



## How to Register as a New Agent or Sub-Agent

From the [Login](#) screen, click 'Register'.

A screenshot of the Oregon FAIR Plan Association website. The page is titled 'Oregon FAIR Plan Association' and contains several sections. On the left, there is a 'Log In to Your Account' section with input fields for 'Login Id' and 'Password', a 'Remember User ID' checkbox, and a 'Log In' button. Below this is a 'Producer Registration' section with a 'Register' button highlighted by a red border. In the center, there is a paragraph of text about the association's mission and a link to the 'Oregon FAIR Plan website'. On the right, there are two sections: 'Claims' with a 'Submit a Claim' button and 'Payments' with a 'Make a Payment' button.

A few important things to note:

- Agents completing this form must hold an active P&C license in the state of Oregon.
- Agents must remain active and in good standing with the Oregon Division of Insurance. Status will be reviewed via the NPN data entered at registration.
- Producers do not have binding authority.
- Commission is paid at the agency level, not at the sub-agent level.
- Commission is paid monthly and cannot be waived.

More information related to the Oregon FAIR Plan can be found on the [Plans website](#).

Complete the required information noted in yellow below.

NOTE: if you are registering as a sub-agent please answer 'YES' that you'd like to be linked to another account and select the agency from the dropdown.

### Request a Portal Account

This form is for agents holding an active P&C license in the state of Oregon who wish to register as a producer for the Oregon FAIR Plan Association.

Reminders:

- Producers do not have binding authority.
- Commission is paid at the agency level.
- Commission is paid monthly and cannot be waived.
- Producers must remain active and in good standing with the Oregon Division of Insurance.

More information related to the Oregon FAIR Plan can be found on the [Plans website](#).

### Producer Information

<b>Name under which you are licensed or registered to do business (max 60 characters):</b>		<input type="text"/>	
<b>Name under which you will be doing business with us (if different from above):</b>		<input type="text"/>	
<b>Contact Name</b>	<input type="text"/>	<b>Mailing Address</b>	<input type="text"/>
<b>Telephone</b>	<input type="text"/>	<b>City</b>	<input type="text"/>
<b>E-mail</b>	<input type="text"/>	<b>State</b>	<input type="text" value="Select..."/>
		<b>Zip Code</b>	<input type="text"/>

### License Information

<b>Producer NPN Number</b>	<input type="text"/>
<input type="text" value="Select FEIN/SSN..."/>	<input type="text"/>
<b>Would you like to be linked to an existing agency?</b>	<input type="text" value="Select..."/>
<input type="checkbox"/> I attest that my license with the Oregon Department of Insurance is active and in good standing.	

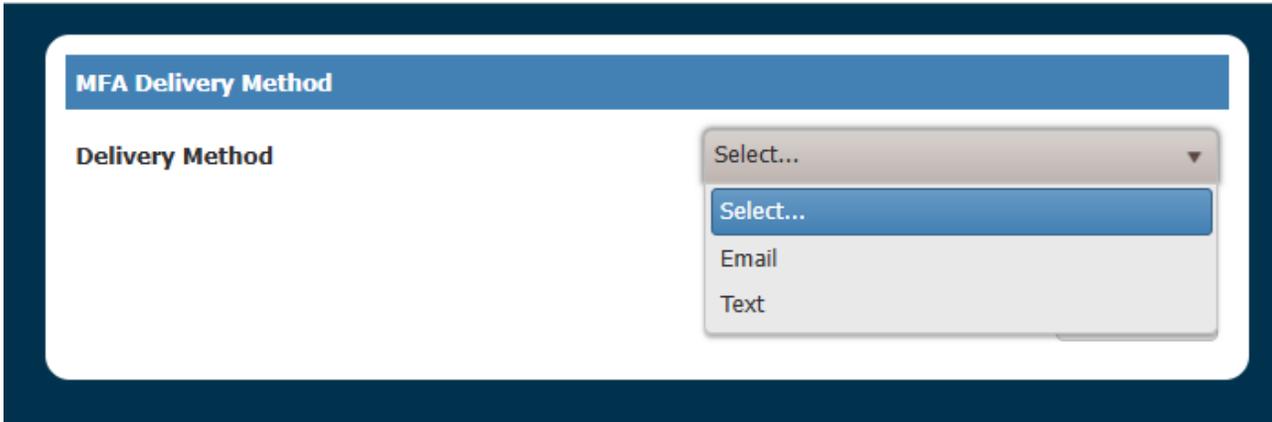
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Upon submitting the request an Oregon FAIR Plan representative will review the information.

