HOW TO REGISTER AND UPDATE YOUR AGENCY INFORMATION

How to Register for Big "I" Alliance Blue

Go to the Alliance Blue registration page. Be sure to pull the items listed to get started. Enter your email address and password and click on the green 'BEGIN REGISTRATION' tab. Follow the seven steps to complete the agency registration:

1. Verify/enter agency information, which is pre-populated from our member database. Click 'Update'.
2. Verify/enter agency tax, banking, and license information. Click 'Next'.
3. Verify/enter agency E&O information. Click 'Update'.
4. Verify the background information questions, then click 'Update'.
5. Verify/enter user information. Agency staff listed in our database are shown here. For someone to be able to submit business, their license information must be recorded. Click on 'Enter License Info' next to his or her name and enter their individual license information. Click 'Add User' to include names not already listed. Select 'Next' once completed.
6. Verify/update whether you would like to participate in Big "I" Flood, offered through Selective. Answering "No" to either question will not prevent you from using the Big "I" Flood program in the future. Click 'Next'.
7. Read then e-sign the Agency Sub-producer Agreement by entering your initials in the box at the bottom and clicking 'Accept' to update the information. You are encouraged to print the agreement for your records.

You can now log in to Big "I" Alliance Blue to view products. Within 24 hours, an Alliance Blue team member will review your registration and contact you to confirm your registration has been activated or request more information. If you need immediate access, email us at allianceblue@iiaba.net.

How to Update Your Agency Information

Now that you are registered, follow instructions below to make a variety of changes. Note that updates can only be made by the agency's designated System Administrator. System administrators can access all submissions, commission statements and agency details. An agency can assign one or more persons to this role by checking the 'Big "I" Markets Permission' box on the individual's 'Enter License Info' tab in step five of the registration process.

How to Pull Commission Statements

1. Login into Big "I" Alliance Blue.
2. Select 'Agency Profile' located in the left-hand column.
3. After the agency page has loaded, select 'Commission Statements'.
4. Select the 'Download Statement' icon to download the statement.

How to Update the Commission Statement Notification Recipient

When a commission payment is made, the system sends notification to pull the commensurate statement from the portal. Follow the steps below to assign or reassign the recipient email address.

1. Go to Big "I" Alliance Blue and select the green 'BEGIN REGISTRATION' button.
2. Click 'Next' and proceed to Step #2.
3. Within the 'EFT Information' section, update the 'Commission Statement Email' box.
4. Once completed, click 'Next' then close the window; you do not need to finish the remaining steps.

How to Add New Users

1. Go to Big "I" Alliance Blue then click the green 'BEGIN REGISTRATION' button. Continue clicking on 'Next' or 'Update' until you reach Step five.
2. Click on 'Add User' on the bottom right and enter the information. Be sure to also enter the individual's license number. Click 'Next'.
3. Once additions have been made, close the window; you do not need to finish the remaining steps.

How to Add a New Agency Non-residence License Number

1. Go to Big "I" Alliance Blue then click the green 'BEGIN REGISTRATION' button.
2. Continue clicking on 'Next' or 'Update' until you reach Step Two.
3. Look for the 'Agency License' section and update or add information.
4. Once additions have been made, close the window; you do not need to finish the remaining steps.

Questions?

Contact us at allianceblue@iiaba.net or (703) 647-7800.