

# 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  
**Effective Date:** 2013

**Prepared By:** Technical Writer Judy Thomas

**Approved By:** CEO Daniel O'Neal

**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:** Wholesale Administrator users 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 wholesale administrator users log on to OnLine-PL through the 2X client.

# System Requirements

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## **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

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## **Overview:**

This tutorial is designed to help wholesale administrators log on to OnLine-PL through the 2X client.

It contains one main section:

### **[Log On to OnLine-PL Through 2X Client](#)**

#### **RELATED TUTORIALS:**

- QUICK START: Log On to OnLine-PL Through 2X Client
- QUICK START: Generate Executive Lines Application In OnLine-PL
- TUTORIAL: Generate Executive Lines Application In OnLine-PL
- QUICK START: Generate Quote Letter In OnLine-PL
- TUTORIAL: Generate Quote Letter In OnLine-PL
- QUICK START: Bind Coverage & Issue Policy In OnLine-PL
- TUTORIAL: Bind Coverage & Issue Policy In OnLine-PL
- QUICK START: Confirmation & Policy Documentation Emails
- TUTORIAL: Confirmation & Policy Documentation Emails
- QUICK START: Using the Search Feature In OnLine-PL
- TUTORIAL: Using the Search Feature In OnLine-PL
- QUICK START: Wholesale Administrator | Set Up Agency
- TUTORIAL: Wholesale Administrator | Set Up Agency
- QUICK START: Wholesale Administrator | View/Edit Agency
- TUTORIAL: Wholesale Administrator | View/Edit Agency
- QUICK START: Wholesale Administrator | Set Up Agency Admin Users
- TUTORIAL: Wholesale Administrator | Set Up Agency Admin Users
- QUICK START: Wholesale Administrator | View/Edit Agency Admin Users
- TUTORIAL: Wholesale Administrator | View/Edit Agency Admin Users
- QUICK START: Wholesale Administrator | Set Up Agency Locations
- TUTORIAL: Wholesale Administrator | Set Up Agency Locations
- QUICK START: Wholesale Administrator | View/Edit Agency Locations
- TUTORIAL: Wholesale Administrator | View/Edit Agency Locations

## **PART I.—LOG ON TO ONLINE-PL THROUGH 2X CLIENT**

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### **PART I.—LOG ON TO ONLINE-PL THROUGH 2X CLIENT:**

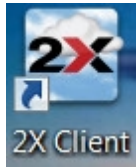
This section of the tutorial illustrates how to access and log on to OnLine-PL through the 2X client.

# 1. Log On to OnLine-PL

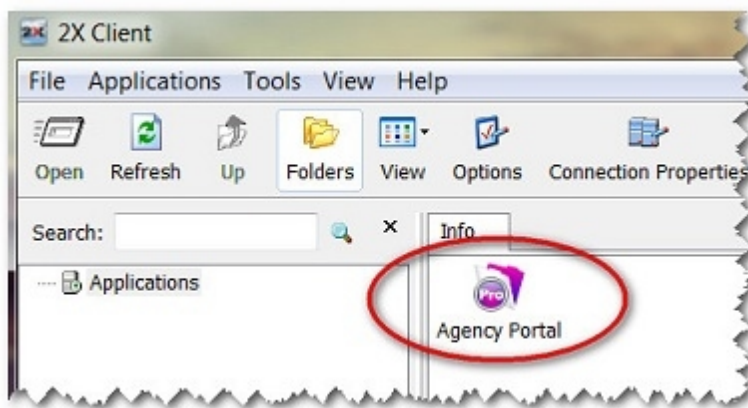
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## LOG ON TO ONLINE-PL:

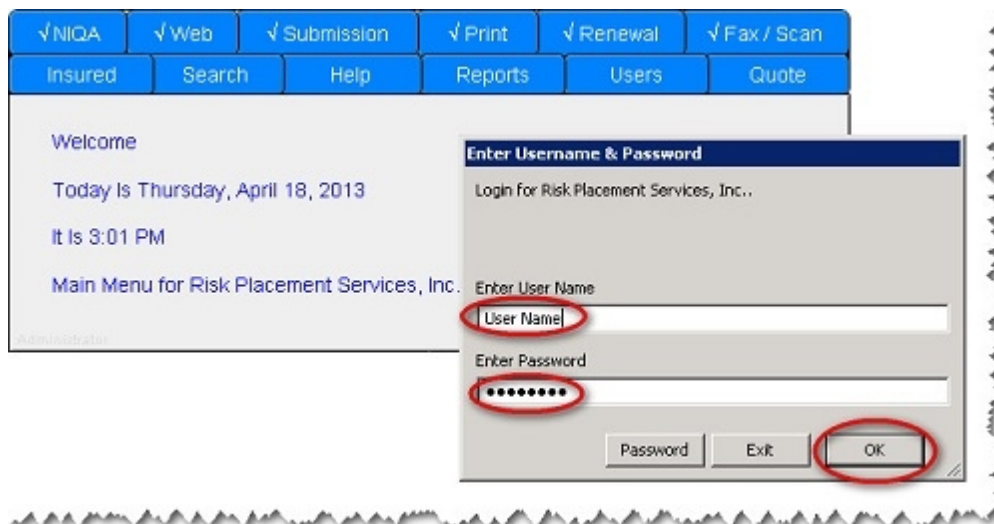
### From the desktop:



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

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**Revision History:**

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