

Agency Account Users

Please provide the agency information for your BEACONNECT account:

- **Principal:** The user with the Principal role will be able to access the BEACONNECT Dashboard and will receive periodic, confidential emails from Beacon.
- **Key Contact:** The Key Contact for your agency can add and delete other users in your BEACONNECT account. Each agency must have one user with the Key Contact role who can manage their other users and user roles. Note: Only Beacon’s Help Desk can assign the Key Contact role.
- **Document Notification Contact:** This role is given to all new Key Contact users to receive one email notification on any day when new agency documents are posted to the Agency Document Center. The Key Contact can assign this role to one or more users, and at least one user should have this role. Agency users can also access the Agency Document Center directly after logging into BEACONNECT.
- **Financial Contact:** The Financial Contact can access the Commission Statements in BEACONNECT. One user can have this role, or multiple users can have this role including the Key Contact and the Principal.

Account Set Up Process: Upon return of this form, the Beacon Help Desk will create your BEACONNECT accounts and will send the login information to the email address listed below for that Account User. In the future, the Key Contact can add and delete users, change user roles, and access the BEACONNECT Help pages to manage your users.

Agency Name:
Agency Phone Number:

Principal’s Name:	Principal also designated as:
Principal’s Email:	Key Contact: (Yes/No)
	Financial Contact: (Yes/No)

Key Contact Name:	Key Contact also designated as:
Key Contact Title:	Financial Contact: (Yes/No)
Key Contact Email:	

Financial Contact Name:
Financial Contact Title:
Financial Contact Email:

Principal’s Signature

Please return this form to ksousavallone@beaconmutual.com or Fax it to: 401-825-2778