

My PHL Y Registration Process and User Guide

Log in or Create a new My PHL Y account:



Select “Log in to My PHL Y” from the PHL Y.com home page.

The Log in to My PHL Y / New to My PHL Y page is displayed.

<p style="text-align: center;">Login to My PHL Y</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="checkbox"/> Remember Me</p> <p style="text-align: center;">Login</p> <p style="text-align: center;">Forgot Login Credentials?</p>	<p style="text-align: center;">New to My PHL Y? ×</p> <p>Pay a bill, look up a claim or status or review your policy information.</p> <p style="text-align: center;">Register Now →</p> <p>Need help with something?</p> <p style="text-align: center;">Contact Us ↻</p>
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<p>If you have My PHL Y login credentials, enter your username and password and click “Login”.</p> <p>If you do not remember your login credentials, click “Forgot Login Credentials?”</p> <p>Username Request To retrieve your username, enter the e-mail address associated with your PHL Y.com account.</p>	<p>If you are new to MY PHL Y, click “Register Now”. →</p> <p>If you require additional assistance, click “Contact Us” ↻</p> <p>Using the form below, send PHL Y an email. Select your relationship with Philadelphia Insurance Companies to begin.</p> <p><i>I am a Customer</i></p> <p><i>I am a Producer</i></p> <p><i>I am Interested in a Quote</i></p> <p><i>I am Interested in a Career</i></p> <p><i>Other</i></p>
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Click Submit

▶ Required Fields

E-mail Address ▶

Submit

Password Reset Request

To reset your password, enter your username and the e-mail address associated with your PHL Y.com account.

Click Submit

▶ Required Fields

Username ▶

E-mail Address ▶

Submit

Registration

! *This website has been created for Philadelphia insurance Companies' producers and policy holders. Unauthorized access to this website is prohibited. Only you may use the User Name you created. You are responsible for all activities using your User Name ID.*

Producers – By creating and using an ID you verify that you are authorized from your employer to access the information on this web site.

Choose the type of account you will need to create.

Insured

Producer

Select

Complete Required Fields

1. Enter the FEIN number. Note: FEIN must be 9 digits long.
2. Enter the Producer Number.
3. Enter the Business Phone number.
4. Enter the Business Zip code.
5. Enter the desired User Name that will be used to log in to My PHL Y. You create this.
6. Enter the First Name.
7. Enter the Last Name.
8. Enter the E-Mail Address.
9. Enter the desired Password that will be used to log in to My PHL Y. Important Note: Passwords must meet the following criteria:
 - Contain at least 7 characters (letters and symbols - @, #, etc.)
 - Contain at least 1 capital letter
 - Contain at least 1 number

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- Passwords must NOT reference the User Name in any way. For example: User Name: JoeSmith Password: JoeSmith123 or Smith4321 will NOT work.

10. Confirm the desired Password by entering it again in the Confirm Password field.

11. Click Continue.

12. On the next page, re-enter the password you just created and set up a password reset question.

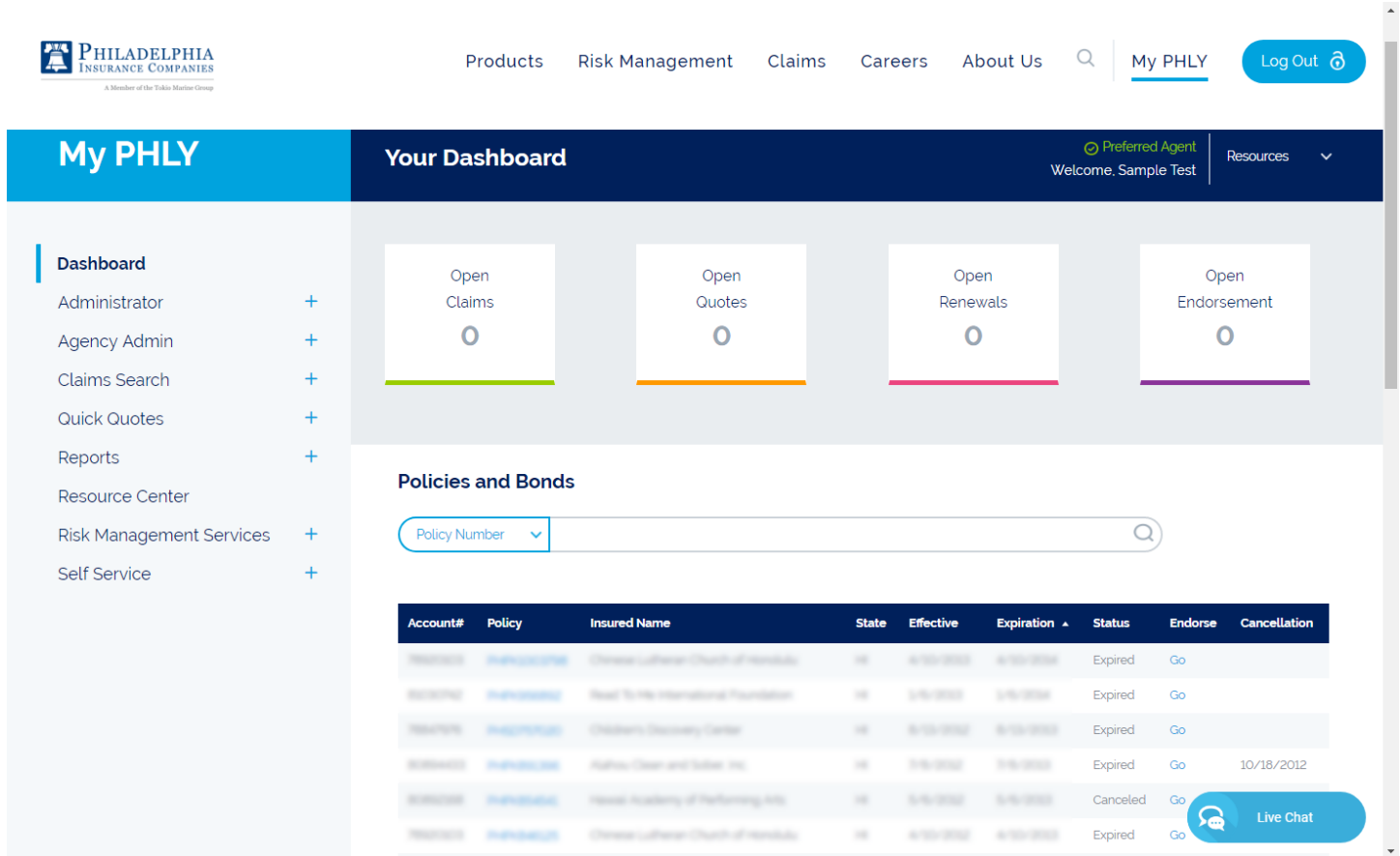
13. If you forget your password, we will ask you this security question and you will enter the answer you have selected.

*Please note that your answer is case sensitive. Result: Registration is completed, and the My PHL Y home page appears: Note: MY PHL Y will validate the Agency information.

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MyPHLY HOMEPAGE

From the MyPHLY homepage, agents can view and report claims, quotes, utilize Online Bill Pay, view Business Status, view and search Policies and Bonds, edit preferences, view various reports, and more.



