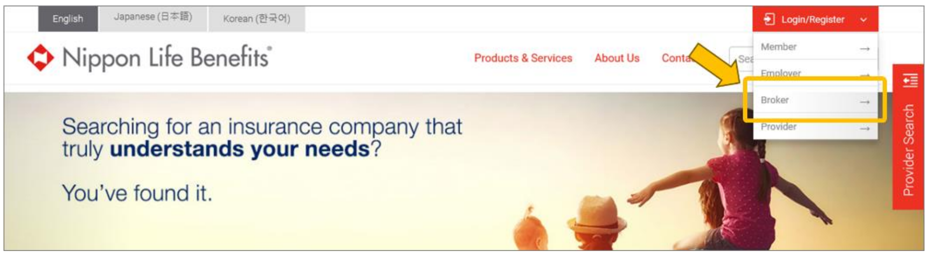
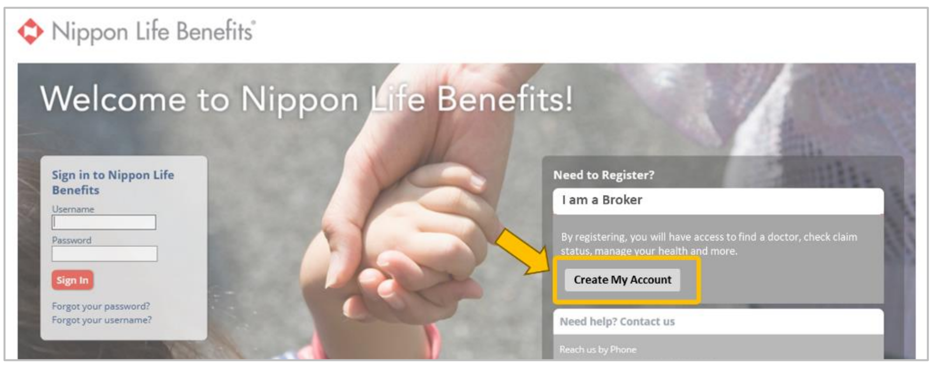
Broker Portal Registration Instructions

Registration is easy, we look forward to you utilizing the new portal! Please note that the process to validate <u>your registration usually requires 2 business days</u>, but it may take longer. Please do not delay in registering if you use the portal to obtain premium statement(s) or manage your client's employees' eligibility information.

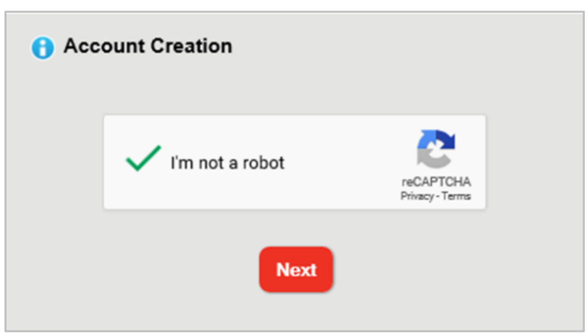
1. Go to Nippon Life Benefits website http://www.nipponlifebenefits.com and select ***Broker*** from ***Login/Register*** tab on the top of the page.



2. Click ***Create My Account***.

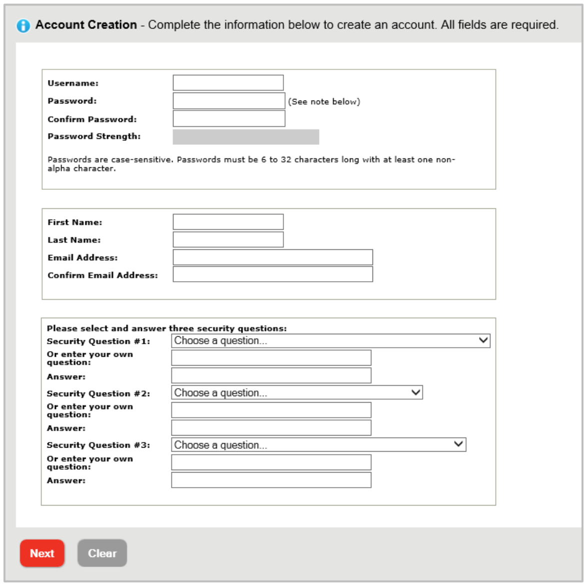


3. Check the 'I'm not a robot' box and click ***Next***.

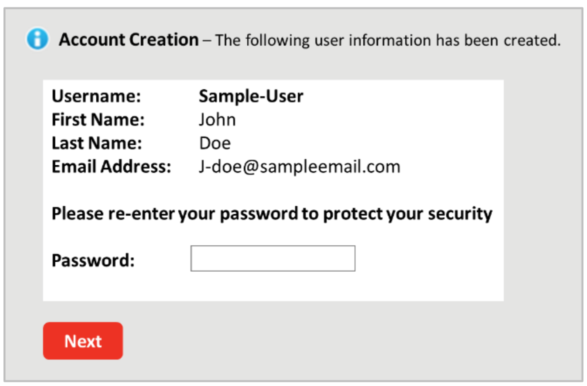


NLB30484 (09/18)

