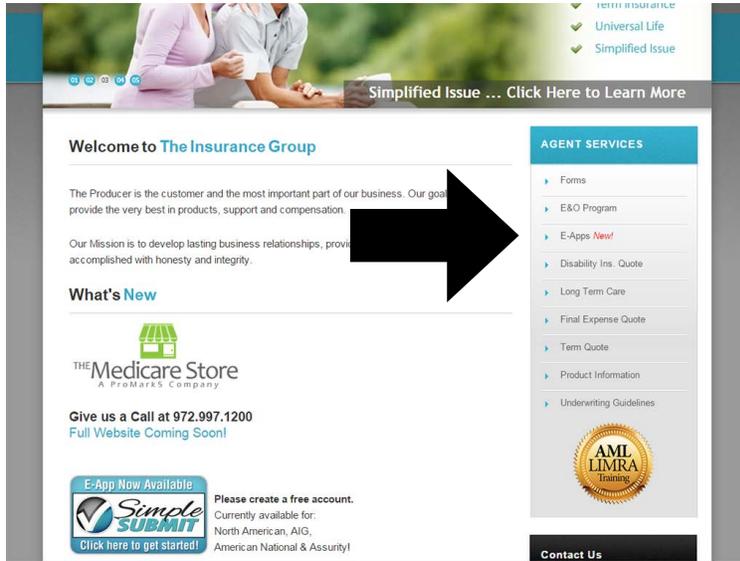
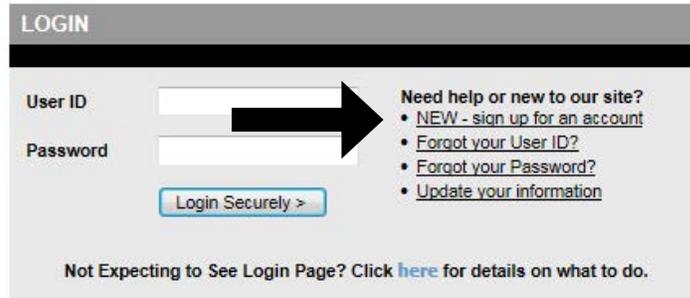


1. Click on E-Apps under **AGENT SERVICES**



2. Click on **NEW - sign up for an account** on the right hand side



3. Fill out your information to **Request New Account** . Then **Submit**

A screenshot of the 'Request New Account' form. The form is titled 'Request New Account' and includes instructions: 'To request a new account, please complete the following information. Fields marked with a red arrow (▶) are required.' The form is divided into two main sections: 'Basic Information' and 'Answers'. The 'Basic Information' section has three input fields: 'First Name', 'Last Name', and 'Email', each with a red arrow to its left. The 'Answers' section has three dropdown menus: 'What is your mother's maiden name?', 'What was the name of your high school mascot?', and 'What city you were born in?', each with a red arrow to its left. At the bottom right, there are 'Submit' and 'Reset' buttons.

Your account has been created. You will be receiving an email with a link and instructions on creating your password and activating your account.

4. Check your email confirmation message titled "Instructions for activating PipePass account". Be sure to check your junk mail in case it has been marked as spam.

5. Click on the link provided in the email.
You will then be prompted to **Create Password**.



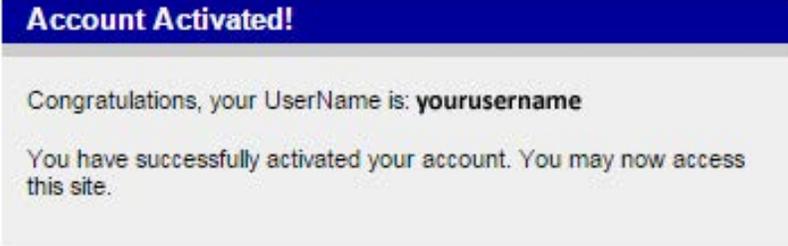
Create Password

To activate your account, please enter a password:

Your password must be between 8 and 32 characters long and contain at least one non-alpha character.
Invalid characters include ^ (* or &.
Common words may not be used.

Password ►

Confirm Password ►



Account Activated!

Congratulations, your UserName is: **yourusername**

You have successfully activated your account. You may now access this site.

6. Go back to The Insurance Group website www.theinsgroup.net and click on E-Apps under **AGENT SERVICES** like in Step 1 and Log In using your new credentials.

NOTE: If you are seeing an error message, you may need to clear out your cache in your Internet browsing history.

In Internet Explorer, this feature is found under "tools" and "Internet options."

In Mozilla Firefox, this feature is found under "history" and "clear recent history."

In Apple Safari, this feature is found under "develop" (this option may need to be activated in your Safari preferences).

In Google Chrome this feature is found under "Chrome menu" and "tools."

If you have any additional questions or problems creating an account or using E-Apps, please give us a call at (800) 460-5567.