FASTER WITH AMERISAFE® GEAUX

Administrator Ready Reference Guide

Administrator Access
https://geaux.amerisafe.com/umagent

Administrative duties can now be done within the agent portal; eliminating the need for separate usernames/passwords and multiple websites.

- User having admin rights only will continue to login with *current admin* username/password
- User having admin and agent rights will login with the *agent login*
- System allows for multiple administrators

**To access a quick tutorial on the Administrative process, please visit http://go.amerisafe.com/geaux-videos

Adding New Users
- Under the Users tab, select *Agency/Brokerage Users*
- Select *New User* icon
- Complete required fields indicated by an orange icon
- Select *Activate* icon

**Administrators can now grant administrative rights to individual users by selecting the *Enable This User to Administer Other Agency Users* option found beneath the required Role field.

Deactivating Users
- Under the Users tab, select *Agency/Brokerage Users*
- Select User
- Select *Actions* icon
- Select *Deactivate*

Reset Passwords
- Under the Users tab, select *Agency/Brokerage Users*
- Select User
- Select *Actions* icon
- Select *Reset Password*

Editing Users
- Under the Users tab, select *Agency/Brokerage Users*
- Select User
- Select *Edit* icon
- Make desired changes
- Select *Save*

GEAUX Assistance
https://www.amerisafe.com/contact/#online-services-team

For personal assistance, please contact our Agent Portal Team:

800.256.9052 / AskSales@amerisafe.com

To view short tutorial videos, please visit http://go.amerisafe.com/geaux-videos