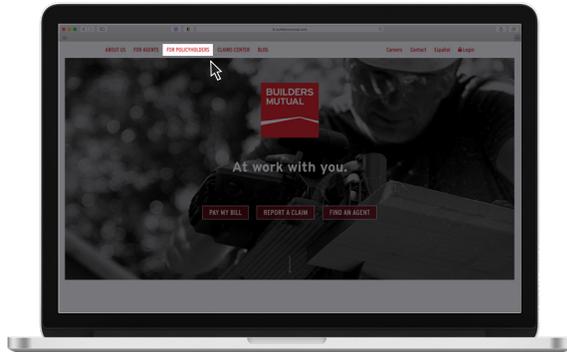




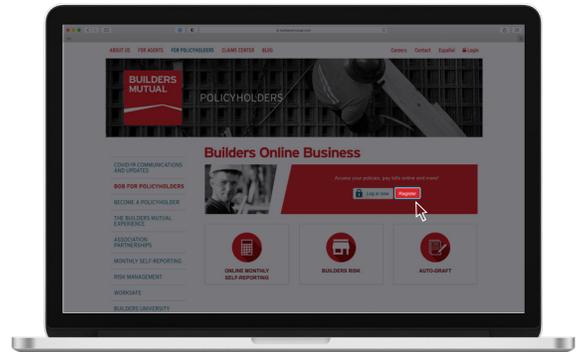
Builders Online Business Policyholder Registration



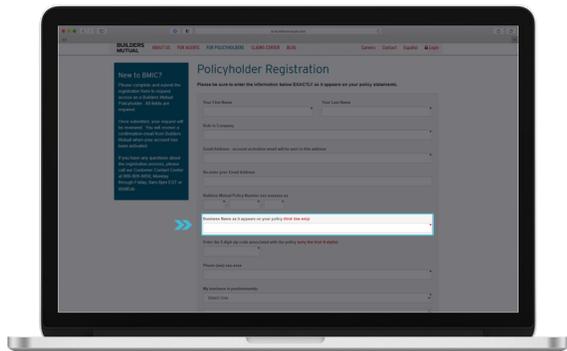
While Builders Mutual can't add hours to your workday, we can save you time with our easy-to-use online policy management tool, Builders Online Business. It's easy to register.



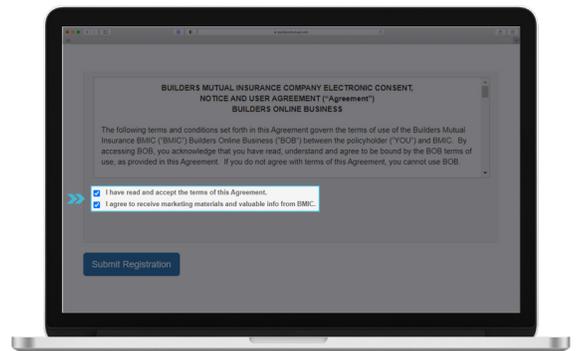
1 First, go to buildersmutual.com and click **FOR POLICYHOLDERS** to get to the Policyholder landing page.



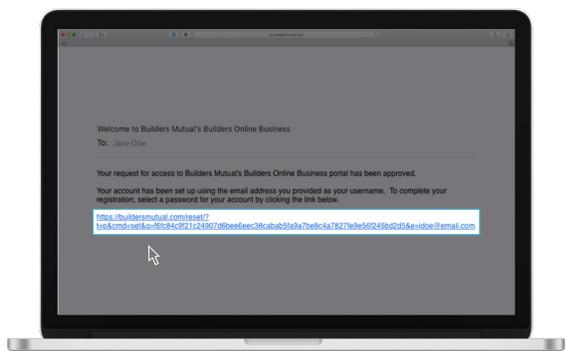
2 Under the Builders Online Business header, click **REGISTER**.



