

Welcome to iTravelInsured, our staff looks forward to providing travel insurance programs on your behalf.

iTravelInsured has set up your information in our database. You can now begin referring your customers who need travel insurance by logging on to www.itravelinsured.com and using the USER ID and PASSWORD shown below. This allows us to track and report all of your referrals.

USER ID: **1932**
PASSWORD: **travel1** (case sensitive)
EMAIL: **Individual booking agent email address**



When you logon for the first time, it is recommended that you spend 15 minutes reviewing our webinar that explains how to use the website.

You can access the webinar at any time simply by clicking **Webinars** from the menu found in the gray box in the upper right hand corner of the screen on the Select/Enroll page:



Then click on **iTI Website Tutorial** from the list below the gray box to learn how to utilize our website to its full potential.



Some important contact telephone numbers:

For any name, address or travel date changes, program or billing questions call our Agency Services Department: **T: 866-347-6673 or email Service@itravelinsured.com** . For more information about how to request policy changes, please view the Webinar titled, **How To Make Policy Changes – Online**.

For Emergency Travel Assistance & Claims: **866-243-7524** or from outside USA - **1-317-655-7524 or email us at iTravelClaims@itravelinsured.com**

Each month, you will receive a detailed referral activity report along with your referral fee payment.

We mail a confirmation of coverage letter and a Certificate of Insurance from iTravelInsured's office within 24 hours of each successful referral. The program information and coverage verification letter is mailed to the address that you entered for the First Person on the Enrollment Form.

Our entire staff at iTravelInsured is available to assist you in any way. Our office hours are Monday – Friday between 8:00 a.m. and 5:30 p.m. EST.

Sincerely,

Will Heath
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