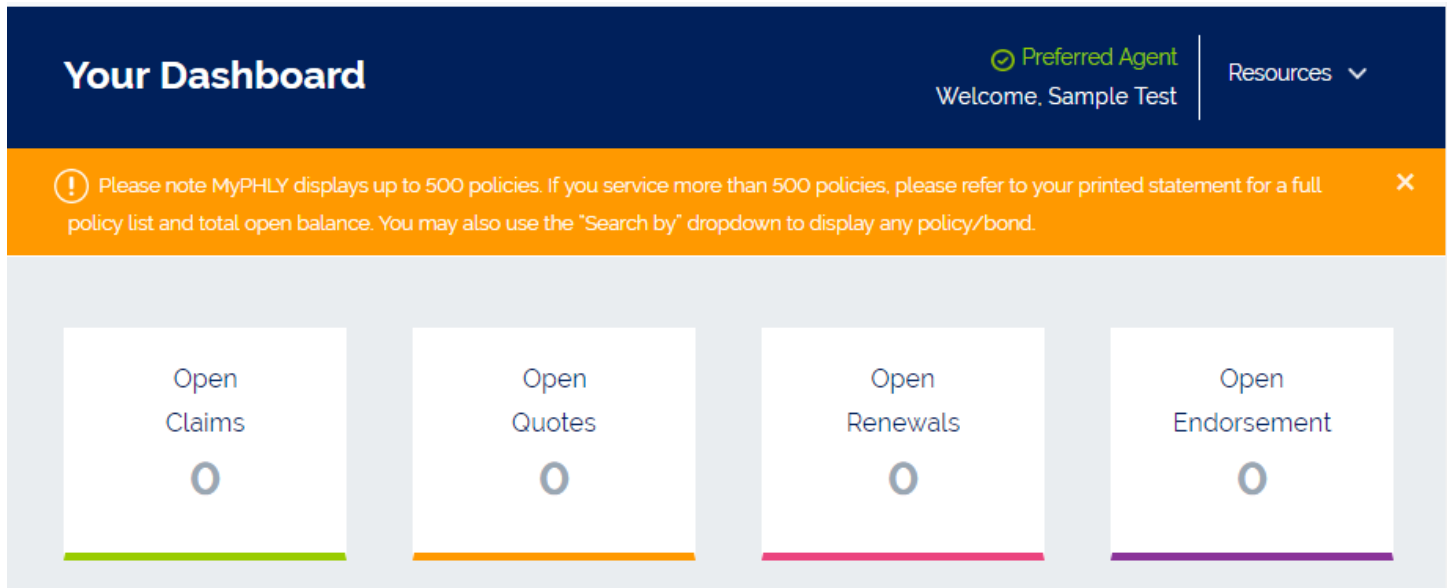
The screenshot displays the MyPHLY user interface. At the top, there is a navigation bar with links for Products, Risk Management, Claims, Careers, About Us, and My PHL Y. A search icon and a Log Out button are also present. Below the navigation bar, the main content area is divided into a left sidebar and a main dashboard. The sidebar contains a 'My PHL Y' header and a list of navigation items: Dashboard, Administrator, Agency Admin, Claims Search, Quick Quotes, Reports, Resource Center, Risk Management Services, and Self Service. The main dashboard features a 'Your Dashboard' header with a 'Preferred Agent' status and a welcome message. Below this, there are four widgets showing 'Open Claims', 'Open Quotes', 'Open Renewals', and 'Open Endorsement', each with a zero count. A 'Policies and Bonds' section includes a search bar for 'Policy Number' and a table of active policies.

Account#	Policy	Insured Name	State	Effective	Expiration	Status	Endorse	Cancellation
78822524	PHLY00000000	Chinese Lutheran Church of Honolulu	HI	4/15/2022	4/15/2024	Expired	Go	
80222762	PHLY00000000	World To His International Foundation	HI	2/16/2022	2/16/2024	Expired	Go	
78847706	PHLY00000000	Children's Discovery Center	HI	4/15/2022	4/15/2024	Expired	Go	
82284422	PHLY00000000	Alpha Clean and Shine, Inc.	HI	7/16/2022	7/16/2024	Expired	Go	10/18/2012
82282288	PHLY00000000	Hawai Academy of Performing Arts	HI	5/16/2022	5/16/2024	Canceled	Go	
78822524	PHLY00000000	Chinese Lutheran Church of Honolulu	HI	4/15/2022	4/15/2024	Expired	Go	

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DASHBOARD

The Dashboard tiles show and provide quick and easy access to useful information, such as Open Claims, Open Quotes, Open Renewals, and Open Endorsements. Select the tile to open a report to review open records.



Your Dashboard Preferred Agent | Welcome. Sample Test | Resources ▾

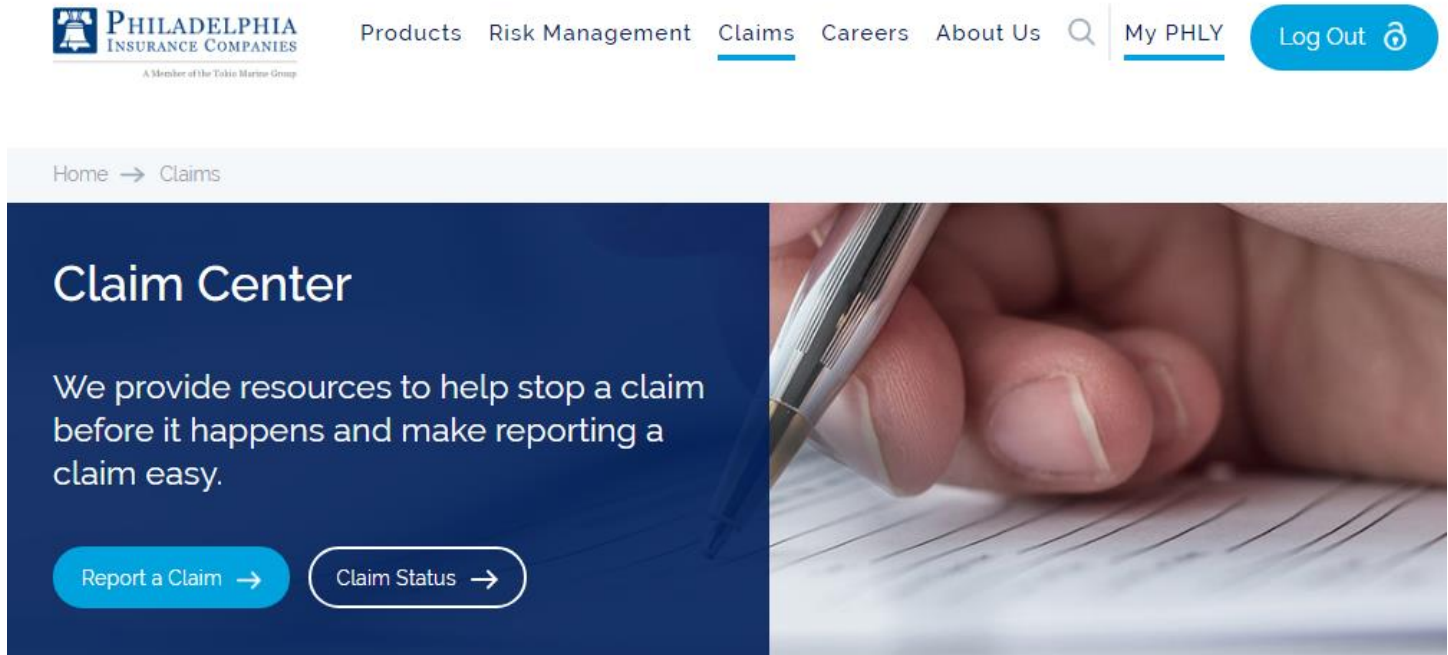
! Please note MyPHLY displays up to 500 policies. If you service more than 500 policies, please refer to your printed statement for a full policy list and total open balance. You may also use the "Search by" dropdown to display any policy/bond. ×

Open Claims	Open Quotes	Open Renewals	Open Endorsement
0	0	0	0

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REPORT CLAIMS

From the Top Navigation Bar, Click **Claims** and then select the **Report a Claim** button:

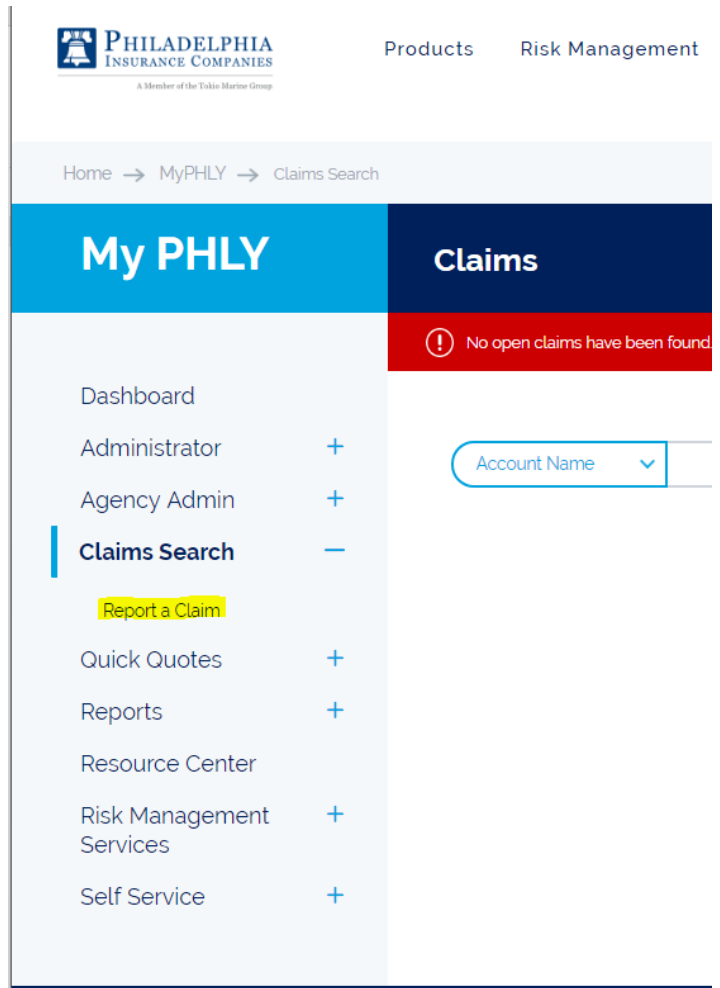


The screenshot shows the top navigation bar of the Philadelphia Insurance Companies website. The navigation bar includes the company logo, the text "PHILADELPHIA INSURANCE COMPANIES", and the tagline "A Member of the Tokio Marine Group". The navigation menu consists of the following items: "Products", "Risk Management", "Claims" (which is underlined and highlighted), "Careers", "About Us", a search icon, "My PHL^Y" (which is underlined), and a "Log Out" button with a refresh icon.