If accepted by the Plan, the steps below will need to be completed in order to sign in for the first time.

The system will send two emails, one with your agent number and another with your temporary password.

Upon entering that on the main sign in screen, you will be prompted to select your multi-factor authentication preference.



The screenshot shows a form titled "MFA Delivery Method". Below the title is a label "Delivery Method" and a dropdown menu. The dropdown menu is open, showing three options: "Select..." (highlighted in blue), "Email", and "Text".

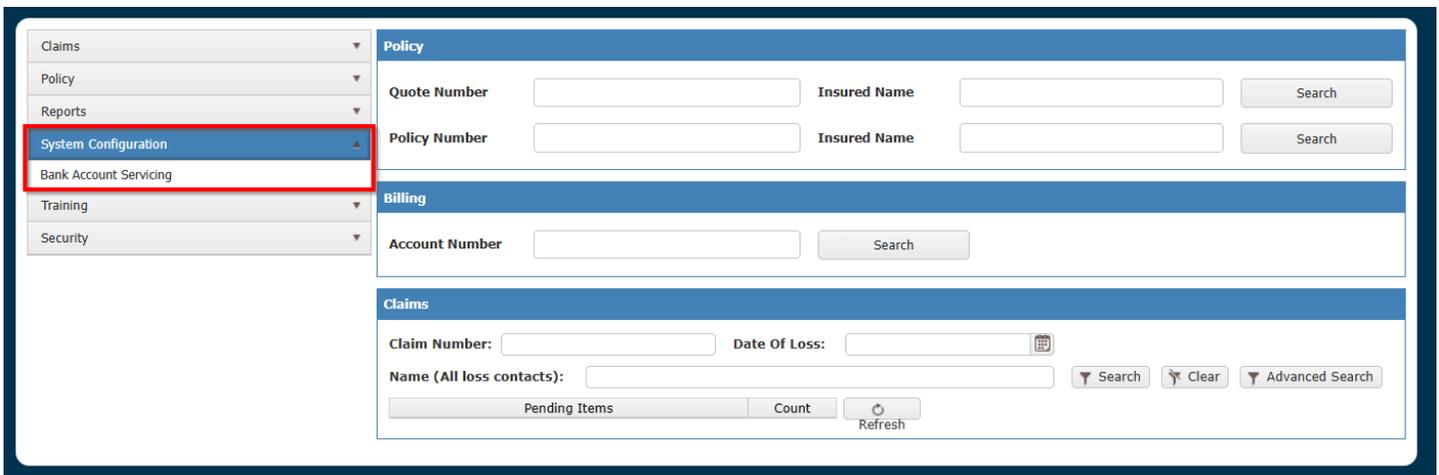
Next you will be prompted to answer five security questions. By doing so, you will be able to reset your password at a future date (if necessary) without assistance from the Plan.



The screenshot shows a form titled "Please update security questions". It contains several input fields: "Current Password", "Question 1" (with a dropdown menu labeled "Select Question..."), "Answer", and "Confirm Answer". All input fields are highlighted in yellow.

**In order to quote or submit an application, you must enter your agency ACH information so that commission (when applicable) can be deposited directly to agency account.**

To add account information, click System Configurations then Bank Account Servicing.



The screenshot shows a navigation menu on the left with the following items: Claims, Policy, Reports, System Configuration (highlighted with a red box), Bank Account Servicing (highlighted with a red box), Training, and Security. The main content area is divided into sections: "Policy" with two rows of "Quote Number" and "Policy Number" fields, each with an "Insured Name" field and a "Search" button; "Billing" with an "Account Number" field and a "Search" button; and "Claims" with a "Claim Number" field, a "Date Of Loss" field with a calendar icon, a "Name (All loss contacts)" field, and "Search", "Clear", and "Advanced Search" buttons. At the bottom of the Claims section are "Pending Items", "Count", and "Refresh" buttons.