



Portal Services – Producer Enrollment and Registration

Contents

INTRODUCTION	2
HOW TO REGISTER	3
Producer Registration.....	3
Insured Consent.....	4
Verify Policy Information.....	5
Account Preferences	7
Account Information	8
Personal Information	8
Digital Signature Service	8
Online Delivery.....	8
Registration Complete.....	9
Identity Number Type Restrictions	10
Temporary Password	12

Introduction

This document describes how producers register for an account to sign/view documents related to one or more policies on RCIS.com for Producers. You must register for an account before you can use RCIS.com for Producers to view documents, sign documents, and maintain your account.

To register for RCIS.com for Producers, go to RCIS.com and click **Register now for RCIS.com**:

The screenshot displays the RCIS.com website interface. At the top, the RCIS logo is accompanied by the tagline "We grow stronger every day — togetherSM". A navigation bar includes links for "Agents", "Producers", "Products", "About Us", and "Quick Links", along with a "Sign In" button. The main content area is divided into several sections:

- Producer & Agent Sign In:** A section with a "Sign In" button and a link to "Register now for RCIS.com". A red arrow points to this link. Below the link, it says "It's fast and easy!". For agents, it prompts to "Enter your RCIS Username and Password".
- Central Banner:** A large image of a tractor in a field at sunset. Below it, the text reads: "RCIS is the leading provider of agricultural insurance in the United States."
- Right Column:** Contains two promotional boxes. The top one is titled "Simplify your Acreage Reporting" and mentions "Gain efficiencies with RCIS Precision Farming services". The bottom one is titled "RCIS is now hiring Crop Adjusters" and includes the text: "We're looking for people who are passionate about agriculture and want to be part of a company".
- For Producers:** A section with a "Retrieve Crop Provisions" button.
- What's New:** A section titled "Celebrating National Ag Day" with a "More" link.

At the bottom right, a small note states: "* You need Adobe® Reader® to read PDF files. Download Adobe Reader for free."

You will be guided through four easy steps to complete the registration process.

How to Register

Producer Registration

On the RCIS.com Sign In/Register page, click **Register now for RCIS.com**. The Getting Started page displays:

Register

Getting Started... Help

You will need the following to complete your registration:

- A policy number
- Your Social Security Number (SSN)
- The Zip Code associated with this policy number

IMPORTANT: If you are registering to access information for multiple policies, you will need to register only once for all policies associated with the Tax ID for an entity as provided.

Please be assured, this is a secure site - your personal information is safe. If you have questions or need help registering, please contact your agent.

Next

Note the items of information you will need to complete the registration. Also note that you only need to register once for all other policies (for which you are authorized) that have the same Insured as the provided policy.

Click **Next**. The Insured Consent page displays.

Insured Consent

Register

1 **Accept Terms** 2 **Verify Policy Information** 3 **Account Preferences** 4 **Complete**

Step 1 of 4: Accept Terms of Agreement Help

Insured Consent

A. General Consent

Insured agrees to the use of electronic records and electronic signatures in the course of Insured's ongoing business relationship and transactions with RCIS and affiliated agents. The documents and information that may be delivered to, received from, reviewed and/or signed electronically by Customer or RCIS include applications, policies of insurance, certificates, declaration pages, legal and regulatory disclosures, notices, statements, and all other communications and documents related to insurance coverage provided to Customer by RCIS (collectively "Account Related Information"). RCIS will provide Insured Account Related Information through mail, electronically, or by other means available. This information will be sent to Insured's postal or electronic address ("E-Address") as reflected in RCIS' records. The E-Address may be an e-mail address, other Internet address, text messaging number, or other electronic access address provided to RCIS in accordance with this Agreement. Any Account Related Information will be deemed to have been sent on the first Business Day following the date on it. Account Related Information that is held for pick-up or posted on an RCIS Website will be deemed to be delivered to, and received by, Insured at the time that RCIS makes it available for pick-up, displays it to Insured, or sends notice in accordance with this Agreement that it is posted on an RCIS Website, as applicable. The person receiving the notice is responsible for providing copies of all Account Related Information to all policyholders, individuals with a Substantial Beneficial Interest (SBI), or other individual with an interest in the policy. RCIS reserves the right at all times to communicate all Account Related Information to Insured through the U.S. Postal Service or overnight courier, at the sole option of RCIS.

