Email *	michael@mooney.comtwia
Last Name	Mooney	Primary Phone	Home 🗸
Mailing Address To change your policy m	ailing address, please contact your agent.	Home Phone *	555-555-5555
Address *		Work Phone	555-555-5544
City	League City	Mobile Phone	
State	Texas		
ZIP Code	77573-3355		
Country	United States		
			Cancel Save

4. Your changes should show on the following screen.

Account	Information			
Account W000		^		
First Name	Michael	Email	michael@mooney.comtwia	
Last Name	Mooney	Primary Phone	Home	
Mailing Addre To change your poli	ess: cy mailing address, please contact your agent.	Home Phone	55555555	
Address *		work Phone	555-555-5544	
City	League City	Mobile Phone		
State	Texas			
ZIP Code	77573-3355			
Country	United States			

