## **Communication Preferences and Agency Administrator Form**

Complete the following sections to (1) update your agency's communication preferences and/or (2) add

an administrator for your agen- email it to agents@texasmutua	cy's Texas Mutual Online (TMO) accounts ol.com.	s. Sign the completed form and
emant it to agents weekas mateur	Agency Code:	
(1) COMMUNICATION P	REFERENCES	
Select how you'd like to receive po	licy documents including quotes, cancella	tion notices and declination letters.
EMAIL* - I want policy docume	nts emailed to:	
MAIL - I want policy document	s mailed to:	
To view emailed documents, yo You may request a paper copy of	t for Texas Mutual to deliver these docum ou will need internet access, Adobe Reade of an emailed document by calling (800) 8 elivery method or address) can be update	er and a compatible browser. 59-5995 during business hours.
(2) AGENCY ADMINISTR	ATOR	
Designate an administrator to ma select documents. An agency adm	nage your agency's TMO user accounts an iinistrator can:	d communication preferences for
<ul><li>Create new user accounts</li><li>Remove user accounts</li><li>Reset passwords</li></ul>	<ul> <li>Change user contact information, access privileges and agency communication preferences</li> </ul>	<ul> <li>Review account maintenance activities via online reports</li> </ul>
Administrator Name:		
Title:	Phone:	
Email:		
We will notify the administrator bolease submit a separate copy of	y email once their access is set up. If you this form for each individual.	need to add another administrator,
SIGNATURE VERIFICATI	ON	
By signing below, you confirm that y	ou are a principal or authorized party of the	agency indicated on this application.
Print Name:		
Signature:		
Γitle∙		Date



For Texas Mutual Use Only Agency Code: \_