



## AGENT ANNUITY AND E-APP PORTAL ACCOUNT CREATION GUIDE

To create an account for the **Agent Annuity Portal** and **E-App Portal**, follow the instructions below. *Note, agents must create new separate accounts in both the Annuity portal and E-App portal, the sign up procedure is the same for both portals.*

1. On the portal sign in page, click on the **Sign up now** link.
2. Enter a valid email address you wish to use for this account into the **Email Address** field.
3. Click on the **Send verification code** button. This will send a code to the email address you entered in the previous step. *The email will be from nssb2c, you may need to check the spam folder if it doesn't arrive properly.*
4. Retrieve the code from the email you received, then type or copy and paste the code into the newly created **Verification Code** field.
5. Click on the **Verify code** button to complete email verification, or click on the **Send new code** button if your previous code expires.
6. After a successful verification, a **Change e-mail** button will appear if you wish to change the email you want to verify for your account, otherwise continue to next step.
7. Next, enter a sufficiently complex password into the **New Password** field, then re-enter the same password again in the **Confirm New Password** field.
8. Enter your **Agent ID** number you were assigned upon contracting with NSS Life into the designated field.
9. Finally, enter your **First and Last Names** in their corresponding fields.
10. If satisfied with the information entered, click on the **Create** button to finish account creation.
11. Upon successful account creation, you will be redirected to your new account dashboard within the portal. If you need further assistance to successfully create an account, you can contact the home office at (724) 731-0094 and we will do our best to assist you.

Password

[Forgot your password?](#)

**Sign in**

[Don't have an account? Sign up now](#) **1.**

**2.** Email Address

**3.** **Send verification code**

**4.**

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

**4.** Verification Code

**5.** **Verify code** **Send new code**

**6.** **Change e-mail**

**7.** New Password

Confirm New Password

**8.** Agent ID

**9.** First Name

Last Name

**10.** **Create**