

# **HOW TO REGISTER AND LOG IN TO THE FAIR PLAN ONLINE APPLICATION SYSTEM**

**EXISTING INDIANA FAIR PLAN PRODUCERS:**

- GO TO THE FOLLOWING WEBSITE - <https://infairplan.onaipso.com/>
- ENTER YOUR AGENCY CODE IN USER ID (YOUR AGENCY CODE CAN BE FOUND ON YOUR COMMISSION STATEMENT. YOUR AGENCY CODE MUST BE PRECEDED WITH THE LETTER 'Z'. EXAMPLE: Z123
- ENTER THE PASSWORD YOU WERE PROVIDED. YOU WILL NEED TO CHANGE THE PASSWORD AFTER YOUR INTIAL LOG IN.

The screenshot displays the Indiana FAIR Plan Association website interface. On the left is a 'Log In to Your Account' form with fields for 'User ID' (containing 'ZS12') and 'Password' (masked with dots), a 'Remember my User ID' checkbox, a 'Log In' button, and a 'Forgot password?' link. The center features the 'Indiana FAIR Plan Association' title and three paragraphs of text: the first describes the association's establishment in 1968; the second states it is a voluntary plan of authorized insurers; the third provides the administrative office address in Indianapolis. On the right are two sections: 'Get a Free Quote' with a dropdown menu and a 'Get a Quote' button, and 'Register Producer' with a 'Register Producer' button. Two orange arrows point from the instructions above to the 'User ID' and 'Password' fields in the login form.

- ONCE YOU HAVE CHANGED YOUR PASSWORD YOU MAY BEGIN SUBMITTING NEW APPLICATIONS.

## FIRST TIME PRODUCER REGISTRATION INSTRUCTIONS:

- **CLICK THE REGISTER PRODUCER TAB ON THE BOTTOM RIGHT**

The screenshot shows the Indiana FAIR Plan Association website. On the left is a 'Log In to Your Account' section with fields for 'User ID' and 'Password', a 'Remember my User ID' checkbox, a 'Log In' button, and a 'Forgot password?' link. The center features the 'Indiana FAIR Plan Association' logo and two paragraphs of text: one about the association's history and purpose, and another about its composition and administrative office. On the right, there is a 'Get a Free Quote' section with a dropdown menu and a 'Get a Quote' button, and a 'Register Producer' section with a 'Register Producer' button. An orange arrow points from the 'REGISTER PRODUCER' instruction above to the 'Register Producer' button.

- **ALL FIELDS MARKED WITH AN ASTERISK MUST BE COMPLETED.**
- **CHECK THE BOX INDICATING YOUR AUTHORITY TO REQUEST A USER ACCOUNT FOR YOUR AGENCY.**

The screenshot shows the 'Request a Portal Account' form. The title is 'Request a Portal Account' and the subtitle is 'Please use this form to submit a request for access to the Indiana FAIR Plan Portal'. The form contains several required fields marked with an asterisk: Organization Name, Your First Name, Your Last Name, Your Phone Number, Your E-mail, Your Role, FEIN Number, License Number, Mailing Address, City, State, and Zip Code. A tooltip 'Please fill out this field.' is visible over the City field. To the right of the form is a section titled 'Here are the rules' with five numbered instructions. Below the form is an 'Additional Notes' text area and a checkbox with the text: 'I have the authority to request user accounts on behalf of the organization listed in this form. Indiana FAIR Plan may use this contact information to verify the validity of the requestor and all user accounts requested.' At the bottom left is a 'Submit Request' button. An orange arrow points from the 'CHECK THE BOX' instruction above to the checkbox.

- **CLICK SUBMIT REQUEST.**
- **YOU WILL RECEIVE AN EMAIL NOTIFICATION AND THE REGISTRATION APPLICATION WILL BE REVIEWED. IT MAY TAKE UP TO 2 BUSINESS DAYS TO ASSIGN AN AGENCY CODE.**
- **ONCE APPROVED, YOU WILL RECEIVE AN EMAIL WITH YOUR AGENCY CODE AND A TEMPORARY PASSWORD.**

**YOUR AGENCY CODE WILL BE USED FOR THE FOLLOWING APPLICATIONS:**

- **NEW APPLICATION SUBMISSIONS**
- **RENEWAL APPLICATION SUBMISSIONS.**
- **ENDORSEMENT REQUESTS**
- **CANCELLATION REQUESTS**
- **BILLING INFORMATION**
- **REPORTING A CLAIM**

**\*\*IMPORTANT\*\***

**WHILE YOU ARE AWAITING YOUR LOGIN AND PASSWORD, YOU CAN ACCESS THE 'QUICK QUOTE FEATURE.'**

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