

Builders Online Business Policyholder Registration

While Builders Mutual can't add hours to your workday, we can save you time with our easy-to-use online policy management tool, Builders Online Business. It's easy to register.



1

First, go to buildersmutual.com and click **FOR POLICYHOLDERS** to get to the Policyholder landing page.



3

Complete all fields on the Policyholder Registration form.

Enter your Business Name exactly as it appears on your policy or invoice. If your Business Name is separated into two lines on your policy or invoice, only enter the first line, exactly as shown, in ALL CAPS, including any punctuation.



After you submit your registration information, you'll receive an email to set up your password. If you don't receive the email, check your SPAM folder.



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Under the Builders Online Business header, click **REGISTER**.

	BUILDERS MUTUAL INSURANCE COMPANY ELECTRONIC CONSENT, NOTICE AND USER AGREEMENT ("Agreement") BUILDERS ONLINE BUISNEES						
	The following terms and conditions set forth in this Agreement govern the terms of use of the Builders Nutual Insurance BMIC (BINC) Builders Online Builders (8001) between the policyholder (YOU') and BMIC. By accessing BOB, you achnowledge that you have read, understand and agree to boomd by the BOB terms of use, as provided in this Agreement. If you do not agree with terms of this Agreement, you cannot use BOB	Ţ					
»	 I have read and accept the terms of this Agreement. I agree to receive marketing materials and valuable into from EMC. 						
	Submit Registration						



Be sure to accept the terms and click **SUBMIT REGISTRATION.**





Follow the directions to set up your Builders Online Business password.

Click ON THE LINK PROVIDED IN THE EMAIL.

Builders Online Business Policyholder Registration



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Your password is now set.



8

Now you can go back to the Policyholder landing page and LOG IN.



9

The email address you registered with is your Username-and you'll use the password you just created.





Each policy must be added individually. Click ADD POLICY to begin the process.





That's it-you're registered! Click **GET STARTED** to add your policies.



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Enter your Policy Number, the first line of your Insured Name in ALL CAPS, and the ZIP code as it appears on the invoice.

It's possible that your Insured Name and ZIP code vary from policy to policy.

Be sure to take the information directly from the policy documents or invoice for each unique policy.

Once the information is entered, click LINK POLICY.





The two most current terms will show automatically.

	My Policies Enter	Payroll Make/View	Payment		livery Method View P	
	My Policy List		Add Policy			
BUILDERS MUTUAL	Display all policy types 🗸		Display most recent policies *			
	Policy Type	Policy Number	Location	Effective Due / Expiration Date	Actions	
Need Main 2 Call out	Workers' Compensation	WCP 0027726-16			I want to	×
industry experts at (800) 809-4859	Workers' Compensation	WCP 0027726-18		5/20/2020 5/20/2021	I want to	~
The Customer Contact Center is available Monday to Friday. Earn Scan.						
To report a claim call						



Repeat this process to add each policy to your Builders Online Business account.





Once complete, all policies will show on the My Policy List.

Congratulations! You now have online access.

Builders Mutual is committed to delivering an experience that's caring, knowledgeable, and dependable. If there is anything we can do to provide more support, please contact the Customer Contact Center.





Monday-Friday



8am to 6pm ET

BUILDERS MUTUAL PO Box 150005 Raleigh, NC 27624-0005 800-809-4859 | **buildersmutual.com**

STAY CONNECTED **f** in 🚟