

AUTHENTICATING YOUR ACCOUNT ONLINE – Agent and Policy Owner(s)

Account Authentication Options for Policy Owner Registration

You will be required to authenticate your account to complete your MyNWL Portal registration. You can authenticate by receiving a one-time passcode on your registered email address.

Step 1: Sign Up to Register as a New MyNWL Portal User

First time users of MyNWL will need to register. To register, click on Sign Up. Complete all fields and click on Sign Up to complete the first step of registration.

Step 2: Account Authentication Screen Display

To authenticate your account via email

- Enter username and password on MyNWL Login page.
- Click 'Send verification code'.
- You will receive one-time pass code from msonlineserviceteam@microsoftonline.com on your registered email address. If you have not received your verification code, check your Spam or Junk folder.
- Return to the login screen and enter the verification code. Click on 'Verify code' button.
- Verification code is valid for 5 mins. If the code entered is incorrect, click on 'Send new code' to receive a new code.
- Click on 'Continue' to proceed.

Step 3: Redirect to MyNWL After Verification

Once your identity is verified, the MyNWL Landing screen will appear, and you will be redirected to the MyNWL portal. From this screen, you can view a summary of your policy or contract.