Below the navigation bar, a breadcrumb trail reads "Home → Claims". The main content area features a dark blue banner with the heading "Claim Center". Below the heading, the text reads: "We provide resources to help stop a claim before it happens and make reporting a claim easy." At the bottom of the banner, there are two buttons: "Report a Claim →" and "Claim Status →". To the right of the banner is a photograph of a hand holding a pen over a document.

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Or, select the **Open Claims** Dashboard Tile and then select **Report a Claim** in the Left Navigation Bar,



The screenshot shows the My PHL Y Claims Search interface. At the top left is the Philadelphia Insurance Companies logo and the text "A Member of the Tokio Marine Group". To the right are links for "Products" and "Risk Management". Below the logo is a breadcrumb trail: "Home → MyPHLY → Claims Search". The main content area is divided into two sections: "My PHL Y" (blue header) and "Claims" (dark blue header). Under "Claims", a red notification bar states "No open claims have been found". Below this is a search input field labeled "Account Name" with a dropdown arrow. The left navigation bar lists several menu items: "Dashboard", "Administrator" (+), "Agency Admin" (+), "Claims Search" (selected, -), "Report a Claim" (highlighted in yellow), "Quick Quotes" (+), "Reports" (+), "Resource Center", "Risk Management Services" (+), and "Self Service" (+).

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You can then select a claim type and fill out the appropriate form:

Claims

Auto Report Claim

Auto

- General Liability
- Property
- Mgmt and Prof Liability
- Restoration/Reconstruction Contractors
- Surety

Report a Claim

By using this service, you can expedite the handling of your claim. After you complete the notice, it is sent electronically to the appropriate claims department personnel who will contact you within 24 hours. For more information visit the [Claim Notification Center](#).

Auto

Progress **1** - 2 - 3 - 4 - 5 - 6 - 7

Contact Information

► **Required Fields**

Name of Person to Contact ►

Email Address of Person to Contact ►


Phone Number of Person to Contact ► - -

Person Reporting Claim ►

Are you the Policyholder, Broker, or Other? ►

Phone Number of Person Reporting Claim ► - -

Check here if the Reporting Person is the same as the Contact Person

 Live Chat

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CLAIM STATUS


Select Claims Search in the Left Navigation Bar and then view your claims. You can search by claim number, policy number, account number, account name, or claimant name.

Home → MyPHLY → Claims Search

My PHL Y

- Dashboard
- Claims Search** —
 - Report a Claim
- Quick Quotes +
- Reports +
- Resource Center
- Risk Management Services +
- Self Service +


Claims

 No open claims have been found. Please use the Search function to locate past claims.

Account Name ▾

- Claim Number
- Policy Number
- Account Number
- Account Name**
- Claimant Name

You can also request claims information by filling out the claims status form found under the claims section of PHL Y.com. Select 'Claim Status' to get started.




Products Risk Management Claims

Claim Center

We provide resources to help stop a claim before it happens and make reporting a claim easy.

[Report a Claim →](#) [Claim Status →](#)



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Claim Inquiry Form

To receive an update on a previously reported claim, please complete this form. You will be contacted promptly.

For more information visit the [Claim Center](#).

Contact Information

▶ Required Fields

Your Name ▶

Your Email Address ▶

Required

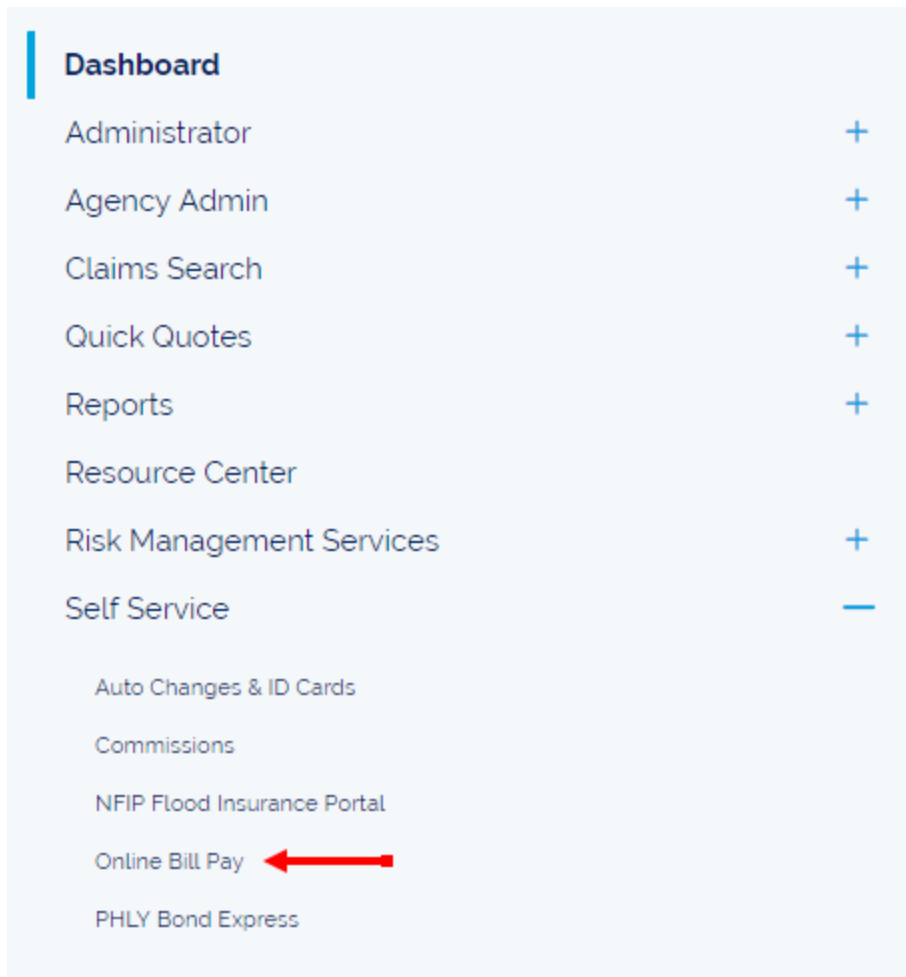
Phone number where you
can be contacted ▶

 - -

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ONLINE BILL PAY

From the left navigation bar, click on the **Self-Service** section, and then select **Online Bill Pay** to view current balance on accounts and pay bills online.



The main screen will show all of the policies associated with your agency, along with the Net balance due and the Net payoff amount. You can select to pay policies individually through this screen or pay the Net balance for all policies by selecting Pay Full Balance.

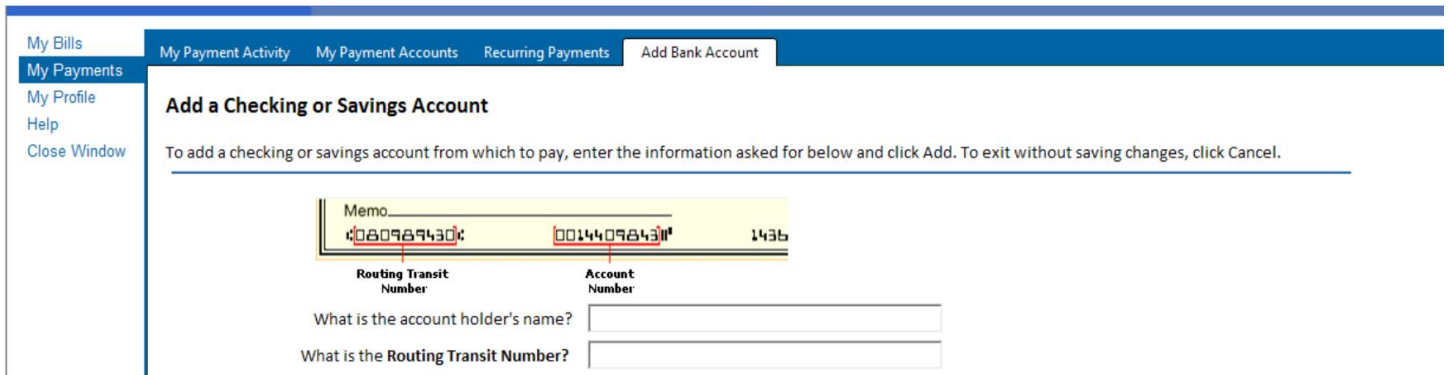
To make a payment for one specific policy, click on the policy number. You will be re-routed to the Policy Summary page which provides the billing and payment history, along with the option to **Make Payment** for that specific insured. On the Make Payment screen you are able to modify the amount you would like to pay.

