



Policyholder Request to Add/Delete Self-Administrator

A policyholder can designate one or more administrators to manage all of the *Texas Mutual*[®] online accounts for their organization. A policyholder administrator can:

- Create new user accounts
- Remove user accounts
- Reset passwords
- Change user contact information (i.e. email addresses)
- Change user access privileges
- Review account maintenance activities via online reports

Designated individuals need a *Texas Mutual*[®] login account before being set up as an administrator. To set up an online login account, go to www.texasmutual.com, click on Log In, follow the “Need an account?” link, and complete the online application, or call (800) 859-5995 to request one.

To request self-administrator access for designated individuals, complete this form and return it to:

Email:
Information@texasmutual.com

Fax:
(512) 224-6200

Mail:
Texas Mutual Insurance Company
Information Service Center
PO Box 12058
Austin, TX 78711-2058

Please specify the individual(s) you would like to designate (or remove) as a *Texas Mutual*[®] online account administrator for your organization. Once administrator access is set up, we will notify the administrator by email.

Employee name	Employee title	Email	Phone	Add/Delete

Organization name:	Policy Number (only one per form):
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Owner/officer printed name:	Title:
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Owner/officer signature:	Date:	Email:
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Policyholder will be solely responsible for protecting the confidentiality of user IDs and passwords. If you have any questions, please call (800) 859-5995.