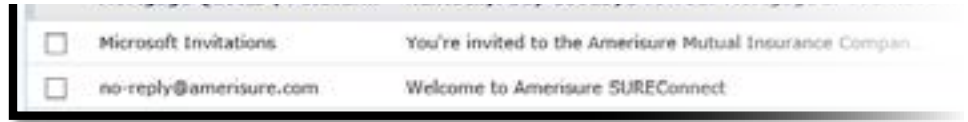
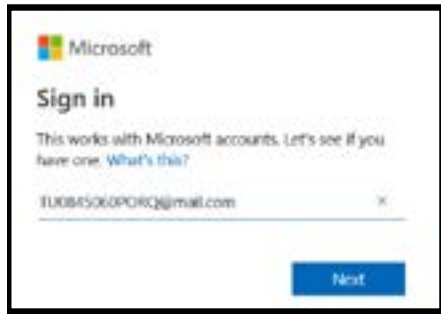


Review your mail for your Amerisure Invitation from Microsoft.



Open the invitation in the email and Click on the [Get Started] button link in the email to complete the authentication. You will be redirected to a Microsoft account with your email address.

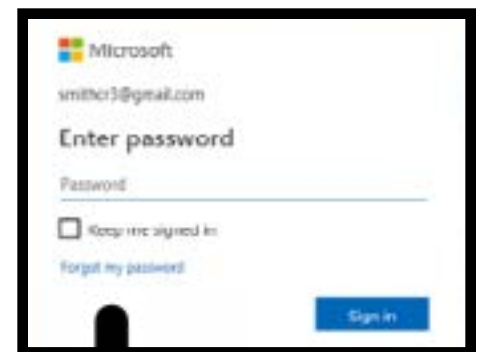
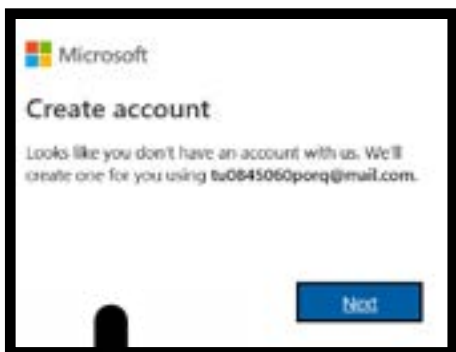


Click **Next**. Depending on whether your email address is already associated with a Microsoft account, a different set of steps is required

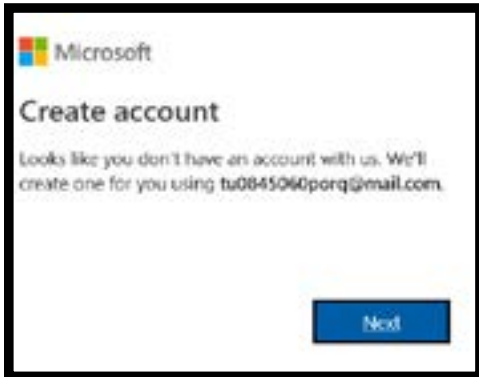
*Please note: your organization may have some Microsoft cloud set up. The level of Microsoft cloud connections your organization has established may impact which steps you will take.*

ONE OF THE FOLLOWING SCREENS WILL APPEAR

Please click on the image of the screen you see, to view the correct instructions.



**IF YOU SEE CREATE ACCOUNT**



**Click Next.**

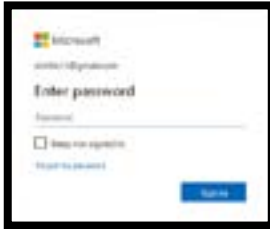
Now you'll need to create a password.

Please click the image below to view the correct instructions to proceed.



**IF YOU SEE ENTER PASSWORD**

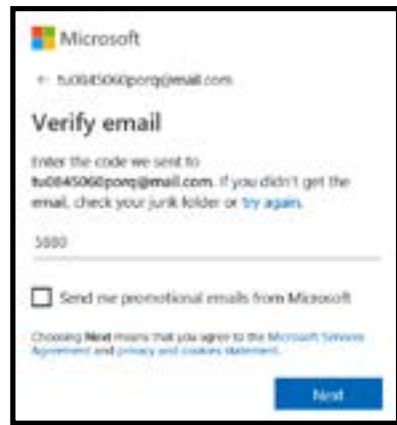
(typically for a user with some level of Microsoft account), follow these steps



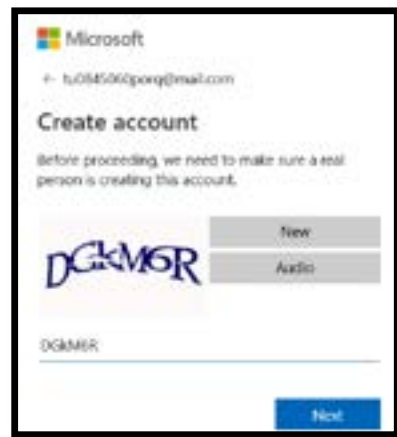
The password to enter is generally the password you use to log in to your computer.

