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[Request New User Access](#)

## New user set up information:

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All new users will need to first click this button

Please select "yes" when asked if contracted and be sure to enter all codes the new user will need access to.

- If licensed, they need to click the second tab which is titled "New Producer". *If the new user is not the one completing the forms please be sure to select "Yes" for the question "Are you completing this form for someone else?" so that once completed it is emailed to them to e-sign.* From there they will complete the LDT and upload ALL individual and agency resident and nonresident licenses for states they plan to produce in. Once all documents are uploaded, check the corresponding box and proceed by clicking "Generate PDF". \*THIS IS REQUIRED IN ORDER TO SIGN/ SUBMIT/SAVE THE FORMS\* They then will be able to e-sign the LDT.
- If not licensed/ not producing, they need to click the last tab which is titled "Add Non-Licensed System User". Once they click "Submit Request", an email will automatically be generated to [flood.marketing.support@assurant.com](mailto:flood.marketing.support@assurant.com) <<mailto:flood.marketing.support@assurant.com>>.

The type of product will be "WYO-NFIP". Once all documents are submitted and processed the new user will receive a welcome email.

In order to be able to PDF the forms, please be sure that your pop up blocker is turned off.

**If you have any questions please reach out to us at 800-423-4403 and follow the prompts.**


[Log Into FloodPort](#)

**Assurantfloodport.com**

- Once you've received notification of access go to FloodPort
- Click on **FloodPort Agent Login**

Message Center

Assurant Flood Insurance Program. All rights reserved. ModelOffice - ModelOffice

 ASSURANT®

FloodPort Agent Login


Agent Email:

Agent Email: is required

Next

Issues signing in?

- Enter the email address you provided for your user ID
- Click **Next**

 ASSURANT®

Change/Reset Password (Non Assurant Personnel Only)

An email has been sent to flo\*\*\*\*\*@domain.com ✓

Enter 6 digit code from email here

Verify Resend

- Within a short time, you'll receive an **email** with a 6-digit PIN number to validate registration.
  - Enter that number into the corresponding field and
  - Click **Verify**
- (Note: the PIN # expires 1 hour from when it is generated. If code is not entered/used within that hour or if you need another code sent, you'll need to repeat the process, starting with Step 2 above.)*

On the User **Registration** screen:

- Select a **Security Question**
- Enter the corresponding **Security Answer** you'd like to use.
- Create a **new password** (entering it twice for validation)

to complete the registration process

ASSURANT

User Registration

Dear Agent, Welcome to Assurant!

Username: floodagentuser@domain.com

**Security Answer requirements**

- At least 4 characters.
- Your security answer must not contain parts of your security question.

Choose a Security Question:

What is the food you least liked as a child? ▾

Enter Security Answer: ✖

Answer

The field is required and cannot be empty

**Password requirements**

- At least 8 characters, an uppercase letter, a lowercase letter, an allowed special character (#, @, !, -) and a number.
- No parts of your username.
- Your password cannot be any of your last 4 passwords.

Enter new password: ✔

Repeat new password: ✔

Activate Registration

- Once you receive a final congratulatory screen, you have successfully registered
- Click **Next**

*Note: Pay close attention if you are a user who typically saves your UIDs and passwords through your browser(s.) Double-check that the Username and Password fields are being captured correctly within your browser's prompt to save the password information!*

User Registration

**Congratulations!!**

Your registration successfully completed and your account is now Active.

If you have any questions, please contact Assurant at 800-423-4403, Option 2, 4, 4 or flood.marketing.support@assurant.com

Next

Enter your email address UID and the password you just created to login to FloodPort

ASSURANT®

FloodPort Agent Login

Agent Email:  
floodagentuser@domain.com

Password  
|

Remember me

Sign In

Issues signing in?