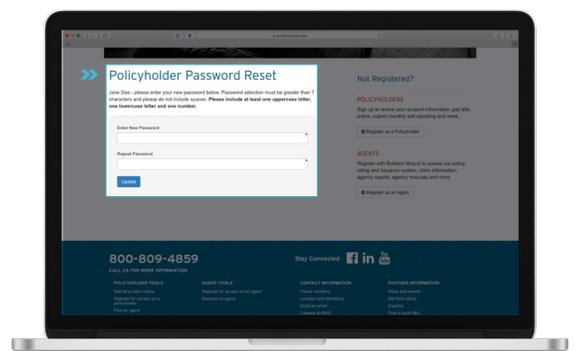
3 Complete all fields on the Policyholder Registration form. Enter your Business Name exactly as it appears on your policy or invoice. If your Business Name is separated into two lines on your policy or invoice, only enter the first line, exactly as shown, in **ALL CAPS**, including any punctuation.



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

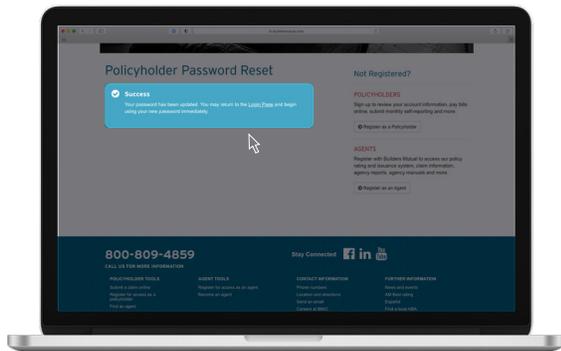


5 After you submit your registration information, you'll receive an email to set up your password. If you don't receive the email, check your SPAM folder. Click ON THE LINK PROVIDED IN THE EMAIL.

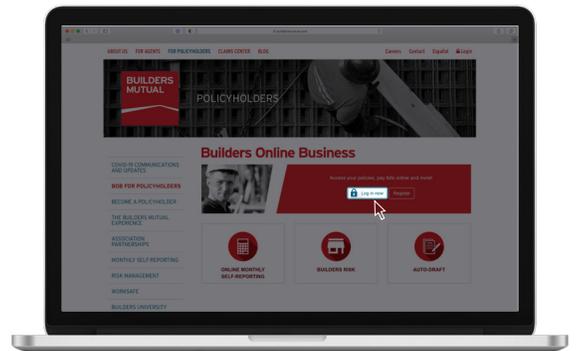


6 Follow the directions to set up your Builders Online Business password.

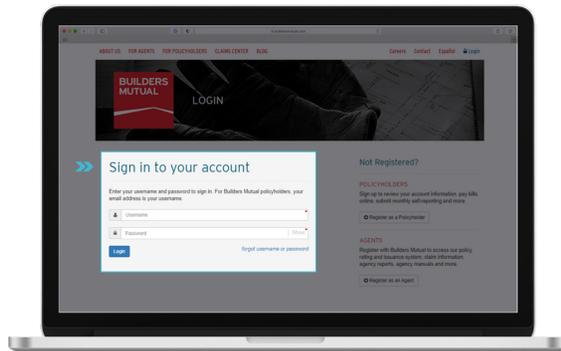
Builders Online Business Policyholder Registration



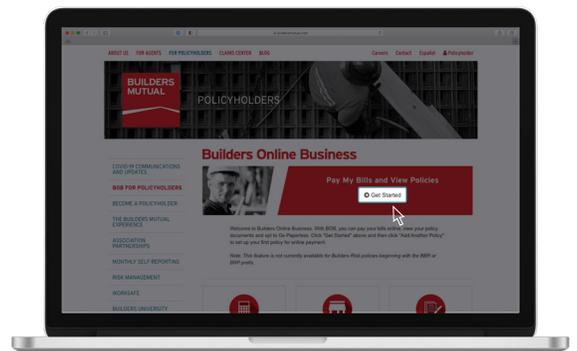
7 Your password is now set.