Microsoft will now verify that you are associated with the email account via a message sent to your email with a code for verification.

**Note:** Uncheck the the box to opt out of receiving promotial emails from Microsoft.

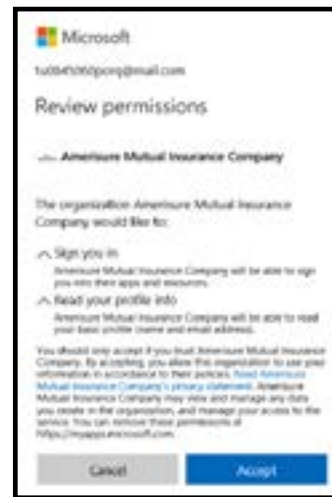


Microsoft will verify you are a real person by having you enter the letters displayed. This will complete your Microsoft account setup.

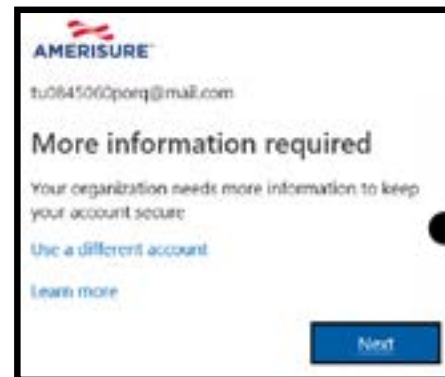


It will now setup your authentication preferences for Amerisure Insurance login.

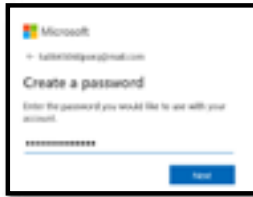
This is a review of the permissions being granted and the terms and conditions for Amerisure Mutual Insurance Company. It is safe to click the Accept button.



Amerisure will now request your preferences for authentication. **Please click the image below for more instructions.**



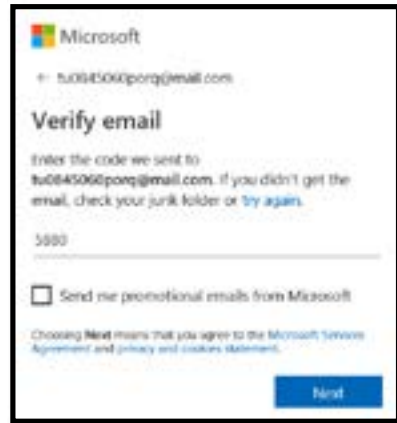
**IF YOU SEE CREATE A PASSWORD**



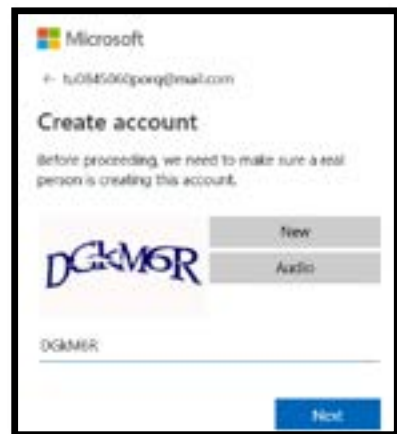
You will be prompted to enter a password for your Microsoft account. Be sure to remember this password for future use.

Microsoft will now verify that you are associated with the email account via a message sent to your email with a code for verification.

**Note:** *Uncheck the the box to opt out of receiving promotial emails from Microsoft.*

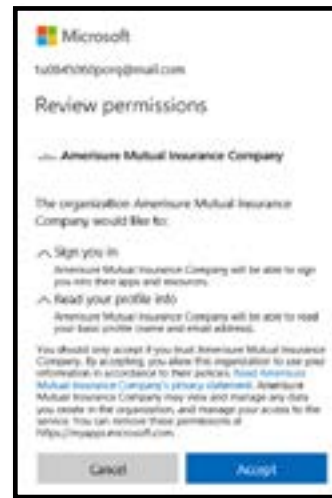


Microsoft will verify you are a real person by having you enter the letters displayed. This will complete your Microsoft account setup.

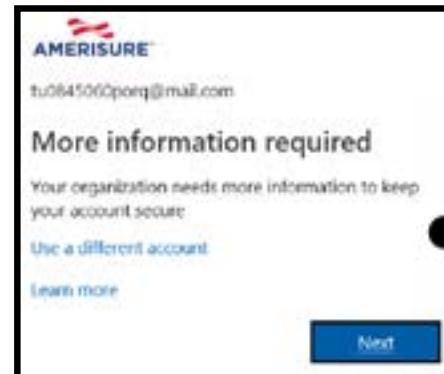


It will now setup your authentication preferences for Amerisure Insurance login.

This is a review of the permissions being granted and the terms and conditions for Amerisure Mutual Insurance Company. It is safe to click the Accept button.



