

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 agency's Texas Mutual Online (TMO) accounts. Sign the completed form and email it to agents@texasmutual.com.

Agency Code: _____

(1) COMMUNICATION PREFERENCES

Select how you'd like to receive policy documents including quotes, cancellation notices and declination letters.

EMAIL* - I want policy documents emailed to:

MAIL - I want policy documents mailed to:

* By selecting email, you consent for Texas Mutual to deliver these documents electronically in the future. To view emailed documents, you will need internet access, Adobe Reader and a compatible browser. You may request a paper copy of an emailed document by calling (800) 859-5995 during business hours. Communication preferences (delivery method or address) can be updated through TMO or by submitting a new copy of this form.

(2) AGENCY ADMINISTRATOR

Designate an administrator to manage your agency's TMO user accounts and communication preferences for select documents. An agency administrator can:

- Create new user accounts
- Remove user accounts
- Reset passwords
- Change user contact information, access privileges and agency communication preferences
- Review account maintenance activities via online reports

Administrator Name: _____

Title: _____ Phone: _____

Email: _____

We will notify the administrator by email once their access is set up. If you need to add another administrator, please submit a separate copy of this form for each individual.

SIGNATURE VERIFICATION

By signing below, you confirm that you are a principal or authorized party of the agency indicated on this application.

Print Name: _____

Signature: _____

Title: _____ Date: _____

For Texas Mutual Use Only Agency Code: _____ Region: _____

(800) 859-5995
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