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Once you select “Next Step” this will allow you to enter in your information and the Bank Account information for the payment.

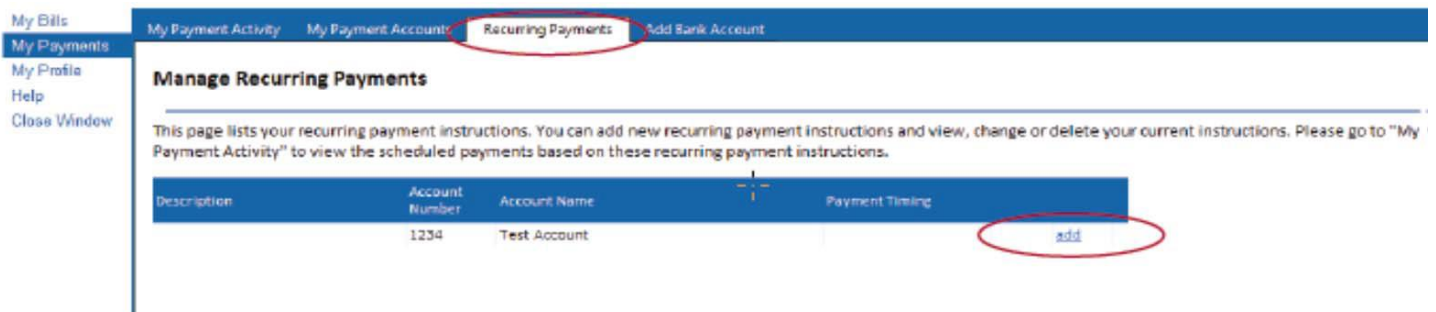
Enroll in Recurring Payments (Feature available only to Insured online users):

1. Log In to PHL Y.com
2. Navigate to **Online Bill Pay**.
3. Click “My Payments” on the left menu.
4. Click “Add Bank Account.”



The screenshot shows the 'Add a Checking or Savings Account' page. The navigation bar includes 'My Bills', 'My Payment Activity', 'My Payment Accounts', 'Recurring Payments', and 'Add Bank Account'. The left sidebar has 'My Payments', 'My Profile', 'Help', and 'Close Window'. The main content area has the title 'Add a Checking or Savings Account' and a sub-header 'Add Bank Account'. Below the title is a text box with the instruction: 'To add a checking or savings account from which to pay, enter the information asked for below and click Add. To exit without saving changes, click Cancel.' The form contains a 'Memo' field with a sample routing transit number '0009894300' and an account number '001440984311' followed by '1436'. Below this are two input fields: 'What is the account holder's name?' and 'What is the Routing Transit Number?'. The 'Routing Transit Number' and 'Account Number' labels are positioned below the sample numbers in the memo field.

5. Add Bank Account information.
6. Click “Add.”
7. Click “Recurring Payments” Tab.
8. Click “Add” next to the Payment Timing Field.

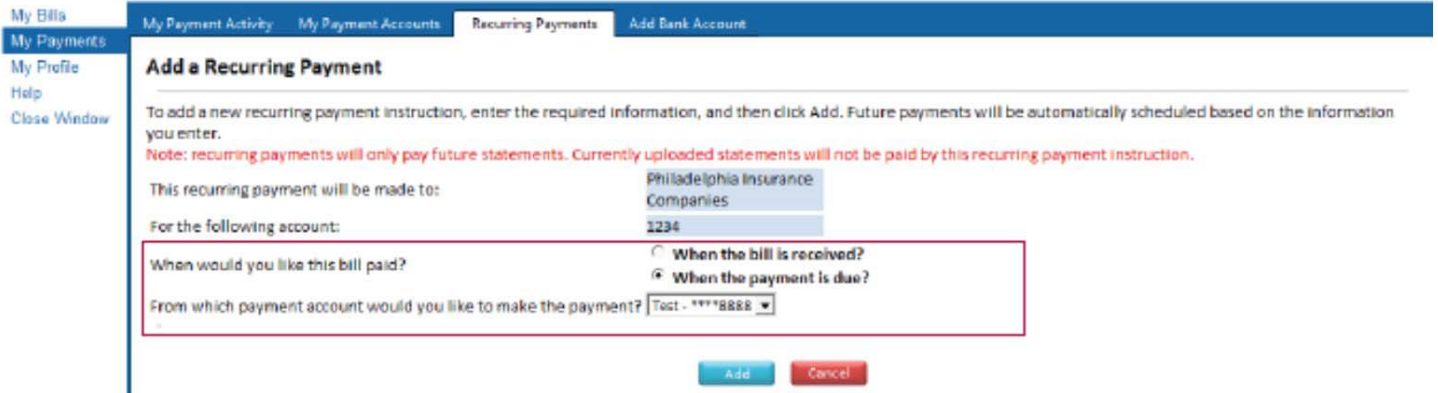


The screenshot shows the 'Manage Recurring Payments' page. The navigation bar includes 'My Bills', 'My Payment Activity', 'My Payment Accounts', 'Recurring Payments', and 'Add Bank Account'. The left sidebar has 'My Payments', 'My Profile', 'Help', and 'Close Window'. The main content area has the title 'Manage Recurring Payments' and a sub-header 'Manage Recurring Payments'. Below the title is a text box with the instruction: 'This page lists your recurring payment instructions. You can add new recurring payment instructions and view, change or delete your current instructions. Please go to “My Payment Activity” to view the scheduled payments based on these recurring payment instructions.' Below this is a table with columns: 'Description', 'Account Number', 'Account Name', and 'Payment Timing'. The table contains one row with '1234' in the 'Account Number' column and 'Test Account' in the 'Account Name' column. The 'Payment Timing' column has an 'add' button circled in red.

Description	Account Number	Account Name	Payment Timing
	1234	Test Account	add

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9. Choose to pay your bill when the bill is received or when the payment is due. Select your payment account preference and click “Add”.



Add a Recurring Payment

To add a new recurring payment instruction, enter the required information, and then click Add. Future payments will be automatically scheduled based on the information you enter.

Note: recurring payments will only pay future statements. Currently uploaded statements will not be paid by this recurring payment instruction.

This recurring payment will be made to: Philadelphia Insurance Companies

For the following account: 1234

When would you like this bill paid?

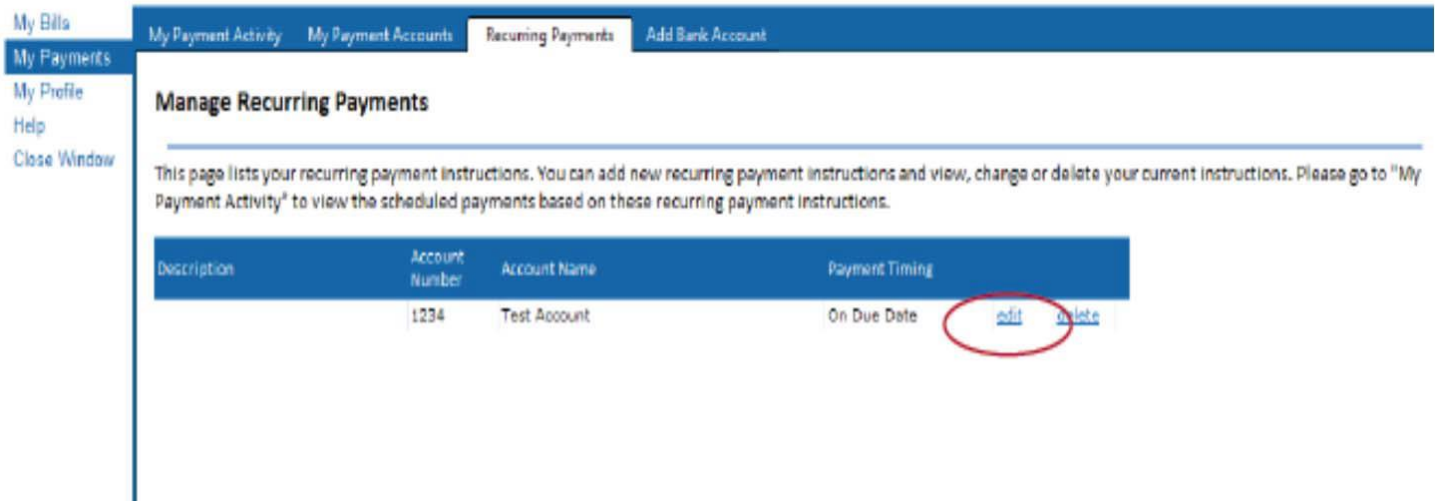
When the bill is received?

When the payment is due?

From which payment account would you like to make the payment? Test - ****8888

[Add](#) [Cancel](#)

10. Payment options may be edited by clicking “edit”. Update your options and click “Save”.



Manage Recurring Payments

This page lists your recurring payment instructions. You can add new recurring payment instructions and view, change or delete your current instructions. Please go to "My Payment Activity" to view the scheduled payments based on these recurring payment instructions.

