

Instructions on How to Register to Insured Portal

<https://ifpa.onaipso.com>

Register Insured

Click

on Landing Page

The screenshot shows the Illinois FAIR Plan Association landing page. On the left, there are sections for 'Log In to Your Account' (with fields for User ID and Password, a 'Remember my User ID' checkbox, and a 'Log In' button), 'Register Producer' (with a 'Register Producer' button), and 'Register Insured' (with a 'Register Insured' button highlighted by a red arrow). The center features the association's name and a descriptive paragraph. On the right, there are sections for 'Get a Free Quote', 'Submit a Claim', and 'Make a Payment', each with a corresponding button. A red asterisk note at the bottom states: '* This site has been tested on Internet Explorer 11 and Chrome.'

Enter information and click

Register


The 'Register Insured' form contains the following fields and values:

Policy Number	HO05007090
Zip Code	60628
E-Mail Address	info@illinoisfairplan.com
Confirm E-Mail Address	info@illinoisfairplan.com

At the bottom of the form are two buttons: 'Register' and 'Cancel'.

Enter Property Location Zip Code

Policy Appears:

Home	Policies	Payments	Claims	Profile
 Homeowners	HO05007090	<input type="button" value="Payments"/>	<input type="button" value="Claims"/>	
Policy Period	6/13/2019 - 6/13/2020			Your Underwriting Contact
Annual Premium	\$1,800.00			Illinois FAIR Plan Association
Named Insured	TESTING, REGISTER			PO Box 81469
Location Address	123456 MAIN STREET CHICAGO, IL 60628			Chicago, IL 60681-0469
				(312) 861 - 0385
				claimsdept@illinoisfairplan.com
				Register a Policy
				<input type="button" value="Register a Policy"/>
				Get a Free Quote
				Select... <input type="button" value="Get a Quote"/>
				Submit a Claim
				<input type="button" value="Submit Claim"/>
				Make a Payment
				No Available Policies <input type="button" value="Make a Payment"/>

An email will be sent to the insured's email address with a temporary password. See sample below.

From: info@finys.com <info@finys.com>

Sent: Wednesday, June 12, 2019 10:02 AM

To: Esthela Ortiz <eortiz@illinoisfairplan.com>

Subject: Congratulations! You have registered for the Illinois FAIR Plan Portal.

Dear Customer,

Your username and temporary password below will allow you to login to our portal and complete the registration process.

Username: info@illinoisfairplan.com

Password: M{pGuVQ9N{

To complete the registration process, upon the first login attempt you will be required to reset your password. Once this is done, your registration has been successfully completed. From the Portal you will be able to review your policy, pay your insurance premiums, and report claims.

If you have any questions or concerns, give us a call at 312.861.0385 or email us at info@illinoisfairplan.com.


Welcome to the FAIR Plan Family!

When insured log in again, he/she will be prompted to enter the following information:

User ID: Insured's email address

Password: Enter temporary password from the email received.

The screenshot shows the Illinois FAIR Plan Association website. On the left, there is a 'Log In to Your Account' section with fields for 'User ID' (containing 'info@illinoisfairplan.com') and 'Password' (masked with dots). Below the password field is a checkbox for 'Remember my User ID' and a 'Log In' button. A red arrow points to the 'Log In' button. Below the login section are links for 'Forgot password?' and 'Register Producer'. The 'Register Producer' section includes a description and a 'Register Producer' button. Below that is a 'Register Insured' section with a 'Register Insured' button. In the center, the text reads 'Illinois FAIR Plan Association' followed by a paragraph about the organization. On the right, there are three sections: 'Get a Free Quote' with a dropdown menu and a 'Get a Quote' button; 'Submit a Claim' with a 'Submit Claim' button; and 'Make a Payment' with a 'Make a Payment' button. At the bottom center, a note states '* This site has been tested on Internet Explorer 11 and Chrome.'

Click  or press enter

The system will prompt the insured to reset the password.

The screenshot shows a password reset form. It has a blue header bar with the text 'Please enter a new password'. Below this are three input fields: 'New Password:' with a help icon, 'Retype Password:', and 'Security question and answer' section. The 'Security question and answer' section has a blue header bar and three input fields: 'Security Question:', 'Answer:', and 'Retype Answer:'. At the bottom left is a 'Save' button.

Please enter a new password

New Password:

Retype Password:

Security question and answer

Security Question:

Answer:

Retype Answer:

Then click **SAVE**
 Insured's policy will appear:

The screenshot shows a user interface with a navigation bar (Home, Policies, Payments, Claims, Profile) and a main content area. The 'Policies' section is active, displaying details for a Homeowners policy (HO05007090). The policy details include: Policy Period (6/13/2019 - 6/13/2020), Annual Premium (\$1,800.00), Named Insured (TESTING, REGISTER), and Location Address (123456 MAIN STREET, CHICAGO, IL 60628). To the right, there is a section for 'Your Underwriting Contact' with the following information: Illinois FAIR Plan Association, PO Box 81469, Chicago, IL 60681-0469, (312) 861 - 0385, and claimsdept@illinoisfairplan.com. Below this, there is a 'Register a Policy' button.

If insured has more than one policy, he/she will be able to register the other policy by Clicking:

This screenshot is identical to the previous one, showing the policy details and underwriting contact information. The 'Register a Policy' button in the 'Your Underwriting Contact' section is highlighted with a red circle, indicating the action to be taken.

End of Procedure