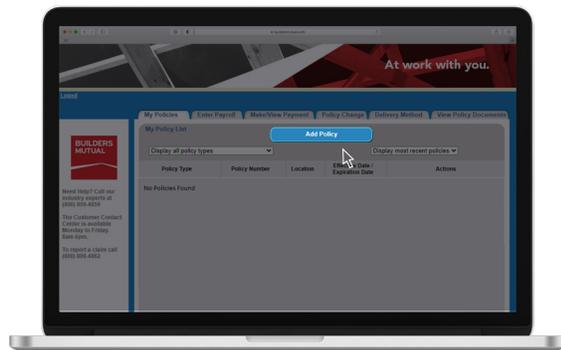
8 Now you can go back to the Policyholder landing page and LOG IN.



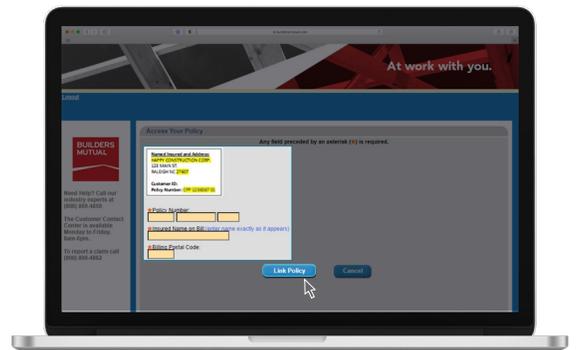
9 The email address you registered with is your Username—and you'll use the password you just created.



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



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



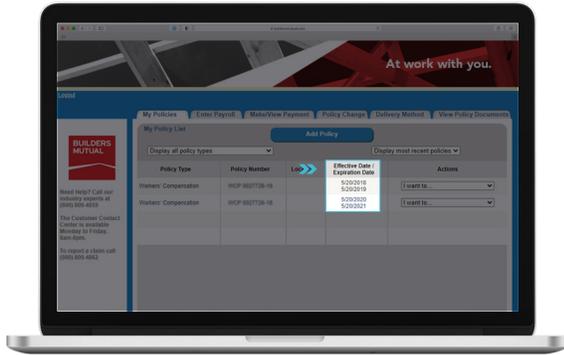
12 Enter your Policy Number, the first line of your Insured Name in ALL CAPS, and the ZIP code as it appears on the invoice.

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.

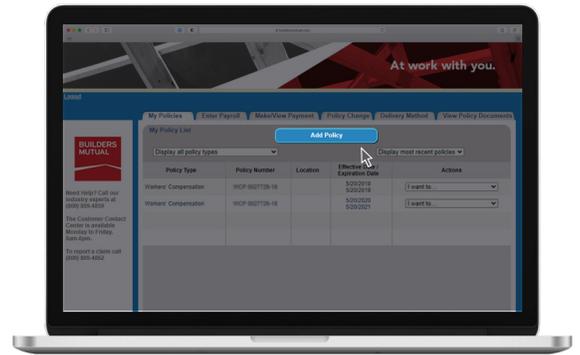
Once the information is entered, click **LINK POLICY**.

Builders Online Business Policyholder Registration



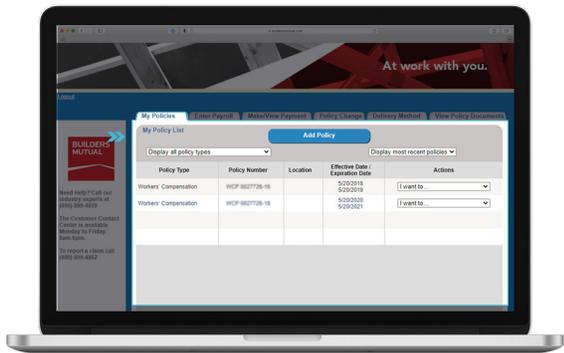
13

The two most current terms will show automatically.



14

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



15

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.



800-809-4859



Monday–Friday



8am to 6pm ET

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