Description	Account Number	Account Name	Payment Timing
	1234	Test Account	On Due Date edit delete

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VIEW POLICIES AND BONDS:

On the main MyPHLY homepage, you will find a list of Policies and Bonds that you can interact with. To find a specific policy, use the search dropdown to display any policy/bond.

Preferred Agent
Welcome, Sample Test
Resources

Please note MyPHLY displays up to 500 policies. If you service more than 500 policies, please refer to your printed statement for a full policy list and total open balance. You may also use the "Search by" dropdown to display any policy/bond.

Open Claims
0

Open Quotes
0

Open Renewals
0

Open Endorsement
0

Policies and Bonds

Policy Number Q

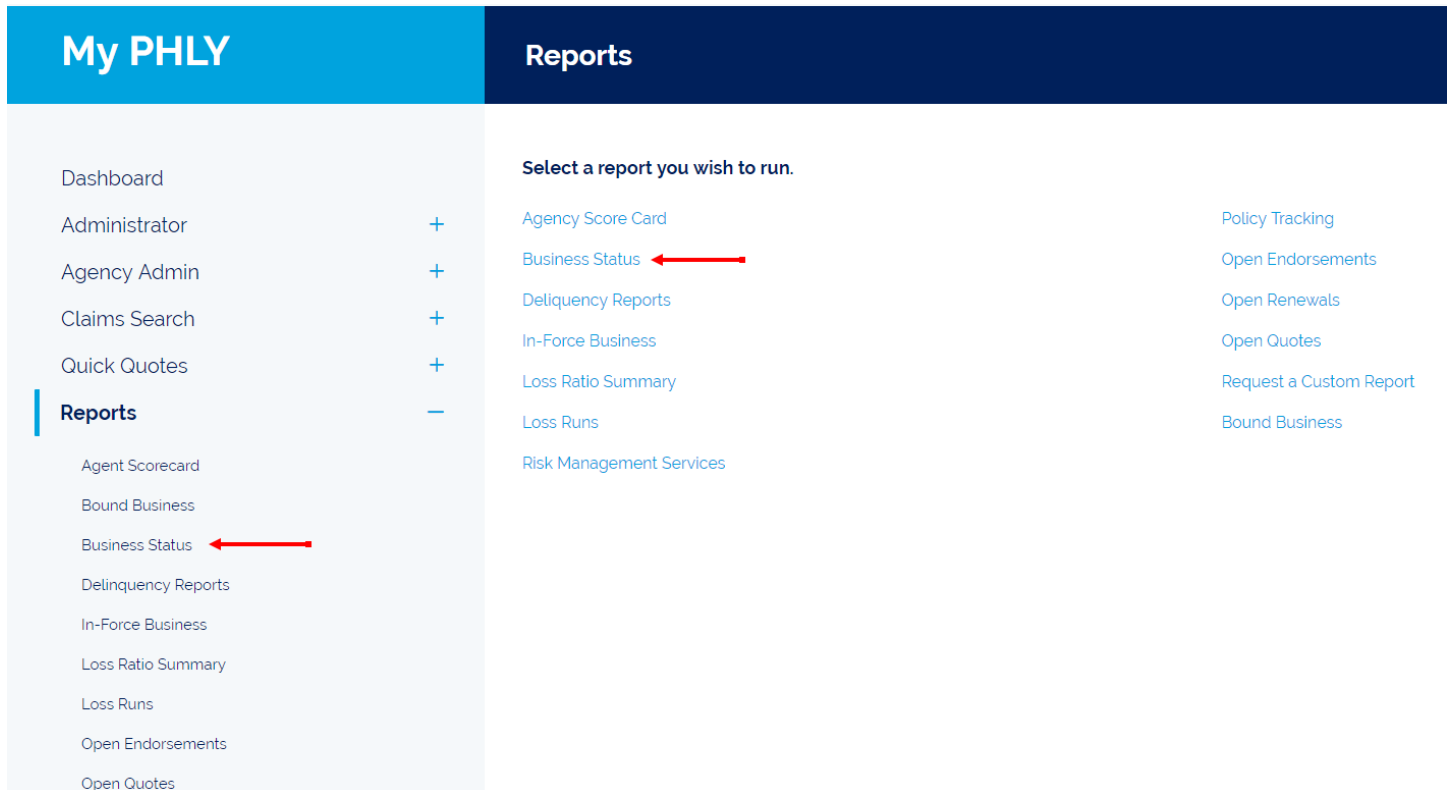
Account#	Policy	Insured Name	State	Effective	Expiration	Status	Endorse	Cancellation
12345678	PHLY123456	Children's Lutheran Church of Westbury	NY	4/15/2012	4/15/2012	Expired	Go	
12345678	PHLY123456	Stearns & Wilk International Foundation	NY	1/15/2012	1/15/2012	Expired	Go	
12345678	PHLY123456	Children's Lutheran Church	NY	4/15/2012	4/15/2012	Expired	Go	
12345678	PHLY123456	Starko, Dean and Baker, Inc.	NY	7/15/2012	7/15/2012	Expired	Go	10/18/2012
12345678	PHLY123456	Starko, Dean and Baker, Inc.	NY	7/15/2012	7/15/2012	Canceled	Go	9/20/2012
12345678	PHLY123456	Children's Lutheran Church of Westbury	NY	4/15/2012	4/15/2012	Expired	Go	
12345678	PHLY123456	Stearns & Wilk International Foundation	NY	1/15/2012	1/15/2012	Expired	Go	
12345678	PHLY123456	Children's Lutheran Church	NY	4/15/2012	4/15/2012	Expired	Go	
12345678	PHLY123456	Starko, Dean and Baker, Inc.	NY	7/15/2012	7/15/2012	Expired	Go	12/21/2011
12345678	PHLY123456	Starko, Dean and Baker, Inc.	NY	7/15/2012	7/15/2012	Expired	Go	

Live Chat

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PENDING BUSINESS REPORT

From the Left Navigation bar, click on Reports, then select Business Status to create a pending business report. This will allow a quick search for the status of new and renewal business, endorsement, and cancellation transactions.



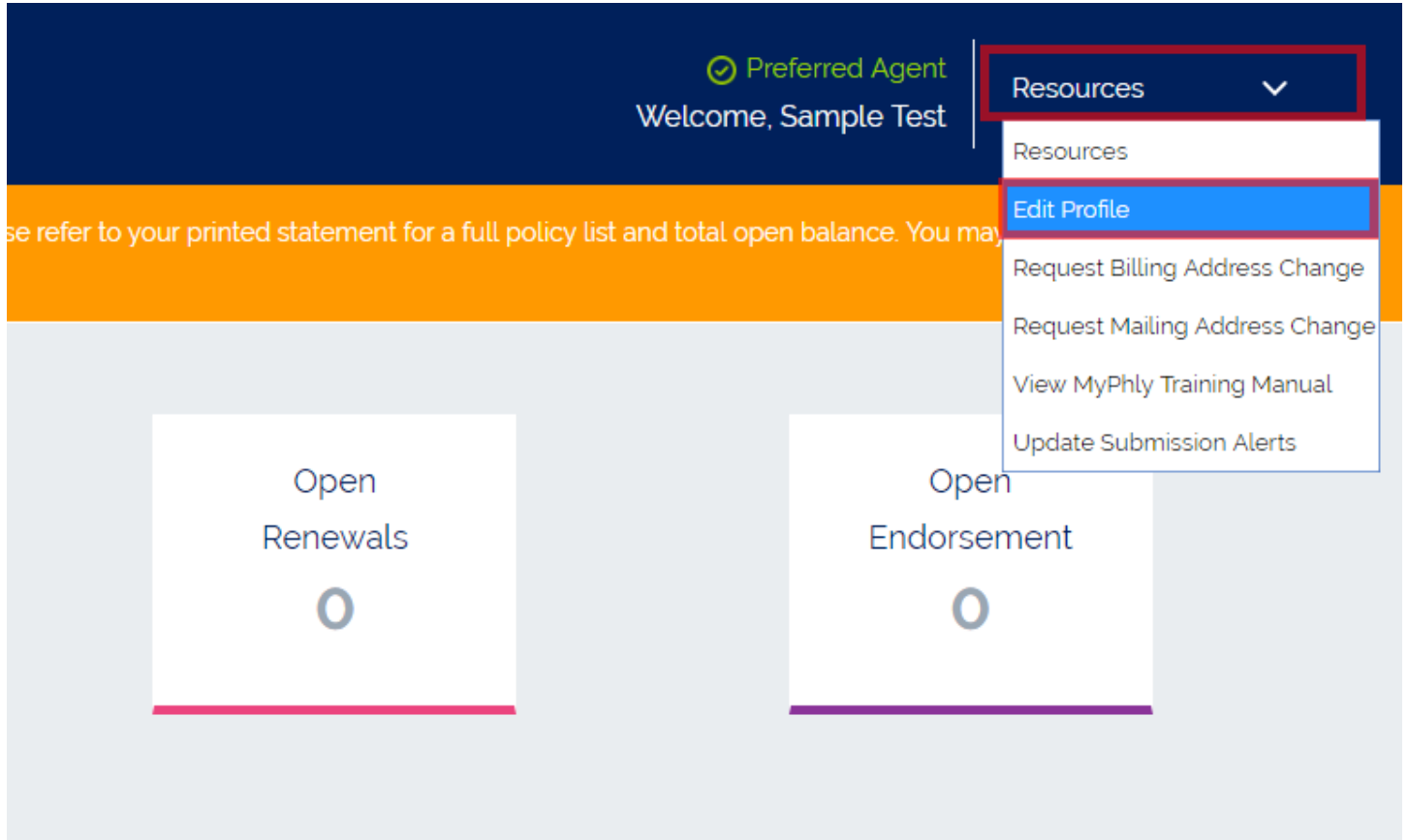
The screenshot shows the 'My PHL Y' interface with a navigation menu on the left and a 'Reports' section on the right. The 'Reports' section is titled 'Select a report you wish to run.' and lists various report options. A red arrow points to 'Business Status' in both the left navigation menu and the main reports list.

