

Signup Manual

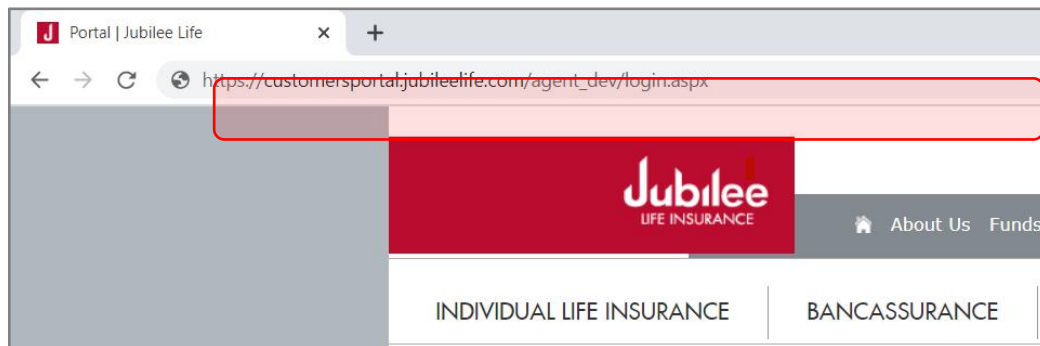
**Agent Application
Customer Services Online Portal**

Getting Started

1. Registration / Sign up process

In order to register on the application sales agent and their team needs to sign up to gain the access. Please visit the below URL to be able to sign up for the application.

https://customersportal.jubileelife.com/agent_dev/login.aspx



Then click on Sign Up button as shown in the figure to get redirected to Sign up page.

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SALES PORTAL LOGIN

I AM SALES PERSON
Manage your policy & make life easier

Please enter your CNIC
99999.9999999.9

Validate CNIC

SIGN UP

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After clicking on sign up button the page will be redirected to the CNIC validation page as shown below in the figure.

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REGISTRATION

Please enter your CNIC

Continue

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Notes

It is to be noted that the agents will be able to sign up through the portal when their particulars are updated in the ISF/Takaful system. These particulars includes:

- Valid CNIC (validated from our core system ISF/Takaful)
- Valid contact number registered in ISF/Takaful system.
- Valid email address registered in ISF/Takaful system.

1. To continue registration please provide your CNIC in the specified format.

REGISTRATION

Please enter your CNIC

[Continue](#)

2. Click on the continue button to validate the CNIC.

REGISTRATION

SORRY, THAT CNIC IS NOT FOUND FOR ANY AGENT IN OUR DATABASE.

Please enter your CNIC

Continue

3. An error message will pop up at the top of the screen if incorrect CNIC is provided or CNIC is not registered in the ISF/Takaful system.
4. After the validation of CNIC the page will be redirected to validate contact number and email address of the agent. Please provide both information and click on continue verification button.

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REGISTRATION

Welcome to Jubilee Life Agent portal, Please provide your email address and contact number to complete signup process.

Enter Mobile No

Enter Email Address

[Continue Verification](#)

REGISTRATION

SORRY, YOUR PROVIDED EMAIL/CONTACT NUMBER IS NOT FOUND FOR ANY AGENT IN OUR DATABASE. PLEASE CONTACT AGENCY OPERATIONS DEPARTMENT TO UPDATE YOUR RECORD

Welcome to Jubilee Life Agent portal, Please provide your email address and contact number to complete signup process.

Enter Mobile No

+92 333-2217596

Enter Email Address

razausmani@gmail.com

[Continue Verification](#)

The system will pop up error message again if the provided information is not correct / registered in the ISF / Takaful system as shown in the screenshot above.

5. Please provide correct contact number / email address and click on continue verification button.
6. After the contact details have been verified the application will be redirected to OTP verification page.
7. Agents will receive the OTP on their contact details i.e. Cell number & email address.

REGISTRATION

A verification code has been sent to your provided email and contact number, please enter that code to proceed further.

This OTP will expires in 60 minutes

(If you do not receive OTP within 5 minutes, please click on Re-send button)

Submit **Re-send OTP**

Maximum attempts allowed: 03 [Attempts made: 0]

8. Upon verification of contact details, the agent will receive OTP (One Time Password) on their registered contact number and email address.

Menu JubileeLife - Local Folders (0 / 148) - eM Client

+ New Refresh Reply Reply All Forward Mark Delete

Mail Sorted by Received Newest


▼ Today

JubileeLife	11:59 am
Jubilee Life - OTP Verification	

▼ Last Week

JubileeLife	Wed 12:39 pm
Jubilee Life - OTP Verification	

Jubilee Life - OTP Verification

 From JubileeLife to Raza Jawed, Mu

Your OTP for verification is: 71998

Please note that the OTP will remain valid for 60 minutes after receiving. Agents must verify the OTP before 60 minutes. After the expiration of OTP agent will need to start the sign up activity again from step one.

In case of providing incorrect OTP, the system will pop up error message at the top of screen explaining OTP provided is incorrect as shown in the below screenshot.

REGISTRATION

OTP IS NOT CORRECT, PLEASE RETRY AGAIN

A verification code has been sent to your provided email and contact number, please enter that code to proceed further.

This OTP will expires in 60 minutes

(If you do not receive OTP within 5 minutes, please click on Re-send button)

Submit

Re-send OTP

Maximum attempts allowed: 03 [Attempts made: 1]

Agents can make only 3 attempts for providing correct OTP. Total attempts is displayed at the bottom of the screen. In case of failure Agents have to start the sign up activity again from step one.

If agents do not receive OTP within the 5 minutes in the first attempt, please click on 'Re-send OTP' button to send the OTP again on contact number / email address.

9. After the verification of OTP the application will redirect the agent to CREATE PASSWORD page where agent can choose to create their own password to login into the system for future.

Please note that all agents should follow the instruction given to create the password. It is to inform that the creation of password is complied with the company password policy and sharing of password is strictly prohibited.

After providing the required information please click on 'Finish Sign Up' button to complete the process.

REGISTRATION

Create Password

Enter Password:

Confirm Password:

Finish Sign up

Password Instructions:

01. Password should contain at least 01 Uppercase alphabet [A-Z]
02. Password should contain at least 01 Lowercase alphabet [a-z]
03. Password should contain at least 01 Number [0-9]
04. Password should contain at least 01 Special Character [!,@,#,\$,%^,&,*]
05. Password should be 8-15 characters long.

10. Upon completion of sign up process the system will show the process completed message. Click on the link 'Click here to Login' to access the dashboard of the application.

REGISTRATION

You have successfully signed up with us. Please Login to your account now!

[Click here to Login](#)