



BROKER PORTAL USERGUIDE

WWW.PHCcares.COM



Broker Portal

Introduction

The Broker Portal was created to give brokers a “self-service” tool in which you can:

- View commissions
 - Update your profile
-

Creating an Account

To create a Broker Portal account:

Step	Action
1	Visit the Broker Portal at http://www.PHCcares.com/brokers/ .
2	Click Create Account from the menu on the left side of the page.
3	Enter your information in the fields provided; making sure all information is entered accurately. It is very important that you select the correct Company name and your Primary Market.
4	Create and enter a password that meets the required criteria.
5	Enter the CAPTCHA security code at the bottom of the page and click Create Account .

Once your account has been verified, you will receive a confirmation email. This process could take up to a week.

Accessing Your Account

Once you receive your account confirmation email, please follow the following steps to log in to your account.

Step	Action
1	Go to http://www.PHCcares.com .
2	Click on I am an Employee .
3	Click Agents from the menu on the left side of the page.
4	Click Login .
5	Enter your email address and your password. Click Login .

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Broker Portal, Continued

Forgot Password

This section should be used only when you have forgotten your password and need another one issued to you.

Step	Action
1	Go to http://www.PHCcares.com .
2	Click on I am an Employee .
3	Click Agents from the menu on the left side of the page.
4	Click Forgot Password .
5	Enter your email address and the CAPTCHA security code.
6	Click Change Password .
7	Your new password will be emailed to you.

Navigating the Portal

On the left-side of the page you will find the following options:

Field	Description
Update My Profile	Use this option to keep your information up to date.
Change Password	Use this option to change your password.
My Documents	View your general broker files and individual commission reports.
Logout	Use this option to finish your session and prevent unauthorized access to your information.

Let's explore each page in detail.

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Broker Portal, Continued

Update My Profile

This section allows you to update your profile that is on file with us. Simply type into the fields that need to be updated and click **Update Profile** at the bottom of the form.

- Update My Profile
- Change Password
- My Documents
- Tier-1 Documents
- Start Enrollment Process
- Logout

Update My Profile

Email Address*:

Agent ID*:

Type*:

Company*:

First Name*:

Last Name*:

Mailing Address*:

City*:

State*:

Zip*:

Office Phone*:

Cell Phone:

General Agent:

Primary Market:

Website:

Appointment Date:

UPDATE PROFILE >

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Broker Portal, Continued

Change Password

This section allows you to change your Broker Portal password. Your password must meet the following criteria:

- Can only contain numbers and letters; no symbols
- Must contain at least one number
- Must contain at least one letter
- Must be 6-18 characters in length

Enter your new password, re-enter and click **Change Password**.

Change Your Password

Your password must meet the following criteria:

- Can only contain alphanumeric characters.
- Must contain at least 1 number.
- Must contain at least 1 letter.
- Must be 6 to 16 characters in length.

New Password:

Confirm New Password:

CHANGE PASSWORD >

Log Out

This allows you to end your session. Be sure to click **Log Out** prior to exiting the Broker Portal.

Questions?

If you have any questions regarding the broker portal, please email brokerhelp@phyhc.com.