My PHL Y	Reports
Dashboard	Select a report you wish to run.
Administrator +	Agency Score Card
Agency Admin +	Business Status ←
Claims Search +	Delinquency Reports
Quick Quotes +	In-Force Business
Reports -	Loss Ratio Summary
Agent Scorecard	Loss Runs
Bound Business	Risk Management Services
Business Status ←	Policy Tracking
Delinquency Reports	Open Endorsements
In-Force Business	Open Renewals
Loss Ratio Summary	Open Quotes
Loss Runs	Request a Custom Report
Open Endorsements	Bound Business
Open Quotes	

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EDIT PROFILE

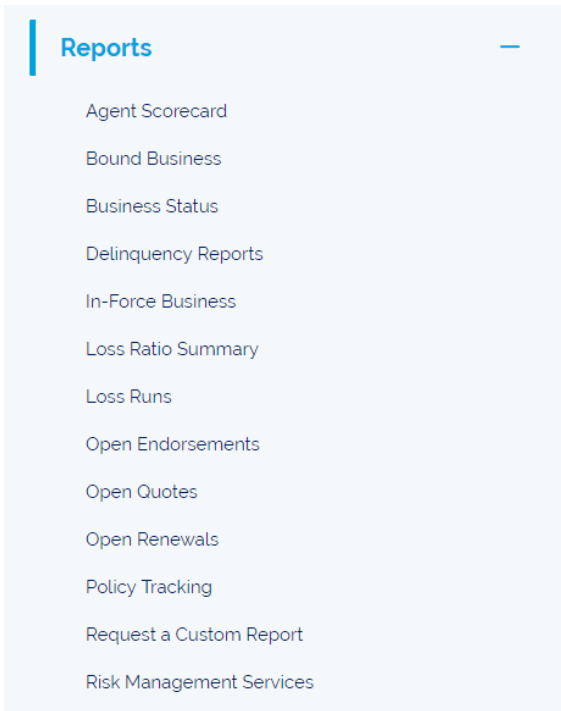
To access Profile information and change your Password, on the MyPHLY homepage, click on the arrow next to **Resources**, and select **Edit Profile**.



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VIEW REPORTS

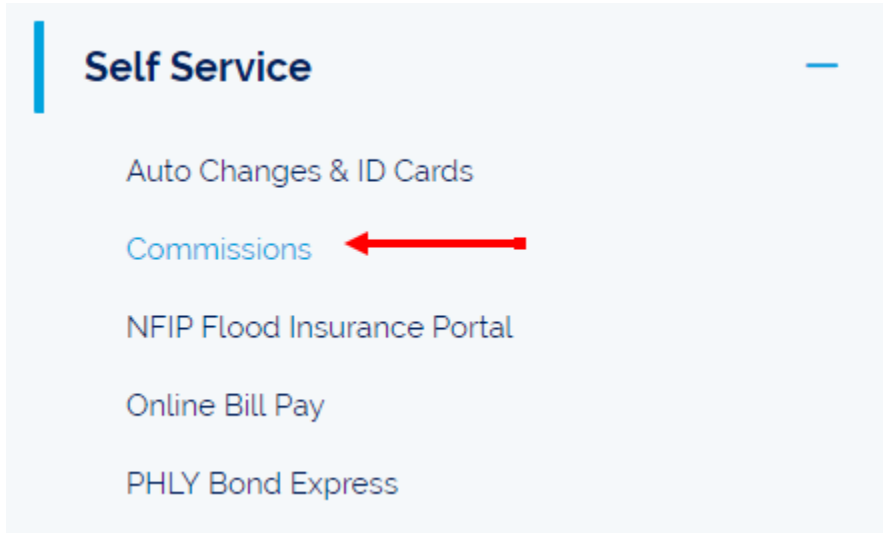
From the left navigation bar, click Reports to view various reports to utilize in managing day-to-day business.



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COMMISSIONS

1. Direct Deposit of Commissions: From the left navigation bar, click on **Self-Service**, and select **Commissions** to view enrollment page.



2. Click on the **Enroll in Direct Deposit** button:



 Go Paperless with MyPHLY by enrolling in Direct Deposit. x

In our efforts to continually improve service to our Agents, Philadelphia Insurance Companies is offering a safe and faster method to receive monthly commission payments and statements.

Sign Up, View, or Edit Direct Deposit Enrollment

You can sign up for a new direct deposit enrollment, view current enrollment, or edit current enrollment [here](#)

Commission Statements

From ▶	<input type="text" value="03/2018"/>	To ▶	<input type="text" value="03/2019"/>	<input type="button" value="Search"/>
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3. Select **Enroll Now**.

Commission Preferred Agent
Welcome, Sample Test Enroll in Direct Deposit →

Your current Commission Direct Deposit Enrollment information is displayed below. To update your contact or enrollment information click Edit.

Update your information on the next page and click Submit.

Commission Direct Deposit Enrollment

Producer	Producer Name	Bank Name	Status
2000	HAWAII INSURANCE CONSULTANTS LTD.		→ Enroll Now

4. Complete the form and click the **Save** button.

Philadelphia Insurance Companies-Commission Direct Deposit Enrollment.

Producer Name: HAWAII INSURANCE CONSULTANTS LTD. Producer Number: [REDACTED]

Required Fields

Contact Name:

Contact E-mail:

Contact Phone:

Name of Bank Account:

Bank Name:

Bank Routing:

Retype Bank Routing:

Bank Account:

Retype Bank Account:

Bank Account Type:

Paper Type:

If you have any questions, please contact the Commissions Team @ CommissionHelp@phly.com

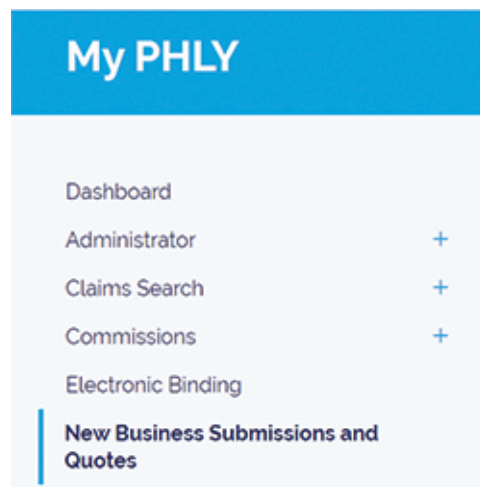
You will receive a confirmation email. The request has also been sent to a PHL Y representative who will start the process of enrolling you.

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ONLINE QUOTES

Online quotes are available for Special Events, Storage Tanks, Business Owners, Hunting Lease, and Fitness policies.

1. Getting a quote or submitting a new business request takes just a few clicks in MyPHLY! Simply log in to or create your MyPHLY account and click on New Business Submissions and Quotes in the left-hand navigation bar.



2. Our Quoting Portals allow you to apply online, receive a premium indication, or bind a policy for eleven select products listed below.

Quoting Portals

Apply online, receive a premium indication or bind a policy for selected products based on the categories below.

