



## Agency Request to Add/Delete Self-Administrator

An agency can designate one or more administrators to manage all of the *Texas Mutual*<sup>®</sup> online accounts for the agency. An agency administrator can:

- Create new user accounts
- Change user access privileges
- Remove user accounts
- Review account maintenance activities via online reports
- Reset passwords
- Manage document delivery
- Change user contact information (i.e. email addresses)

Designated individuals need a *Texas Mutual*<sup>®</sup> login account before being set up as an administrator. To set up an online login account, go to [www.texasmutual.com](http://www.texasmutual.com), click on Agent gateway and complete the online application, or call (800) 859-5995 to request one.

To request self-administrator access for designated individuals who already have a Texas Mutual login account, complete this form and return it to:

**Email:**  
Information@texasmutual.com

**Fax:**  
(512) 224-6200

**Mail:**  
Texas Mutual Insurance Company  
Information Service Center  
PO Box 12058  
Austin, TX 78711-2058

Please specify the individual(s) you would like to designate (or remove) as a *Texas Mutual*<sup>®</sup> online account administrator for your agency. Once administrator access is set up, we will notify the administrator by email.

Employee name	Employee title	Email	Phone	Add/Delete

Agency name:	Agency Code (only one per form):
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Agency principal's printed name:	Title:
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Agency principal's signature:	Date:	Email:
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***Agency will be solely responsible for protecting the confidentiality of user IDs and passwords. If you have any questions, please call (800) 859-5995.***