

Review your mail for your Amerisure Invitation from Microsoft.

Microsoft Invitations	You're invited to the Amerisure Mutu	al tro	uran	oe Compan	
no-reply@amerisure.com	Welcome to Amerisure SUREConnect				
You're invited to the An	revisure Mutual Insurance Company ornari	A	-	One fullement	

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.

You're invited to the Americare Matual Insurance Company organi	(a) H	One fullement
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AMERISURE		
Tou've been invited to access applications in the		
Amerisure Mutual Insurance Company	organiz	ation
Get Started		
Return to the above link at any time for access.		
This email has been sent on behalf of the American Mutual Insurance Company organity fryita that the American Mutual Insurance Company organization. This email in can anounce the free factor invitations from the American Mutual Insurance Comp	ngalion, Picase a ay have advertisie nary organization	d on this arread is content, vou at any time.
Install Operator, Derivision for National VI 1600		Microsoft



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.

Microsoft Create account Looks like you don't have an account with us. We'll create one for you using tw0845060perg@mail.com.	Microsoft tubestopporg@mail.com Create a password	Microsoft snither3@gmail.com Enter password
bios	account.	Recy me signed in Forget by pass-ord



IFYOU 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

Microsoft.	
+ tattetiolipuspinal	E-com
Create a possue	ord
Enter the personnel you a account.	rould like to use with your

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

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AMERISURE

ONLINE PAYROLL REPORTING 2FA

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.

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

E identif	
Additio	nal security verification
large per ser	art by abing phote well-splats to your passent). Note using the lower to activate para activat
Step 2: We' Contempts	ve sent a text message to your phone at ±1.7342755149 mate te exitation can use t have

Enter the code sent for for verification.



It will verify the code is correct.

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Additional security verification	
Security and accounting adding above well-balled to your property. Whe solid in these how to strate your account	
Step 2: We've sent a text message to your phone at ±1.7342255349	

A final message is displayed when Verification is successful.



OPR will open and log you in automatically.

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April 71 II America - A					Name and Post of

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

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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.

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