

TUTORIAL: Log On to OnLine-PL Through 2X Client

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LOG ON TO ONLINE-PL THROUGH 2X CLIENT TUTORIAL



SOP#: _____ **Revision/Version:** Version 1.0
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Title: TUTORIAL: Log On to OnLine-PL Through 2X Client

Policy: This tutorial serves as a standard operating procedure for logging into OnLine-PL through the 2X client.

Purpose: To provide agents with step-by-step instructions for logging into OnLine-PL through the 2X client.

Scope: This tutorial covers the steps for logging into Online-PL through the 2X client.

Responsibilities: Insurance agents, underwriters and others may be responsible for using OnLine-PL. This tutorial enables them to access the OnLine-PL system through the 2X client.

Definitions:

Overview: This tutorial is designed to help users log on to OnLine-PI through the 2X client.

System Requirements

System Requirements:

This tutorial assumes that the user:

1. Has the 2X client installed on their computer
2. Is set up with an account in OnLine-PL

Overview

Overview:

This tutorial is designed to help users log on to OnLine-PL through the 2X client. **NOTE:** The tutorial demonstrates an agent's log on process. Screens may differ for other users logging on to OnLine-PL through the 2X client.

It contains one main section:

[I--Log On to OnLine-PL](#)

PART I—LOG ON TO ONLINE-PL

PART I.--LOG ON TO ONLINE-PL:

This section of the tutorial illustrates how to access and log on to OnLine-PL through the 2X client.

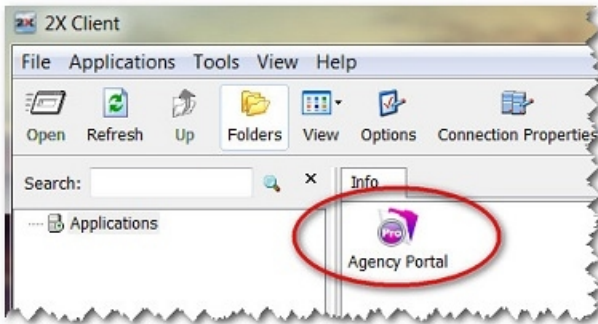
1. Log On to OnLine-PL

LOG ON TO ONLINE-PL:

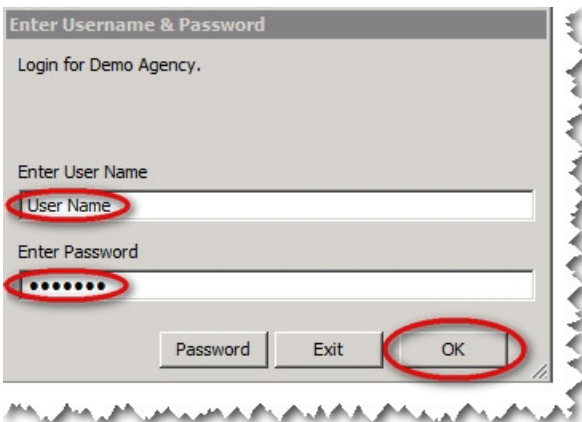
From the desktop:



1. Double-click on the **2X Client** icon on the desktop. The 2X Client folder displays, containing the Agency Portal icon.



2. Double-click on the **Agency Portal** icon. OnLine-PL and the Enter Username & Password window box displays.



3. Type the agent user name and password into the designated fields.
4. Click the **OK** button. The Main Menu displays, granting the user access to the Online-PL system.

Revision History

Revision History:

Revision:	Date:	Requested By:	Description of Changes:	Signature