## Register for Partner Dashboard





### Register for Partner Dashboard



- 1. Go to https://www.lgamerica.com/advisor
- 2. Select Advisor Sign-in to navigate to <u>https://partner.lgamerica.com/</u>



	Login
Legal & General	Email Address
	Password
	Register SIGN IN Forgot password?
	USER REGISTRATION
	Partner Dashboard is a secure website designed for use by financial professionals and support staff. You must have a valid user ID and password to gain access to the site.
	To begin, select one of the options below to indicate your relationship:
	<ul> <li>I am a current or previously appointed financial professional with Legal &amp; General America, Banner Life Insurance Company or William Penn Life Insurance Company of New York.</li> </ul>
	O I am affiliated with a financial professional who is appointed with Legal & General America, Banner Life Insurance Company or William Penn Life Insurance Company of New York. (including support staff)

- 3. To begin registering, select the blue **Register** link
  - a. Select the radio button most relevant to you
  - b. Click continue

## Register

### Profile information

Login Credentials			
Business Email Address			
Email Address			
New Password		Re-enter New Password	
New Password		Re-enter New Password	
Password Requirements			
1 capital letter			
<ul> <li>1 lower case letter</li> </ul>			
1 number			
<ul> <li>1 special character</li> <li>8 character minimum (must include the above requirements)</li> </ul>			
<ul> <li>Must not contain any form of the word 'Password'</li> </ul>			
Must not contain any part of Username			
Personal Information			
First Name		Last Name	
First Name		Last Name	
Phone Number		Date of Birth	
Phone Number		12/08/2022	<b>=</b>
Address			
Address			
	11		
City	State	Zip Code	
City	Choose a State	✓ Zip Code	
Agent Information (this information is used for verification purposes only)			
Agent Code	SSN		
Agent Code	SSN		
I'm not a robot			

- 4. Enter all profile information details
  - Be sure to enter a business email address (not a personal email address). This will be your user ID going forward
  - Enter the social security number or TIN depending on how you are contracted; only enter numbers no dashes
  - c. Click **continue**

### Link agent codes



- 6. Link agent codes
  - a. Enter all agent code details
  - b. You must click "Add Code" before continuing
  - c. Click continue

#### Note:

- Please do not include dashes or spaces in SSN or TIN. If SSN does not work, try inputting TIN
- If the Continue button is greyed out, click the back button to return to the Profile Information screen and make corrections
- Contact our licensing team or your GA if you're unsure of your agent code
- If you have multiple agent codes, add each under 'Agent Code Manager' in Partner Dashboard after registering to avoid potential issues

### Verify account



- a. An email will be sent to the email address you entered in the Profile Information page. The email will be sent from <u>noreply@lgamerica.com</u>
- b. Retrieve the email and click on the green **Verify Account** button

#### Note:

- · If the email is not in your inbox, check your junk or spam folder
- You must verify your account to complete registration



# Verification completion

erification Comple	ete		
Registration (	omplete		
The account has b	een verified and registrati	on is complete.	
Thanks for registe	ring!		

	WELCOME	
	🔒 Login	
Legal & General	Email Address .com	
	Password	
	Register Forgot password?	SIGN IN

- 8. Verification complete
  - a. Click on Please login now
  - b. You will be redirected to Partner Dashboard
  - c. Enter your credentials then select **sign in**

### Send verification code

Help Us Protect Yo	ur Account		
To keep your account secure, w	e verify your identity for each device and web browser combination.		
We weren't able to make a matc	h with this combination. This may be because:		
You cleared your cookies	w device iis device owsers It browser patch or update ier, operating system or software settings or cache	C	
Any of these conditions prevent connect an app.	us from matching your combination. To login, please request a code or		
Email Address You will need access to the con Data rates apply. CONTINUE CANCEL	• Email Me		
	Your authentication code to login is 494045 Please call customer service if you did not make these changes. If you have a Banner insurance policy, contact: • Cail: 800-834927 ol / Free Hours: 800-500 ET, Monday-Friday customerserviceBannerfle.com If you have a Banner retirement annulity, contact: • Cail: 800-8641727 ol / Free Hours: 900-600 ET, Monday-Friday retirementexivesBagNametra.com If you have a William Penn insurance policy, contact: • Cail: 800-8647737 ol / Free Hours: 8:30-445 ET, Monday-Friday customerserviceBaptenerfle.com If you have a William Penn insurance policy, contact: • Cail: 803-445 ET, Monday-Friday customerserviceBaptenerfle.com	to keep our promises to	o you. Keeping Me insurance affordable, protecting your retirement, and

Leg

- 9. Send verification code
  - a. At this point you will need to request a verification code
  - b. A second email will be sent; you have **three minutes** to retrieve and enter the code

#### Note:

• If the verification code is not used within that time, you'll need to request a new one



### Code Sent

You have 3 minutes to complete this verification with the current code.

Enter the 6-Digit Verification Code



SUBMIT

Request a New Verification Code

Please remember this device and browser in the future



#### 10. Enter the six-digit verification code

CANCEL

- a. Select "Please remember this device and browser in the future"
- b. Click submit

#### Note:

- You will need a new access code every 90 days
- If your device is configured to delete cookies, then the remember device feature will not work when you login the next time





Visit our Contact Directory to connect with your dedicated LGA team.

**Get connected** 

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