

Here are step-by-step instructions on how to enroll your client into the Cyber Peace of Mind Program. Before we begin, you should have received a Welcome email from FifthWall with the Header "Welcome to FifthWall Online! Here is your login information." If you haven't received this email as of yet and you need access to our new portal, please register at [fifthwallsolutions.com/portal-register](https://fifthwallsolutions.com/portal-register).

**For a video tutorial, watch here: [fifthwallsolutions.com/portal-walkthrough](https://fifthwallsolutions.com/portal-walkthrough)**

- Access our portal anytime at [portal.fifthwallsolutions.com](https://portal.fifthwallsolutions.com)
- Enter your username and password and click **Login**
- Click on the **Submissions** tab in left panel—choose **New Submission**
- Find the "FifthWall Cyber" program and click on **Start Submission**
- Enter annual revenue for client and click **Next**
- All three portal options display—Cyber Peace of Mind, Cyber Assurance, and Cyber Now
- Under "Cyber Peace of Mind" (first column) click on **Bind Plan**
  - A pop up box will come up verifying the insured is domiciled in the US and they don't process more than 6 million credit card transactions in a year. Click **Yes** if true. If not true, the insured is ineligible for coverage)
- Enter the required information into the Insured Information page (required fields are asterisked)
  - Company name, effective date, website (if unknown, put N/A), physical address, contact name, contact email, and contact phone are all required fields. If billing contact information is different, fill that information in as well. Click **Next**
- Review Order section will confirm the product and pricing before you proceed to Bind.
- Policy Dashboard Screen shows the Status—Conditional Binder Issued—that is your confirmation that you enrolled your client into the Cyber Peace of Mind program and that their binder has been issued.
- That's it on your end. An automated email is immediately generated and sent to the insured (you will be cc'd on it) with the conditional binder, the invoice, and the option to pay immediately (by credit card, debit card, or ACH) using the **Make a Payment** button. Once payment is received, an email is generated to the insured with the certificate of insurance confirming coverage (you are cc'd on this as well).