Obtain a Policy (Quote and Bond)	Premium Indication (Quick Quote)	Electronic Applications (No fillable PDFs, No Quote)
<ul style="list-style-type: none">Antique Collector CarBusiness Owners (BOP) Online ApplicationFitness Instructors & Personal TrainersFitness Studios (GL only for quote, not property)National Flood InsuranceSurety - PHL Y Bond ExpressSpecial Events	<ul style="list-style-type: none">Amateur SportsHunting LeaseStorage Tank	<ul style="list-style-type: none">Homeowners Association

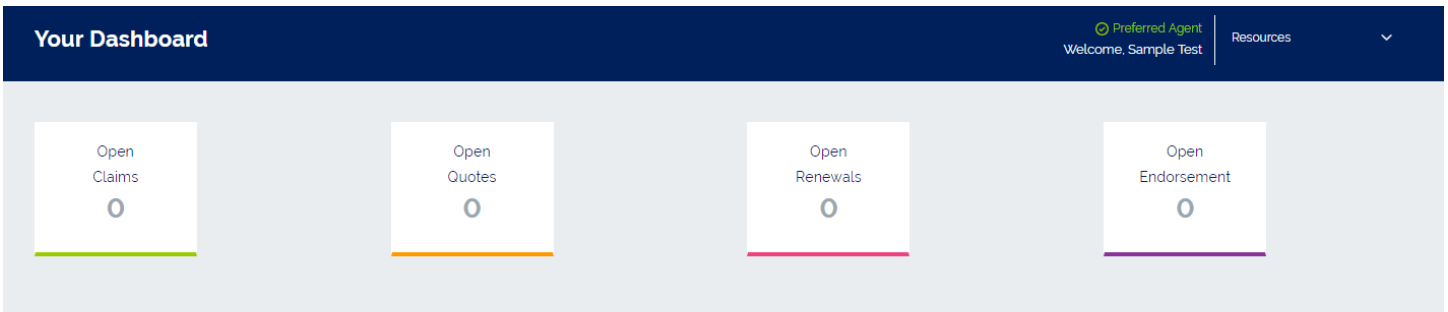
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ENDORSEMENTS

Agents can endorse multiple policies associated with the same account number all at once; attach documents to the endorsement request.

Your endorsement request is immediately delivered to the appropriate underwriter which reduces processing time.

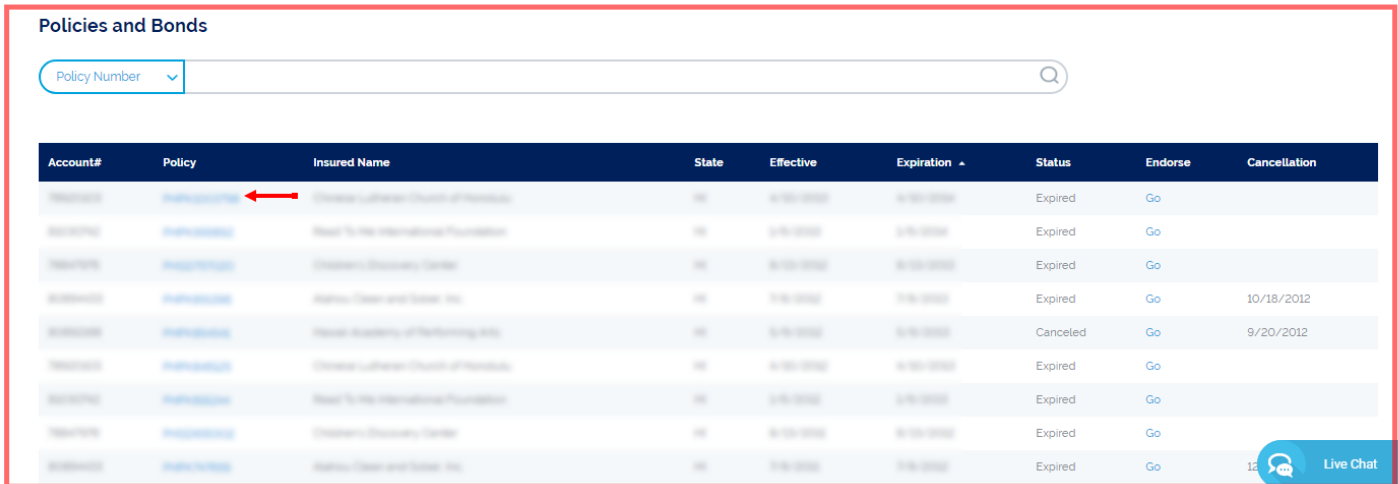
1. Log into your PHL Y.com account.
2. Review/search for **Policies** on the MyPHLY homepage and click 'Go' on the policy you wish to endorse or you could select the policy to view it first.



Your Dashboard

Preferred Agent
Welcome, Sample Test | Resources

- Open Claims (0)
- Open Quotes (0)
- Open Renewals (0)
- Open Endorsement (0)



Policies and Bonds

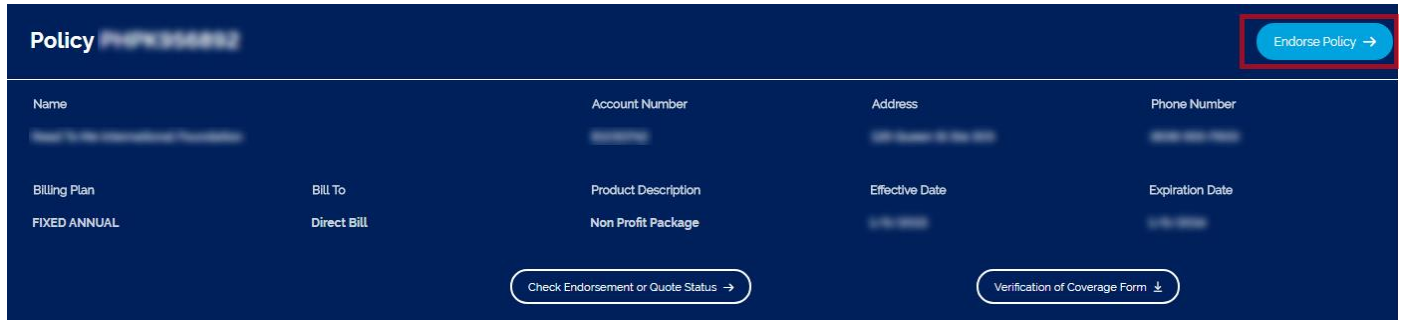
Policy Number

Account#	Policy	Insured Name	State	Effective	Expiration	Status	Endorse	Cancellation
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	10/18/2012
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Canceled	Go	9/20/2012
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	
12345678	PHLY123456	St. Ann's Catholic Church of Philadelphia	PA	1/1/2012	1/1/2012	Expired	Go	

Live Chat

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3. Click the **Endorse Policy** button.

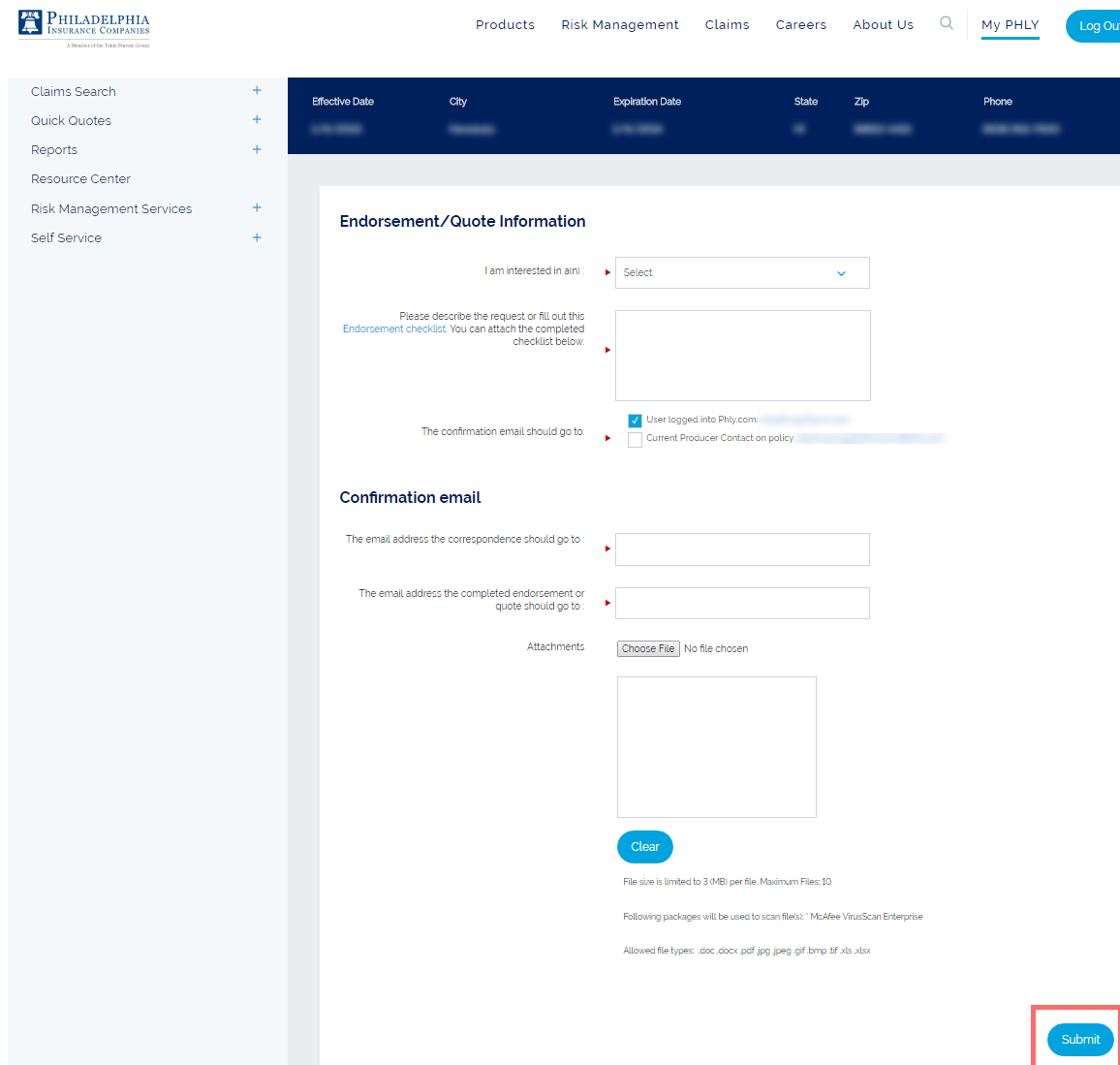


Policy #PHLY0000000000			
Name	Account Number	Address	Phone Number
Billing Plan	Bill To	Product Description	Effective Date
FIXED ANNUAL	Direct Bill	Non Profit Package	

