# Prior Agent- Agent Portal Registration

To register, got to: https://agent.ushadvisors.com
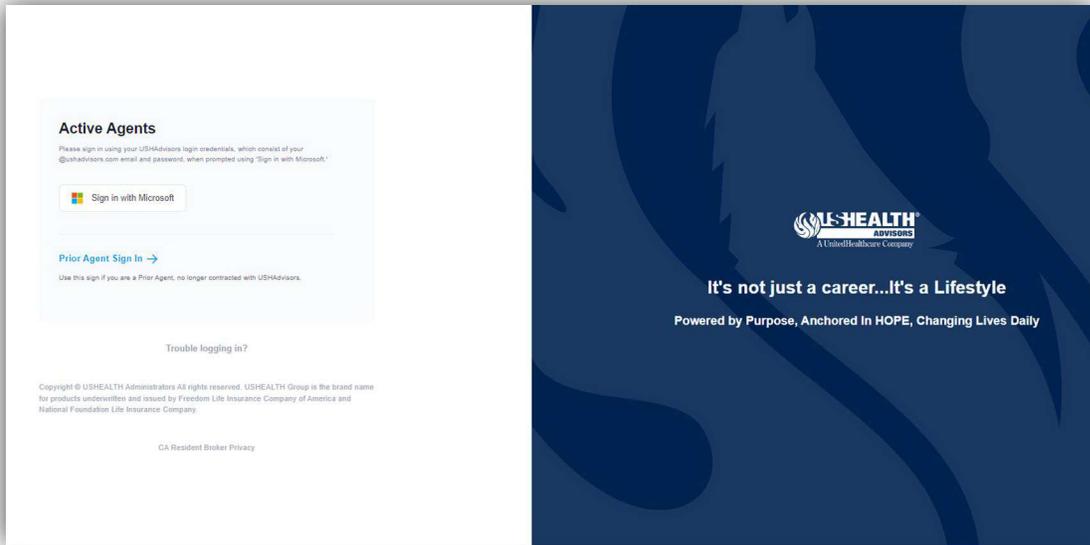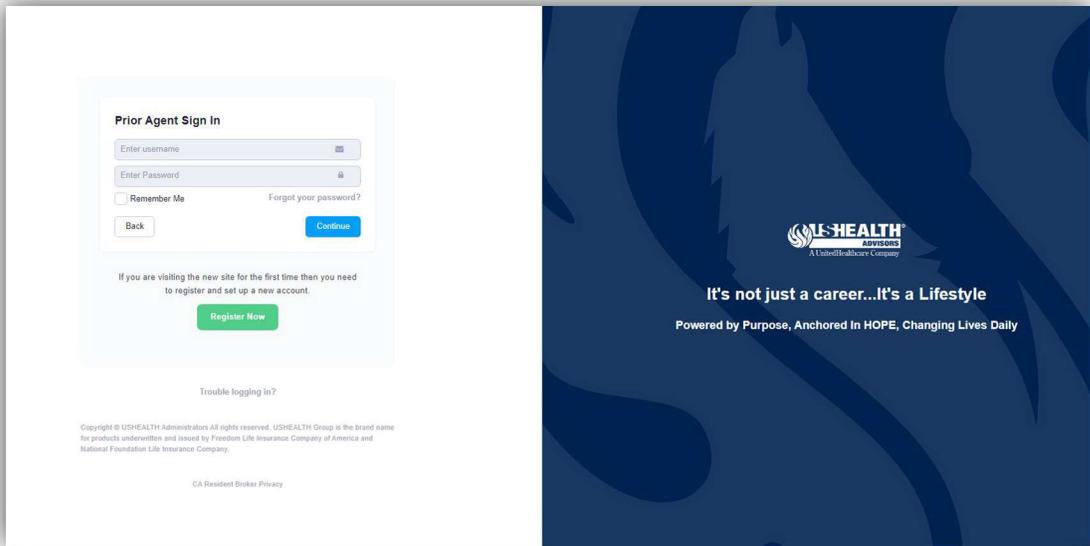
Click on the text "Prior Agent Sign In"



Click the green "Register Now" button.



