



ARROWHEAD EXCHANGE NEW USER SETUP


Go to www.arrowheadexchange.com
Select **Producer**

The screenshot shows the Arrowhead Exchange homepage. At the top left is the Arrowhead Exchange logo. A navigation bar contains links for 'About ARROWHEAD', 'About ARROWHEAD Exchange', and 'Home'. Below the navigation bar, a welcome message reads 'Welcome to ARROWHEAD Exchange' and 'Our secure online portal serves both Policyholders and Insurance Producers.' The main content area is titled 'Access ARROWHEAD Exchange as a' and features two large buttons: 'Producer' (with an image of a man in a suit) and 'Policyholder' (with an image of a family under an umbrella).

Select the **Agency Setup**

The screenshot shows the 'Producer Login' page. The top left features the Arrowhead Exchange logo. A navigation bar contains links for 'About ARROWHEAD', 'About ARROWHEAD Exchange', and 'Home'. On the left is a sidebar with a red box around the 'Agency Setup' link, and other links for 'Arrowhead Bridge' and 'Help and Training'. The main content area is titled 'Welcome Producer' and contains text: 'If you do not have a username and password, please contact your system administrator or e-mail Arrowhead Technical Support at TechSupport@ArrowheadGrp.com. If you are not an Arrowhead Producer, please [click here](#) to learn how to become a producer.' Below this is a 'Set Up Account' button with an image of a man and a woman. On the right is a 'PRODUCER LOGIN' form with fields for 'Producer Code:', 'Username:', and 'Password:', and a 'Log In' button.

Enter your Administrator Id and password



ARROWHEAD EXCHANGE

About ARROWHEAD | About ARROWHEAD Exchange | Home

Agency Setup

Arrowhead Bridge
Help and Training

Agency Setup

To access Arrowhead Exchange, you must be an Arrowhead producer with an administrator ID and password. If you are not an Arrowhead Producer, please [click here](#) to learn how to become a producer. If you do not have your administrator ID and password, please call 800.333.5553 x6844.

CREATE A USER ACCOUNT

SECURE YOUR ACCOUNT: For security reasons, we recommend the agency owner or systems administrator complete this initial Agency Setup for all users, or allow each

AGENCY SETUP


Administrator ID:

Password:

Log In

[Forgot your password?](#)

Select **User Management**



ARROWHEAD EXCHANGE

About ARROWHEAD | About ARROWHEAD Exchange | Home

Agency Setup

Change Password
User Management
Commissions
Daily Print Email

Arrowhead Bridge
Help and Training

Agency Setup

Change Password
Change Password for Agency.

User Management
Add and Delete Users.

Commissions
Commission Statement Administration. Allow users to view Commission Statements.

Daily Print Email
Daily Print Email. Allow users to edit Email Notifications.

Select **Add New User**

Agency User Management

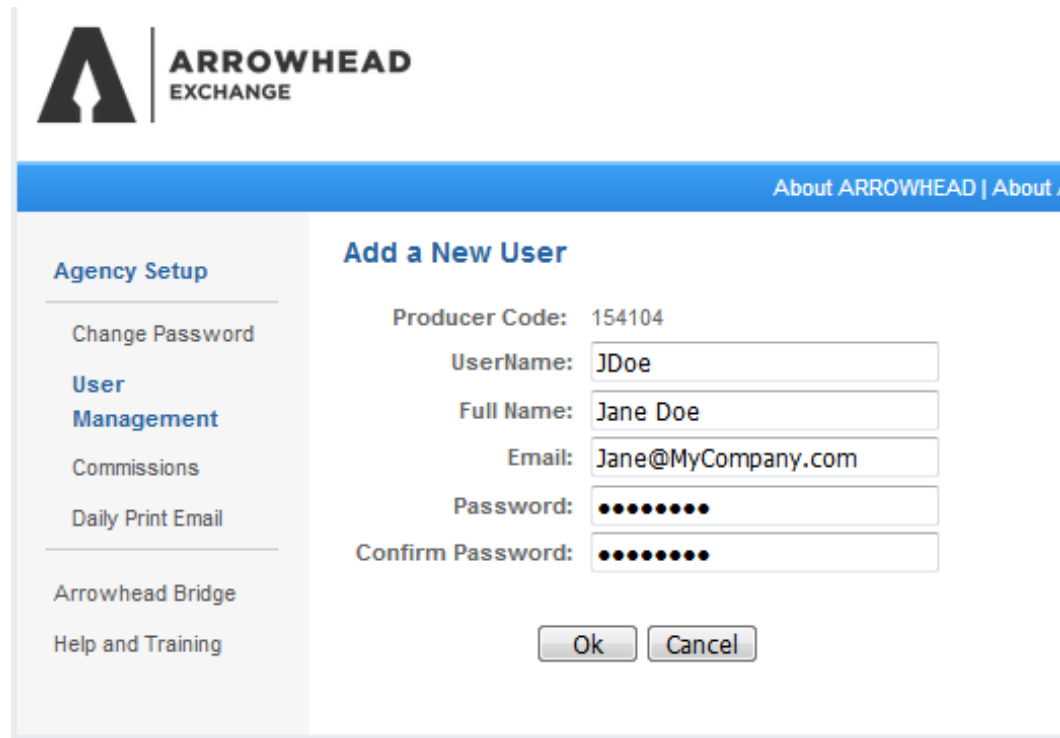
Please use the options below to manage your Agency's User list.

To edit or delete a user, please select a user below.

Add New User | [Edit User](#) | [Delete User](#) | [Return to Menu](#)

Select	Username	Full Name	St
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Enter the User's information and select **Ok**
The username cannot include special characters (#\$@&) nor blank spaces



The screenshot shows the Arrowhead Exchange web interface. At the top left is the Arrowhead Exchange logo, consisting of a stylized 'A' icon and the text 'ARROWHEAD EXCHANGE'. A blue navigation bar at the top right contains the text 'About ARROWHEAD | About A'. On the left side, there is a vertical menu with the following items: 'Agency Setup' (highlighted), 'Change Password', 'User Management' (highlighted), 'Commissions', 'Daily Print Email', 'Arrowhead Bridge', and 'Help and Training'. The main content area is titled 'Add a New User' and contains the following fields and controls:

- Producer Code: 154104
- UserName: JDoe
- Full Name: Jane Doe
- Email: Jane@MyCompany.com
- Password: [masked with 8 dots]
- Confirm Password: [masked with 8 dots]
- Buttons: Ok, Cancel