I accept the terms of this agreement. ←

Back **Next**

After reading sections A, B, and C, check the *I accept the terms of this agreement* checkbox. Click **Next**. The Verify Policy Information page displays.

Verify Policy Information

Specify information related to your policy:

1. Enter the last six digits of your policy number.
2. Enter your Social Security Number (SSN). Only type the digits—do not include dashes.
3. Enter the zip code associated with the policy.
4. Click **Next**.

The system will check to determine if the tax ID matches your tax ID in the RCIS policy-processing system.

If the tax ID you specify during registration:	Then:
matches your tax ID in the RCIS policy-processing system,	your enrollment request will be processed.
does not match your tax ID in the RCIS policy-processing system,	access will be denied. Follow up with your agent for information about how to proceed.

Messages indicating error situations may display. For example, a message may display stating that your identity could not be confirmed. The message will advise you to contact your agent for assistance.

If the policy-related information you entered is valid, a question will display after you click **Next**:

The screenshot shows a web interface titled "Register". At the top right, there is a progress indicator with four numbered steps: 1. Accept Terms, 2. Verify Policy Information (highlighted in blue), 3. Account Preferences, and 4. Complete. Below this is a blue header bar that says "Step 2 of 4: Verify Policy Information" and includes a "Help" link on the right. The main content area contains the question: "Would you like to register to access policy information for a different Tax ID?". There are two radio button options: "Yes" (unselected) and "No" (selected). At the bottom of the form, there are two buttons: a blue "Back" button on the left and a green "Next" button on the right.

If you want to register to access policy information for a different insured, select Yes and click **Next**. The Verify Policy Information page will display again. Repeat steps 1- 4 above.

To proceed to the Account Preferences page, select No and click **Next**.

Account Preferences

Step 3 of 4: Account Preferences Help

Account Information

Username:
Your Username must be 3 to 10 alpha-numeric characters. Special characters are not allowed. Username is not case sensitive. You will need this Username to sign into RCIS.com for Producers.

Send communications via: Email only

Personal Information

First Name:

Middle Name (optional):

Last Name:

Suffix (optional):

Email Address:
Your email address will only be used to send communications such as policy information, documentation or digital signature requests.

Confirm Email Address:

Communications: Yes, I would like to receive communications from RCIS

Phone Number: - -

Digital Signature Service

IMPORTANT: In order to sign documents digitally, you will enter the **Passphrase** you create below each time you digitally sign a document. Whereas, your **Password** is used to log into the site. Please contact your RCIS agent for more information about sending/signing documents electronically.

New Passphrase:
Requirements for creating a passphrase:
Must be at least 8 characters long
Must contain at least 3 of the following:
Lowercase alpha character
Uppercase alpha character
Number from 0 to 9
One of these special characters ! @ # \$ % ^ * ?
Valid characters include letters, numbers and ! @ # \$ % ^ * ?

Confirm New Passphrase:

Online Delivery

IMPORTANT: When you select online delivery, you will no longer receive a paper copy of those documents. An email will be sent to alert you when an online document is available on this site.

Deliver policy documents online [See full list](#)

Account Information

1. Enter the username you will use for RCIS.com for Producers.

The username:

- is not case-sensitive
- must be 3 to 10 alphanumeric characters long
- must not have special characters

2. For Send communications via, leave the Email only option selected.

3. For RCIS Communications, check or uncheck the checkbox to indicate whether you want to receive communications from RCIS.

Personal Information

In this section, enter your name, email, and phone information.

