

# FFVA Mutual's Self-Service Employer Portal

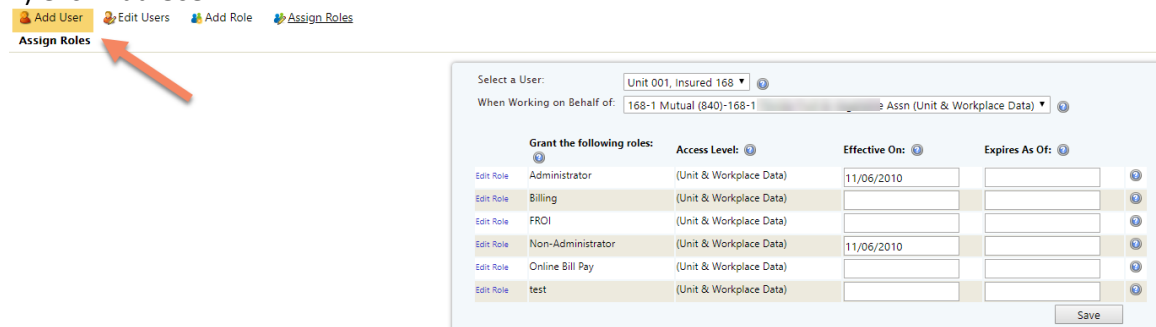
## How to Create a New User

Anyone designated as an admin with your company is able to log into our portal and add new users. Simply follow the quick steps below:

1) Log in at <https://webtropics.ffvamutual.com> and click on the Admin tab.



2) Click Add User.



3) Enter the Required Information and click Save.

Note: After the user information is saved, the assign Roles screen will be displayed.

4) Assign Roles and Enter Effective Date.

In the "Effective On" field, enter the current date for the appropriate role(s) and click Save.

After being added, the *New User* will receive 2 emails, one with their user login and another with a link to setup their unique password.

**Questions?** Email [customersupport@ffvamutual.com](mailto:customersupport@ffvamutual.com) or call #800-346-4825.