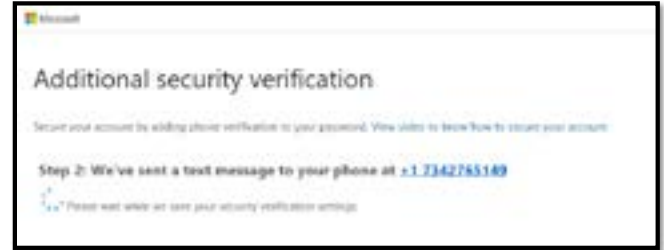
Amerisure will now request your preferences for authentication. **Please click the image below for more instructions.**



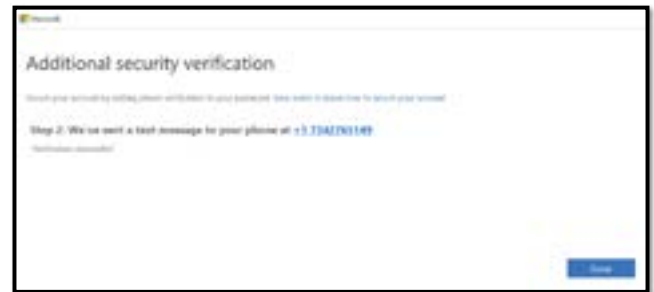
Now that you have setup your Microsoft account, you'll now need to choose your authentication method.

Amerisure recommends setting up your mobile phone as your authentication phone. If you want to use your desk phone, that can be entered as your authentication phone as well (direct dial only). However, you will need to use the option of "Call me" if you select the desk phone option. For your mobile phone, you may choose text or call options.

It will verify the code is correct.



A final message is displayed when Verification is successful.

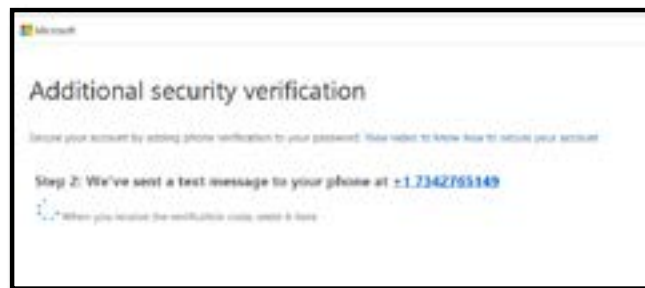


OPR will open and log you in automatically.

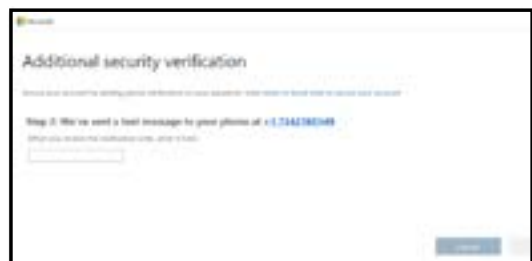


Additional security verification is once again initiated for the Amerisure setup based on the phone number provided for Authentication in the previous step.

If logged out while the browser remains open, you will be able to click login and it should take you right back in.



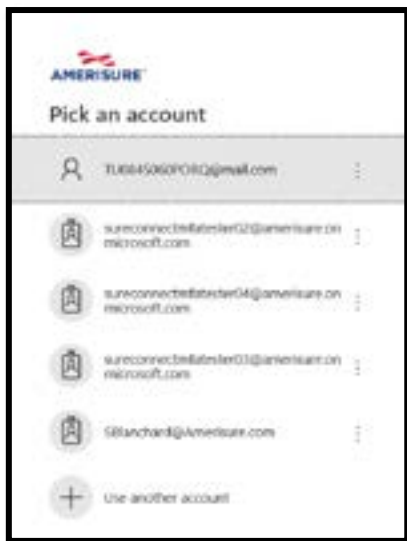
Enter the code sent for for verification.



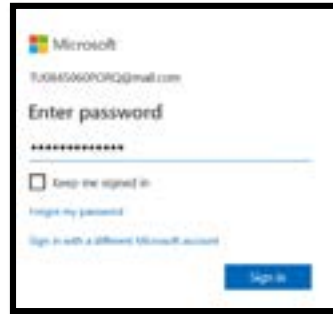
If logged out and the browser is closed, click login and it will take you through your two-factor authentication process (not the entire registration process) and then sign you into OPR.



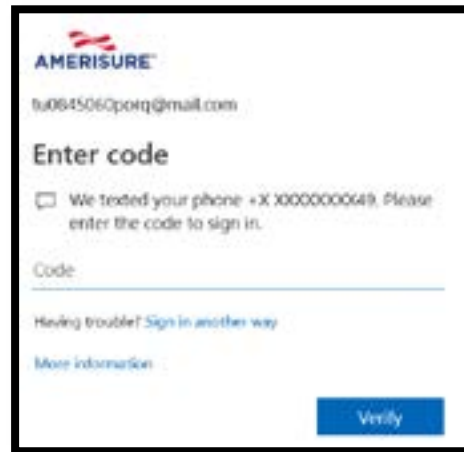
When logging in and there are multiple user accounts (for example, if you are using Microsoft two-factor authentication for more than one portal), select the appropriate user account for OPR.



Enter your MICROSOFT account password (Not OPR)



Enter the code for validation.



Now you are logged in to OPR.