Digital Signature Service

In this section, you will specify the passphrase that you must enter every time you digitally sign a document. Entering the passphrase is the digital equivalent of a pen signature on the document.

1. In the New Passphrase field, type the passphrase. Requirements for creating a passphrase are displayed below the field.
2. In the Confirm New Passphrase field, type the passphrase again.

Note: You must enter your passphrase regardless of whether or not the agency has enabled digital signature services, but policy documents will not be routed for signature unless the agency is enrolled. Claim documents may be routed to you for signature regardless of whether or not the agency has enabled digital signature services.

Online Delivery

Check the checkbox in this section to indicate that you would like to receive policy documents online only:

- An email will be sent when an electronic document is available.

- You will no longer receive paper copies of the documents via regular mail.

Click [See full list](#) to see a complete list of the documents available for electronic delivery.

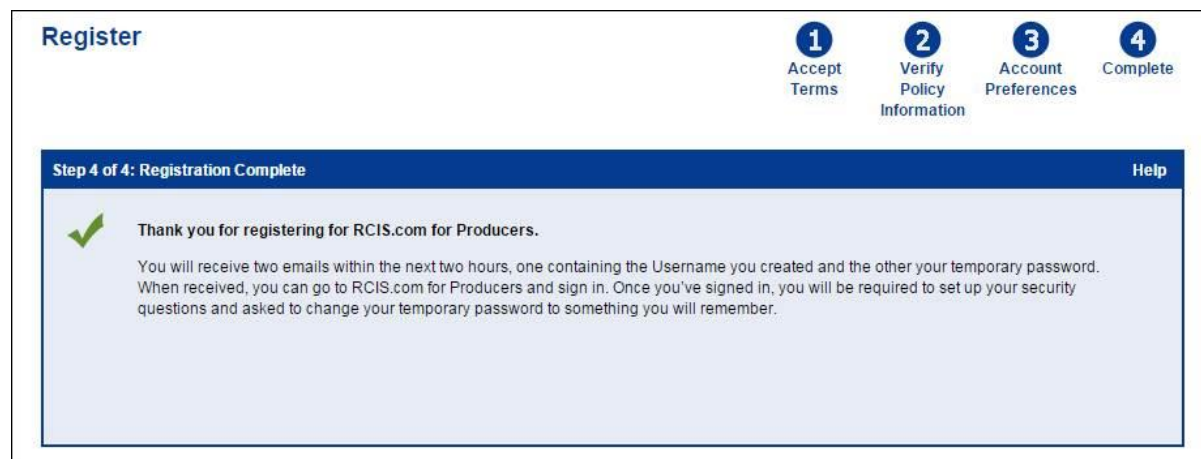
As stated above, if you check the checkbox, **you will no longer receive a paper copy of the documents.** If you would prefer to make this delivery change at a later time, you can:

