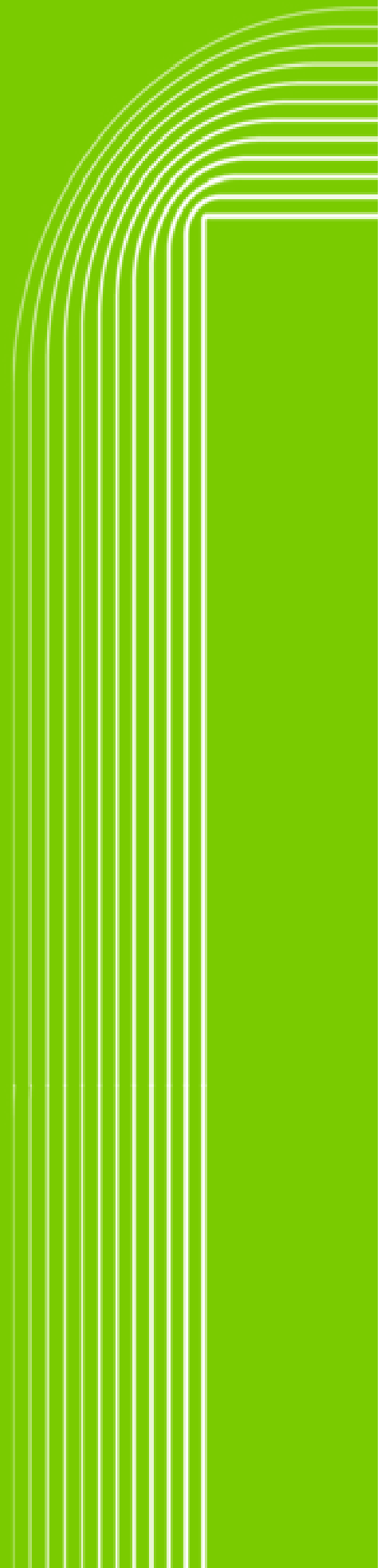


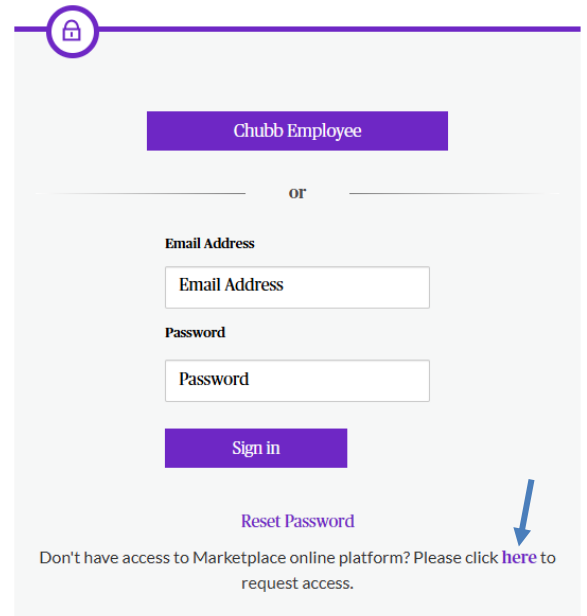
# Marketplace: Enrollment Guide



## Marketplace: Enrollment Guide

If you have already been enrolled by Chubb, you will receive an email titled “**Welcome to Chubb's Portal**” from **caz-admin-online@chubb.com**. To access your account, please follow these [steps](#).

If you have not been enrolled, visit the Marketplace site and click “here” to request access.



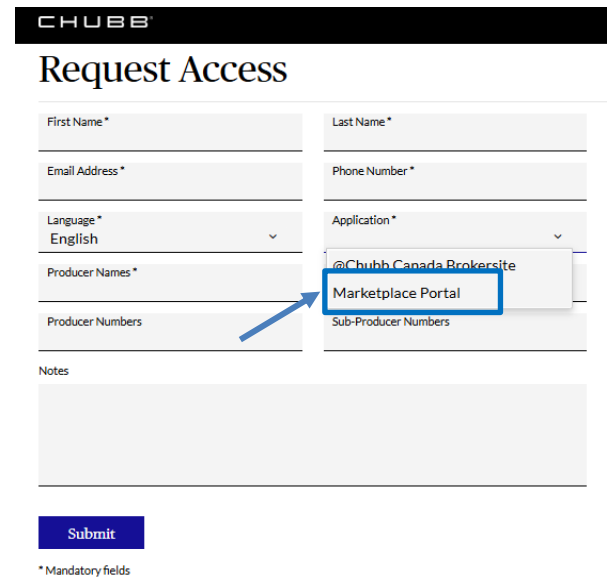
**Step 1:** Fill in all mandatory fields on the form.

