WebFM™ MANUAL
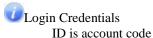
CONTENTS:

Ø **Introduction**
Ø **Insured Login**

INTRODUCTION

The address of your website is 'fmwebsite.com/fmxxx' where 'xxx' is the three letter abbreviation of your company name. Please ask your AIS support technician for the three letter abbreviation for your company.

Your site requires <u>Internet Explorer</u>. To browse to your site, simply type 'fmwebsite.com/fmxxx.asp in the address bar of Internet Explorer:
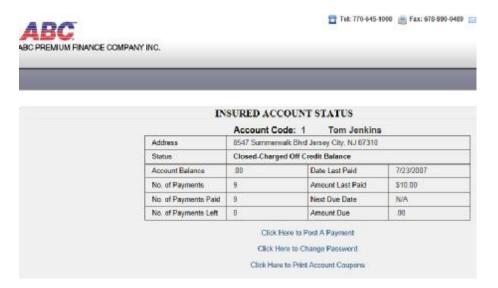

INSURED LOGIN

i Login Credentials
ID is account code
Password is \WinFM\Account Maintenance\Insured Information\Web Access Password

If no password then use Phone Number
If no Phone Number then use ten zeroes

- View Account Status
  Notice Next Due Date Amount Due

- Click to Post a Payment
  Check or Credit Card
  Email confirmation will be sent to email address entered and to finance company

- Click to Change Password (option)

- Click to Print Account Coupons