

Administrator Access

<https://geaux.amerisafe.com/umagent>

Administrative duties can now be done within the agent portal; eliminating the need for separate usernames/passwords and multiple websites.

- User having admin rights only will continue to login with *current admin* username/password
- User having admin and agent rights will login with the *agent login*
- System allows for multiple administrators

**To access a quick tutorial on the Administrative process, please visit http://go.amerisafe.com/geaux-videos?hs_preview=yUZvhOyJ-7720329570

- Adding New Users
- Under the Users tab, select *Agency/Brokerage Users*
 - Select *New User* icon
 - Complete required fields indicated by an orange icon
 - Select *Activate* icon

**Administrators can now grant administrative rights to individual users by selecting the *Enable This User to Administer Other Agency Users* option found beneath the required Role field.

- Deactivating Users
- Under the Users tab, select *Agency/Brokerage Users*
 - Select *User*
 - Select *Actions* icon
 - Select *Deactivate*

- Reset Passwords
- Under the Users tab, select *Agency/Brokerage Users*
 - Select *User*
 - Select *Actions* icon
 - Select *Reset Password*

- Editing Users
- Under the Users tab, select *Agency/Brokerage Users*
 - Select *User*
 - Select *Edit* icon
 - Make desired changes
 - Select *Save*

GEAUX Assistance

<https://www.amerisafe.com/contact/#online-services-team>

For personal assistance, please contact our Online Resource Services Team:

800.897.9719 / aiic-mktg@amerisafe.com

To view short tutorial videos, please visit http://go.amerisafe.com/geaux-videos?hs_preview=yUZvhOyJ-7720329570