Click on the NFIP FloodPort Portal button to be taken to the home screen

Assurant Flood

Contacts Quick Links Training Resources Guides & Fact Sheets Feedback Edit

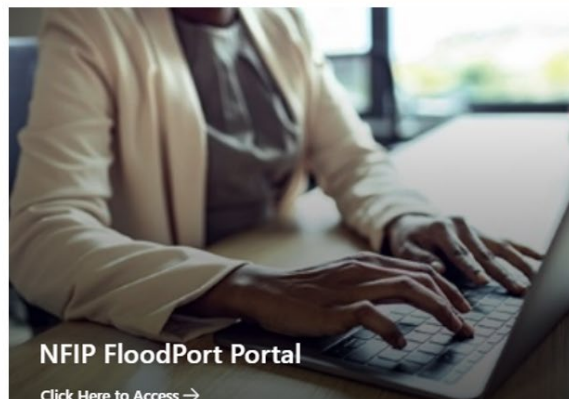
★ Following Site access

+ New Page details Immersive Reader Analytics

Published 9/13/2023 Share Edit

# ASSURANT FLOOD

AGENT PLAYBOOK

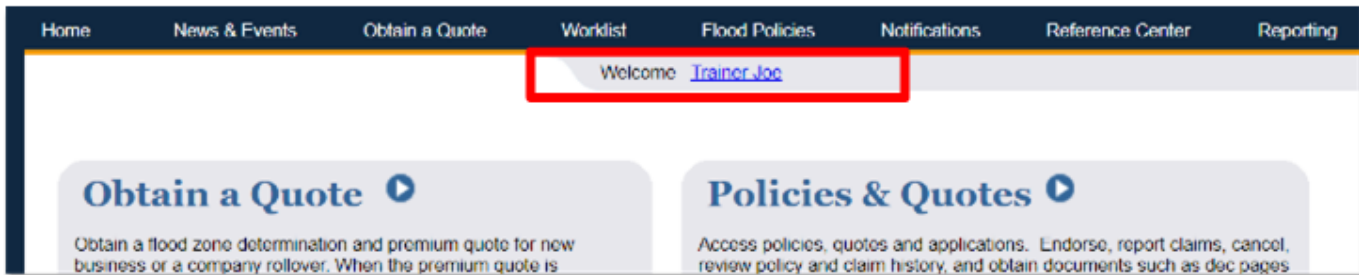


Don't forget to check out Assurant Flood Agent Playbook for useful tools and information.

**Important! : Updating Profile**

**Next Step: Update your profile:**

The first time you log in click on Name/Hyperlink on the Home page



**Verify**

- Your Primary Phone Number
  - Your Resident State
  - You have checked the Attestation box
- Once these fields are complete, click "Update"

Profile Maintenance [Close Window](#)

\* Required Fields

**Agency Information**

User ID: john.agent@agency.com  
Status: Active  
Agency ID: 70100-0000-000-00000

**Name, Phone Number and Continuing Education Update**

\*Name (First/Last): John Agent  
\*Primary Phone: 555 555 5555  
Resident State: Ohio

I attest that I have complied with the minimum flood training requirements set by FEMA and/or the states in which I am licensed to write flood, through an education provider approved by the state(s) in which I am licensed to write this insurance. I also attest that the information I have provided on this web form is correct and that I am the individual producer writing this flood policy.

**Update**

**Password Update**  
**User Contacts Update**

**Close**

Open "User Contacts Update" bar in the same window

Click  icon circle next to your name

Update all fields with correct information (Use 0s if you don't have a fax number)

Click "Save Contact" and "Close"

Profile Maintenance [Close Window](#)

\* Required Fields



**Agency Information**

User ID: john.agent@agency.com  
Status: Active  
Agency ID: 70100-0000-000-00000

**Name, Phone Number and Continuing Education Update**

**Password Update**

**User Contacts Update**

Delete	Contact Name	Phone	Fax	Email	Edit
	John Agent	555-555-5555	555-555-5555	john.agent@agency.com	

\*Contact Name:

\*Contact Phone: (  )  -






\*Contact Fax: (  )  -



\*Email Address:

\*Confirm Email Address:

You will be added to the "Requestor" drop down in the Quote "Community" page

Obtain a Quote

CUSTOMER  **COMMUNITY**  POLICY  BUILDING  PREMIUM  REVIEW


 Community - Quote Id 300000000  \* Required Fields

**Community Information**

Flood Zone Determination - automatically provide flood zone and community information for the property

**Property Information**

**Requestor Information**

Requestor: John Agent - john.agent@agency.com  [Add/Edit Contacts?](#)

John Agent - john.agent@agency.com