Check Endorsement or Quote Status → Verification of Coverage Form ↓

Endorse Policy →

4. **Fill out** the endorsement form and **Submit** the application:



PHILADELPHIA INSURANCE COMPANIES

Products Risk Management Claims Careers About Us My PHL Y Log Out

Claims Search +
Quick Quotes +
Reports +
Resource Center
Risk Management Services +
Self Service +

Effective Date City Expiration Date State Zip Phone

Endorsement/Quote Information

I am interested in aim:

Please describe the request or fill out this [Endorsement checklist](#). You can attach the completed checklist below.

The confirmation email should go to: User logged into Phly.com:
 Current Producer Contact on policy:

Confirmation email

The email address the correspondence should go to:

The email address the completed endorsement or quote should go to:

Attachments No file chosen

File size is limited to 3 (MB) per file. Maximum Files: 10

Following packages will be used to scan files: McAfee VirusScan Enterprise

Allowed file types: .doc .docx .pdf .jpg .jpeg .gif .bmp .tif .xls .xlsx

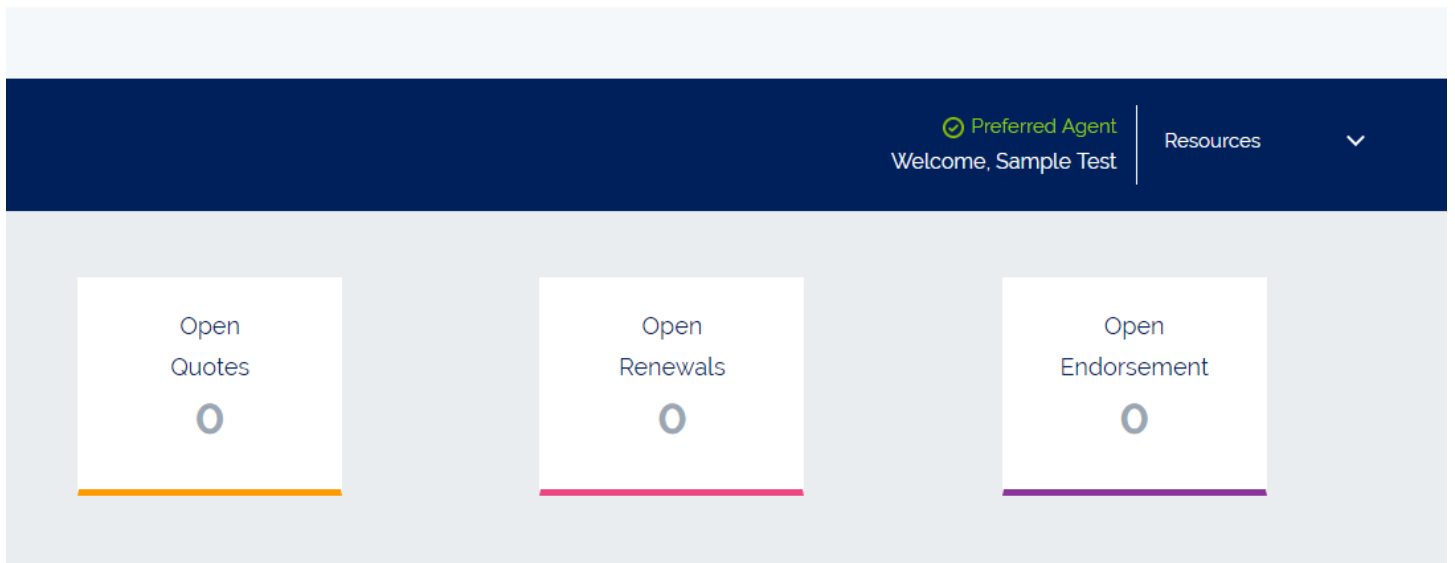
Submit

You will receive a confirmation email and your endorsement will be submitted directly to our internal system.

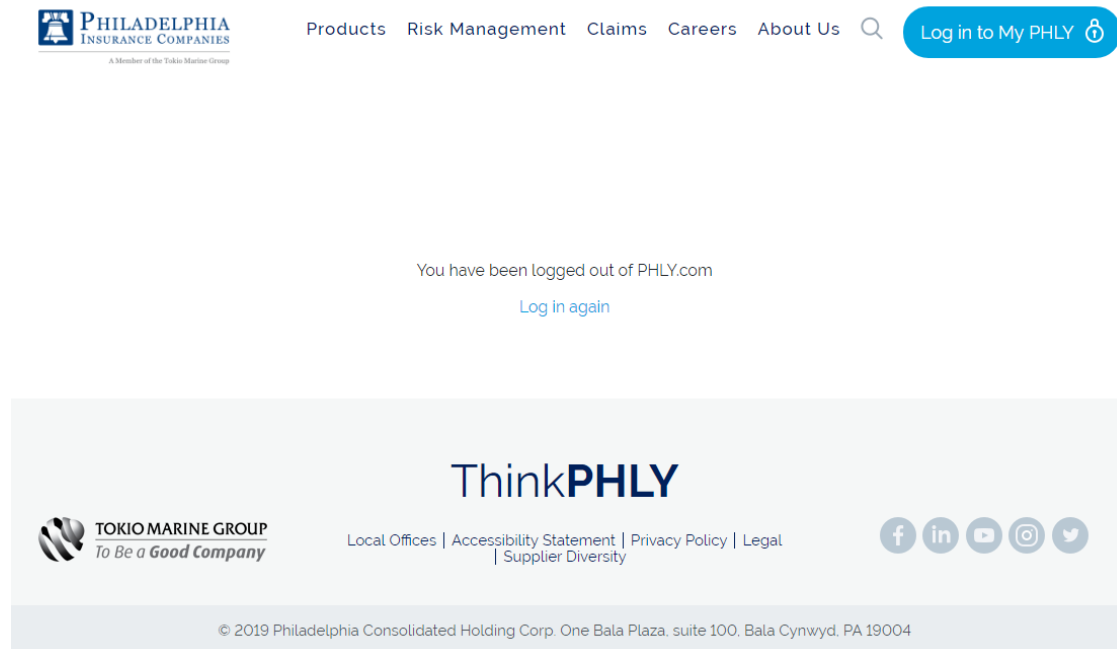
My PHL Y Registration Process and User Guide

LOGOUT

Click the Logout button to log out of myPHLY.com



The following page appears to confirm that you have been logged out of myPHLY.com:



My PHL^Y Registration Process and User Guide

E-Binding

Simply bind your submission online, submit, and receive quick confirmation.

Proposals are marked as eligible for electronic binding at the discretion of the underwriter. You will receive notification of eligibility when the quote is emailed to you.

1. Log into your PHL^Y.com account.
2. Click on the Electronic Binding link on the left OR click on the green Start E-binding Tour button on the right.
3. Hit "Bind" button to follow steps to complete your bind order.

Visit our E-Binding page and watch the one-minute video to the fast and easy process!

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New Business Submission

PHLY agents can now submit new business applications online in a matter of minutes!

Use the New Business Submission portal in MyPHLY to request coverage, enter the desired premium amount, and track the status of the application.

1. Log into your PHL Y.com account. After logging in, review your contact information, enter the insured information, and select the contact type.
2. Select the appropriate product and enter the premium, effective dates, and need-by dates. Any relevant files can be added seamlessly through drag and drop functionality.
3. Confirm and review details of your submission on a final summary page.
4. You will then receive a confirmation email that verifies your successful submission and you can track the progress on your MyPHLY agency dashboard. The confirmation email is the same one agents have been sent in the past, notifying that the submission has been reserved for the agency and is currently with underwriting.