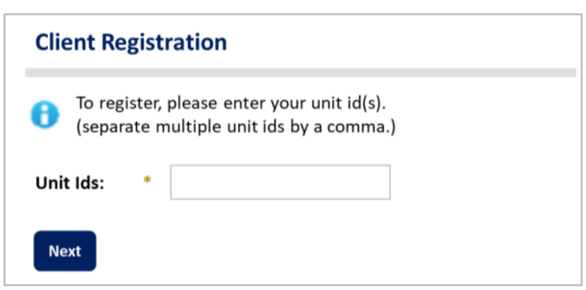
4. On **Account Creation** page, enter the information in the required fields and click ***Next***. Please note that if you had an account with the previous portal and want to use the same Username, you can do so unless the Username has already been taken by other users.



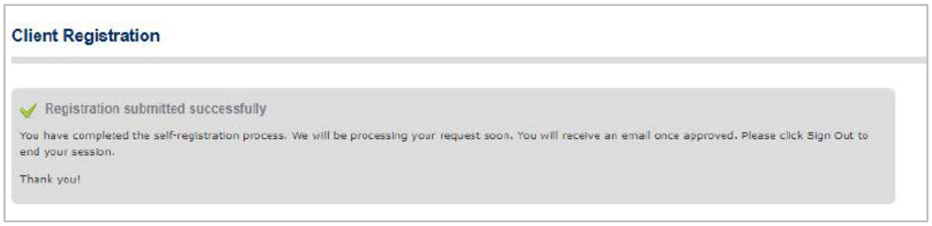
5. Re-enter the password you just created and click ***Next***.



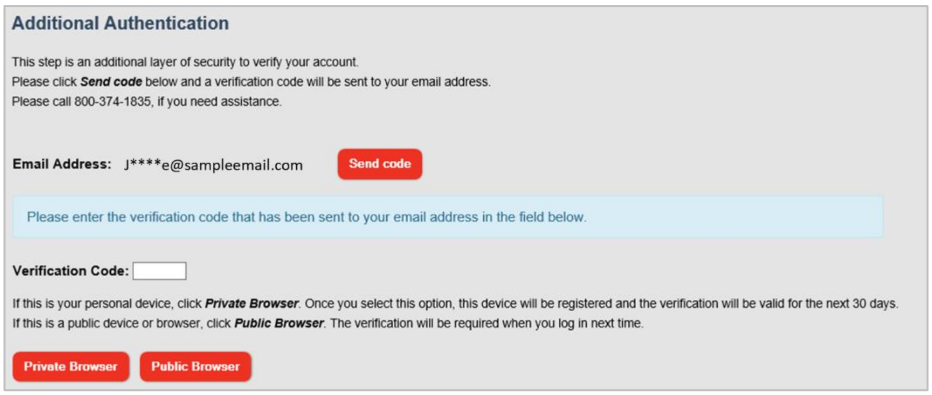
6. On **Client Registration** page, enter your unit number in the Unit IDs field and click ***Next***.
   - If you have multiple units, enter all unit number and separate them with a comma, for example L55500, L55501, L55502.
   - If you have been provided access in the past to multiple clients, only enter one client's unit numbers. Once we have established your access for one client, you can add more as described in the Note at the end of this document.



7. Your registration submitted successfully. Administration reviews your information and will send an email when the account is set up. Please note that the review takes 2 business days, but may take longer. If you need any assistance in the meantime, please send an email to admin-info@nipponlifebenefits.com or call 800-374-1835 (extension 43780).



8. When you log in, an additional authentication is required to keep members' data secure. Please click Send code, and a verification code is sent to your registered email address. Enter the verification code in the field and click either ***Private Browser*** or ***Public Browser***, and you can log in to the new portal!



NOTE

If you want to register for multiple clients with using the same Username and Password;

1) Once your account is ready to use (after Step 7), go to the Broker Portal page (https://ice.coresource.com/wps/myportal/ice/home/client-registration/?icelook=nlb-b) and log in with using your Username and Password you created.
2) After log in, the **Client Registration** page (Step 6) will be displayed. Enter unit number(s) you want access to then click ***Submit***.
3) Administration reviews your information and will send an email when your access is granted.
4) Once that is completed, the broker would log in with their existing user ID and password and would have a Role Selector drop down to choose which client they would like to access.