1. Leave the checkbox unchecked.
2. Select *Deliver policy documents online* at a later time in My Accounts > Services.

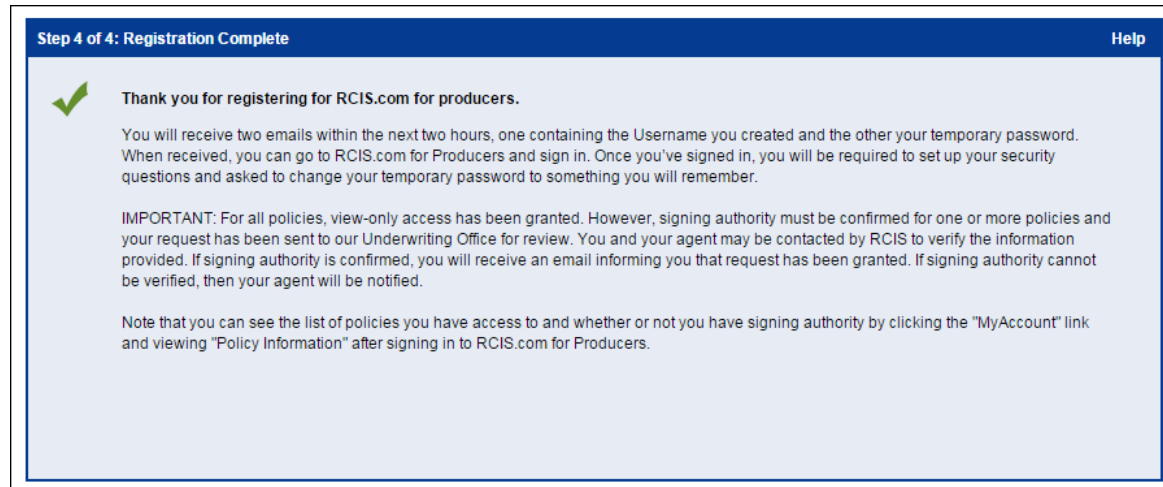
Registration Complete

Click **Next**. The Registration Complete page displays. The text on the page advises you how to proceed.

If you are the insured OR if no additional paperwork-review is required to allow you to digitally sign documents, this page will display:



If it is necessary to confirm paperwork before you will be allowed to digitally sign documents for any of the policies you have registered for, this page will display:



Identity Number Type Restrictions

Your agency must be enabled for digital signature services in order to route policy documents to you for signature. Once the agency is enabled, if you have Digital Signing Authority for the policy and have registered for policy access on RCIS.com for Producers, then policy documents can be routed to you for digital signature.

Your agency does not need to be enabled for digital signature services in order for RCIS to route claim documents to you for signature. If you have the authority to digitally sign claims and have registered for an account on RCIS.com for Producers, then claims can be routed to you for digital signature.

There is no set-up required to allow the insured on a policy with a tax ID type of SSN or RAN to register for RCIS.com for Producers and/or sign documents digitally. However, there are currently restrictions on the ability to grant Read Only access or Digital Signing Authority to the insured's Substantial Beneficial Interests (SBIs), Power of Attorneys (POAs), and Authorized Signers. The restrictions are based on the insured's Identity Number Type.

If the insured's Identity Number Type is:	Then:
SSN or RAN	<p>By default, the insured is eligible to register for RCIS.com for Producers and/or sign policy documents digitally, and is the only person who can access the policy.</p> <p>Though the agent will be able to grant Read Only access or Digital Signing Authority to SBIs, POAs, Authorized Representatives, and Authorized Signers in the RCIS policy-processing system, they will not be able to register for RCIS.com at this time. This is foundational work to provide future capabilities in RCIS.com for Producers.</p>
EIN or BIA	<p><u>MPCI Policies</u></p> <p>The agent will be able to grant Read Only access or Digital Signing Authority to the policy's SBIs, POAs, or Authorized Signers in the RCIS policy-processing system. Authorized Representatives will only be allowed to have Read Only access; they will not be allowed to have Digital Signing Authority. The first person who registers for the policy in RCIS.com for Producers will be the only one with access to the policy.</p> <p>If an SBI or POA registers for a policy for which the agent has granted Digital Signing Authority, the RCIS Regional Service Office (RSO) must review and approve the request prior to the signing authority being granted. Until the request is reviewed, the SBI or POA will have Read Only access to the policy.</p> <p><u>Hail/HPP Policies</u></p> <p>The agent will be able to grant Read Only access or Digital Signing Authority to the insured's Authorized Representatives.</p>

Work with your agent to ensure that your policy has the correct access/Digital Signing Authority designations.

Temporary Password

If you receive a temporary password, use it to log in through the RCIS.com home page. After signing in with the temporary password from the email, you must set up your security questions, which will allow you to reset your password (if you ever forget it) without having to call your agent for assistance. The Please set up your Security Questions page will display. Click **Set Up Security Questions** to go to the Security Questions page. After completing your security questions, the My Account page will display. Change your password in the Account Information section to something you will remember. If you forget your password, you can select the **Forgot your Password?** link from the Sign in page, answer the security questions, and then reset your password.