



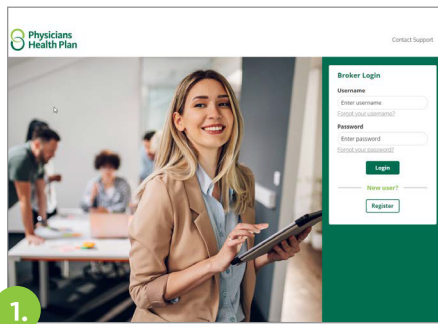
# Welcome to Your Agent Portal



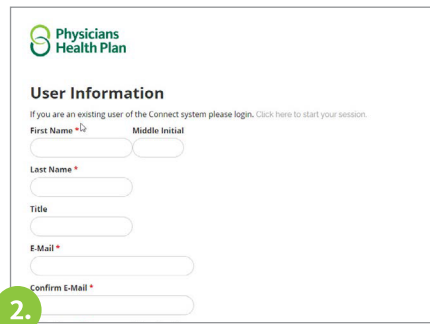
Physicians Health Plan (PHP) is excited to announce the launch of the new MyPHP Agent Portal.

You will need to register for a new account, even if you previously had a MyPHP portal account. Your current login credentials will not work for the new portal, new credentials must be created.

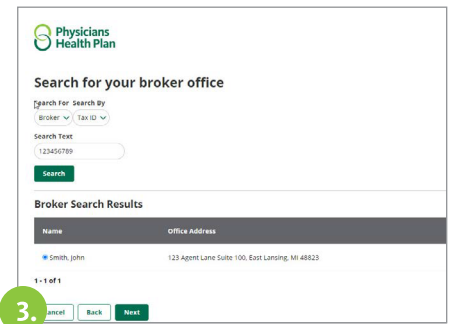
## To register:



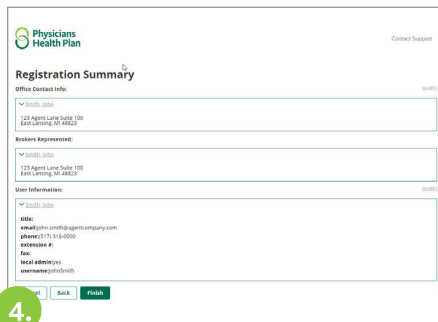
1. Visit [PHPMichigan.com/MyPHP](http://PHPMichigan.com/MyPHP) and select **MyPHP Agent Portal** then select **Register** on the right hand side. Designate one person in your office to register as the local admin, all other users will be added by the local admin after their registration has been confirmed.



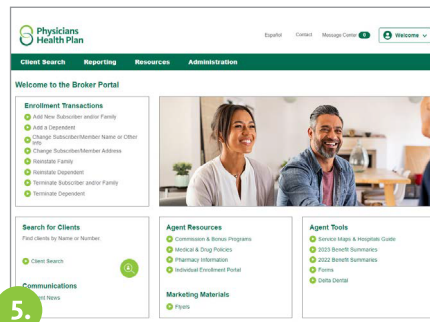
2. Input all required information, including name, email, office phone, password, security questions and answers. You will be identified as a local admin, then click **Next**.



3. Search for your office by name OR tax ID, and make sure to select the correct office before choosing **Next**.



4. Confirm your registration summary information, then select **Finish**. Make sure to note your user ID before selecting "Finish".



5. Congratulations! You've now completed your registration for the agent portal. You'll receive an email containing your password, but will not be able to log in until we have confirmed your registration, within 2 business days.

Once your registration is confirmed, you'll have access to the portal.

You can:

- Search for clients
- View communications and marketing materials
- Manage clients
- View PHP policies
- Access important forms
- And more!