Enter the provided registration code and the last 4 digits of your Social Security Number, then click "Verify". The registration code will be included with your Contract Termination letter. If you do not have a registration code, then contact the Help Desk for assistance.
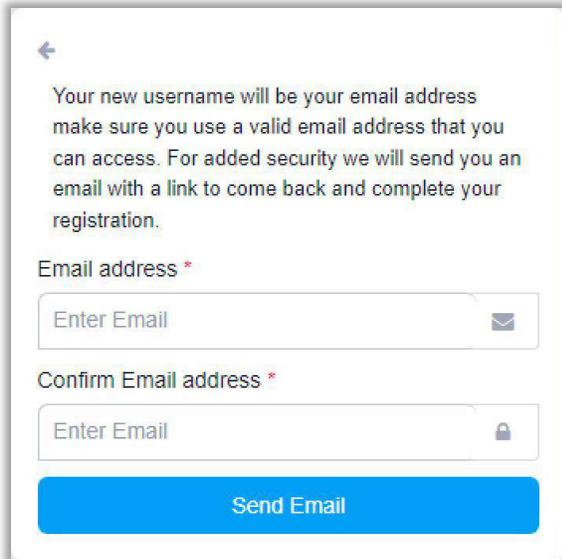


If the registration code and last 4 of SSN are successfully verified, you will be allowed to continue to the Registration process.

## Registration Process

### Step 1: Username

You will need create a new Username for your account. The new username will be your personal email address make sure you use a valid email address that you can access. For added security we will verify your email address by sending you an email communication with a link to complete your registration.

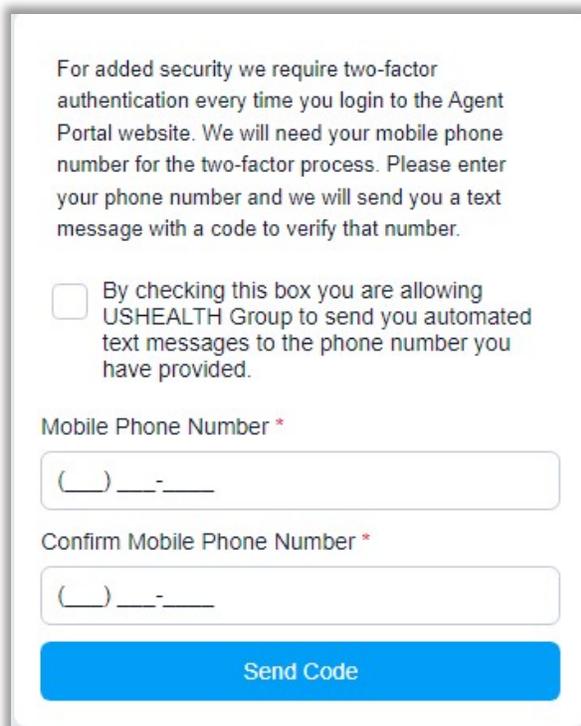After entering and confirming your email address, click "Send Email".

Go to your personal email and click the link within the email to confirm your email address. Clicking the link, will return you to the Agent Portal registration process.

### Step 2: Mobile Phone Number

Follow the prompts on screen and fill in your mobile phone number. A personal mobile phone number is required for secure access. Also be sure to check the box to receive automated text messages.
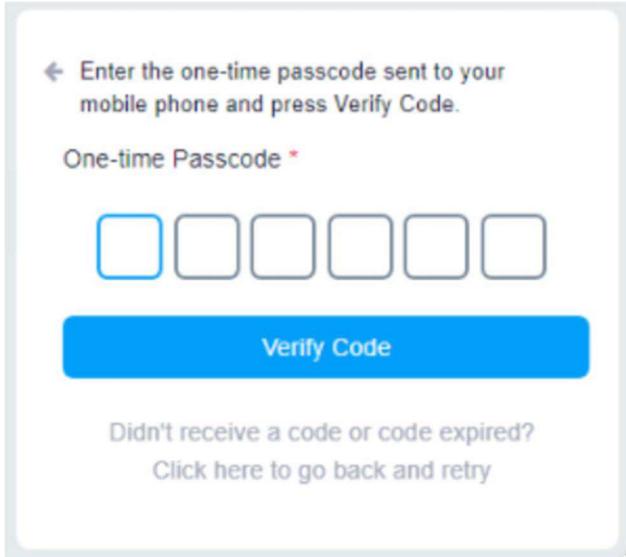
Click "Send Code" to send a security passcode to the provided mobile phone number.

Type in the code you received via text message. If you did not receive a code, you can click "Click here to go back and retry".

After entering the security passcode, click "Verify Code".



### Step 3: Password
Follow the instructions for creating a Password that meets the minimum requirements. The listed password requirement indicators will light-up as each requirement is satisfied. After entering and confirming a valid password, you will be allowed to continue.

