

Software Tooltip Managing Communications

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## Accessing the Life & Annuity Agent Portal

A If using the Life & Annuity Distribution website: lad.americannational.com, and are already logged in, proceed to step two.

**B** If using Agent Central, select the Life & Annuity Portal link located on the Agent Central homepage.

IMPORTANT LINKS		S ON DEMAND	
COMMUNICATION	S DASHBOARD	VIEW ALL COMMUNICATIONS	Agent Portals
What's New		What's New This Week	Life & Annuity Portal



Select Settings at the top of the Life & Annuity Agent Portal.

				Home   Rates	Sett	ings	earch		٩
ExpertOffice		Products and Services		Agent Resou	rces		About Us	I	Login



Within the agent settings, select Communication Preferences.

## **Account Settings**

### Change your username

Create a personalized username between 7 - 50 characters.

#### Change your security questions

The security questions will help us identify you if you ever forget your username or password.

#### Manage Staff IDs

Create and manage already set up Staff IDs for your account

#### Change your site settings

Update your default site, if applicable.

#### Change your password

Update your password to something you can easily remember. Passwords must be between 6 - 15 characters.

#### Communication Preferences

Customize your communication settings. Update and manage your email addresses and phone numbers used to receive notifications on pending business, licensing and any alternate forms of communication.

### Change your 2-step authentication

Setup or edit your PingID settings and add/delete devices for your 2- step multi factor authentication.

## **Communication Preferences**

Agents have the ability to personalize communication preferences by customizing emails specifically for Annuity and Life Business. Additionally, this feature provides the option to customize communications for reports and marketing notifications. Agents can easily **enable** or disable each of these features.

PRIMARY CONTAC	CT INFORMATION	
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