**Step 2:** In the Application section, select “Marketplace Portal”.

**Step 3:** For Producer Names, enter your brokerage; the full legal entity name is not necessary.

**Step 4:** For Producer Addresses, provide your office’s address.

**Step 5 (optional):** Producer Numbers and Sub-Producer Numbers are optional and do not need to be completed.



Once your request is complete, the following message will be displayed:

**Thank you for your submission**

A Chubb Admin will review your request

Chubb will be notified of your enrollment. Once your enrollment has been approved, you will receive an email titled **“Welcome to Chubb's Portal” from caz-admin-online@chubb.com**. If you do not see the email, please check your junk or spam folder. A sample email is provided below:

Congratulations! You now have access to Chubb's Marketplace Portal.

Upon accessing the site for the first time, you will be asked to acknowledge the terms and conditions that govern the site as outlined under the ["User Licence Agreement and Terms of Use"](#). In doing so, you understand that the information available on the site is the personal and confidential information of your clients and customers of Chubb. Accordingly, use of this site shall be restricted to authorized persons only for authorized insurance information purposes.

The Marketplace Portal is provided to allow access to information about your clients. While we strive to keep information current and accurate, for technical reasons, there can be a brief delay in the currency of information available on the site.

Please click [here](#) for an immediate link to the Marketplace Portal, where you will confirm your registration and complete the sign up process.

Welcome to Chubb's Marketplace Portal!

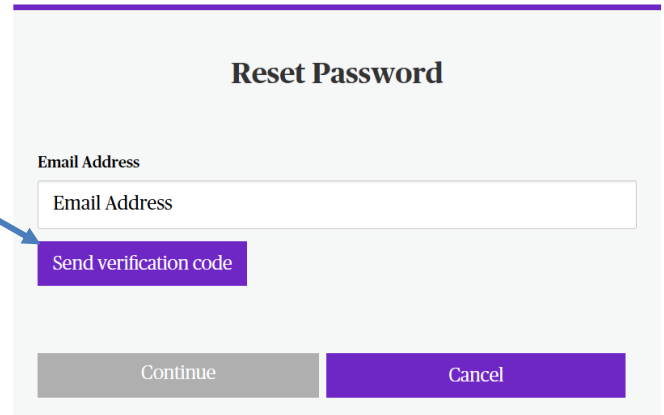
If you are unable to view any of the above links, please email us for Technical Support at [cazwebappsupport@chubb.com](mailto:cazwebappsupport@chubb.com).

This email (including any attachments) is intended for the designated recipient(s) only, and may be confidential, non-public, proprietary, and/or protected by the attorney-client or other privilege. Unauthorized reading, distribution, copying or other use of this communication is prohibited and may be unlawful. Receipt by anyone other than the intended recipient(s) should not be deemed a waiver of any privilege or protection. If you are not the intended recipient or if you believe that you have received this email in error, please notify the sender immediately and delete all copies from your computer system without reading, saving, printing, forwarding or using it in any manner. Although it has been checked for viruses and other malicious software ("malware"), we do not warrant, represent or guarantee in any way that this communication is free of malware or potentially damaging defects. All liability for any actual or alleged loss, damage, or injury arising out of or resulting in any way from the receipt, opening or use of this email is expressly disclaimed.

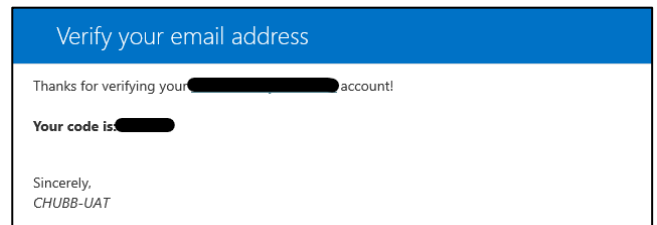
**Step 6:** Click the “here” link in the email to proceed to the next step. You will be redirected to the Chubb Marketplace site and prompted to update your password.

After clicking the link, you have 24 hours to complete your registration. If not completed within this timeframe, you will need to be re-enrolled.

**Step 7:** Enter your broker email address and click “send verification code.”



You will receive an email titled **“CHUBB-UAT account email verification code”** from **Microsoft on behalf of CHUBB-UAT msonlineservicesteam@microsoftonline.com** containing your verification code.



**Step 8:** Return to the Marketplace site, enter your verification code, and click “Verify code” to continue.

**Reset Password**

Verification code has been sent to your inbox. Please copy it to the input box below.

**Email Address**

**Verification code**

Verify code    Send new code

Continue    Cancel

**Step 9:** Click “Continue”.

**Reset Password**

E-mail address verified. You can now continue.

**Email Address**

Change e-mail

Continue    Cancel

**Step 10:** Enter a new password and then you will be able to log in.

**Reset Password**

**New Password**

**Confirm New Password**

Continue    Cancel

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