Complete the registration process by clicking "Complete Registration".



You registration is complete! You will be returned to the original landing page to login with your newly created Username and Password.
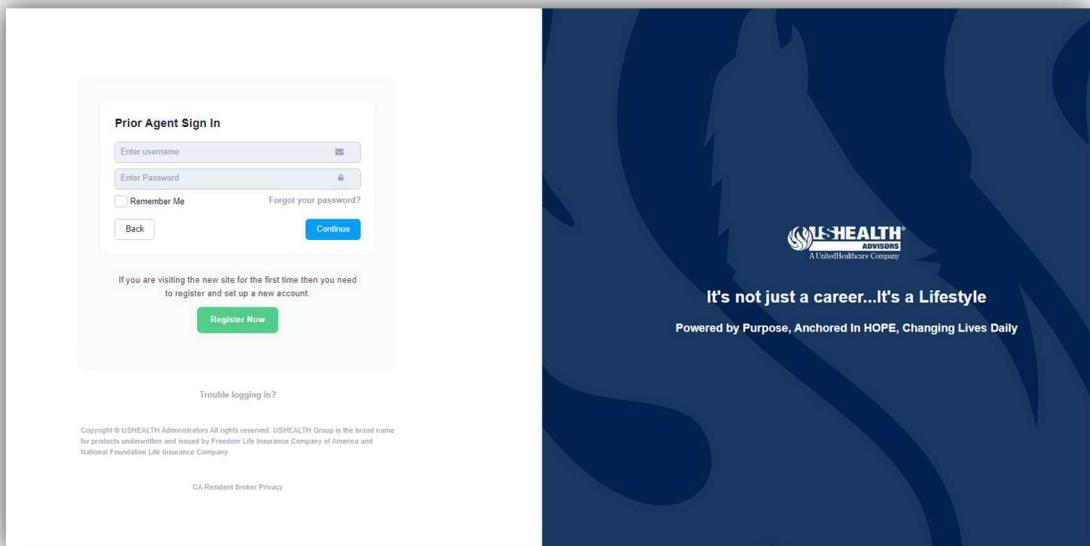
## Logging in

After completing your registration. You be able to use your newly create Agent Portal Username and Password to access the system.

From the initial website page, you will always need to select "Prior Agent Sign-in" to access the login page.
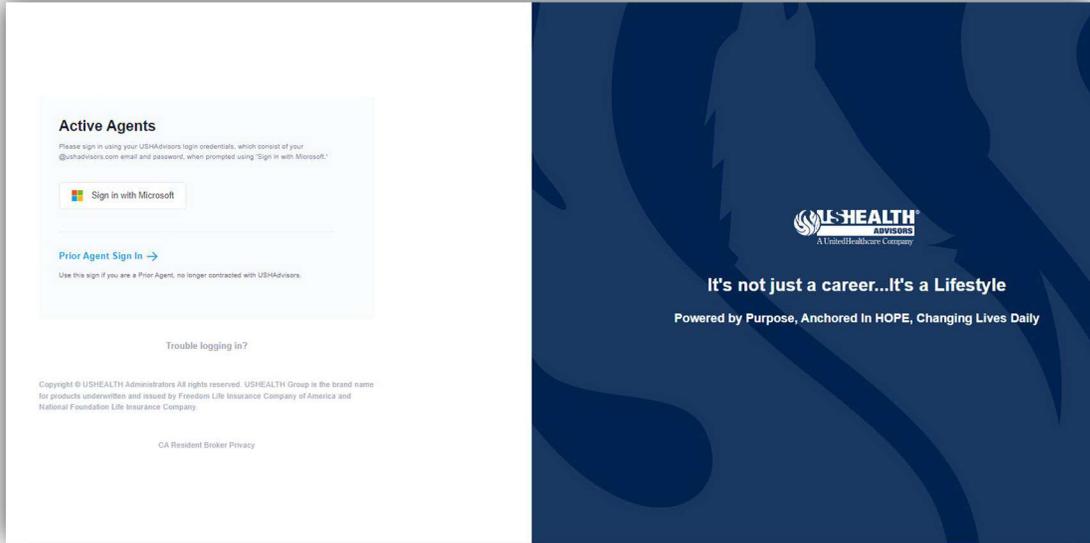


On the login page, enter your Username and Password and then select "Continue".



Each time you login, a security passcode will be sent to your mobile phone. Enter the provided security passcode and click "Login" to complete the process.



After providing the correct security passcode you will be allowed into the system.