

## Agency Principal Web Registration

Agency Principal Web Registration allows easy maintenance of agency locations, staff members and contact information using our company website. In addition, it helps us to easily communicate important information to you in a timely manner. The security of this information is very important to us and we require you to register for access to our website and systems. Please take note of the following:

- The web access being granted is intended to be used by one individual only.
- This username is for the Principal only and should not be shared with others in the agency
- The Principal account will have access to Agency Contact Management, Location Management and Principal Reports only for the Writing Codes which are listed on this form. This access is in addition to normal agent web access.

You will receive an email when your access has been granted. If at any time you have questions, please call our Resource Center at (888) 640 - 5840 or email [support@donegalgroup.com](mailto:support@donegalgroup.com)

### Registration Information:

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_  Choose a Different Username

*This will be your username unless otherwise specified.*

Preferred Username\*: \_\_\_\_\_ Phone: \_\_\_\_\_ ext: \_\_\_\_\_

Writing Code: \_\_\_\_\_

### Terms & Conditions:

I hereby agree to maintain the security of the username specified above and its associated password, as required to guarantee that only authorized employees of this agency can access the Agency Services secure area of the [www.donegalgroup.com](http://www.donegalgroup.com) website using this username and password. I also agree to immediately notify Donegal Insurance Group in the event that this security is compromised in any way.

\_\_\_\_\_  
*Contact Signature*

\_\_\_\_\_  
*Date*

### Agency Principal Authorization:

I authorize the contact listed above to be given Principal web access to all of the specified Writing Code(s) and understand this grants access to restricted functions and reports about this agency.

\_\_\_\_\_  
*Agency Principal/Owner Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Agency Principal/Owner Name (Print)*