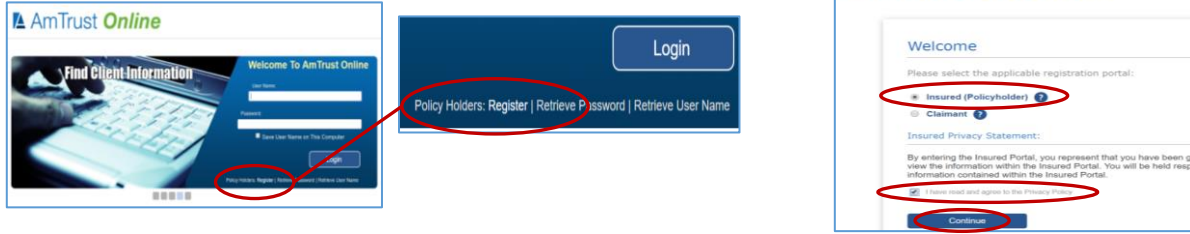


# AmTrust Online Registration Guide

Log into: <https://amtrustfinancial.com>

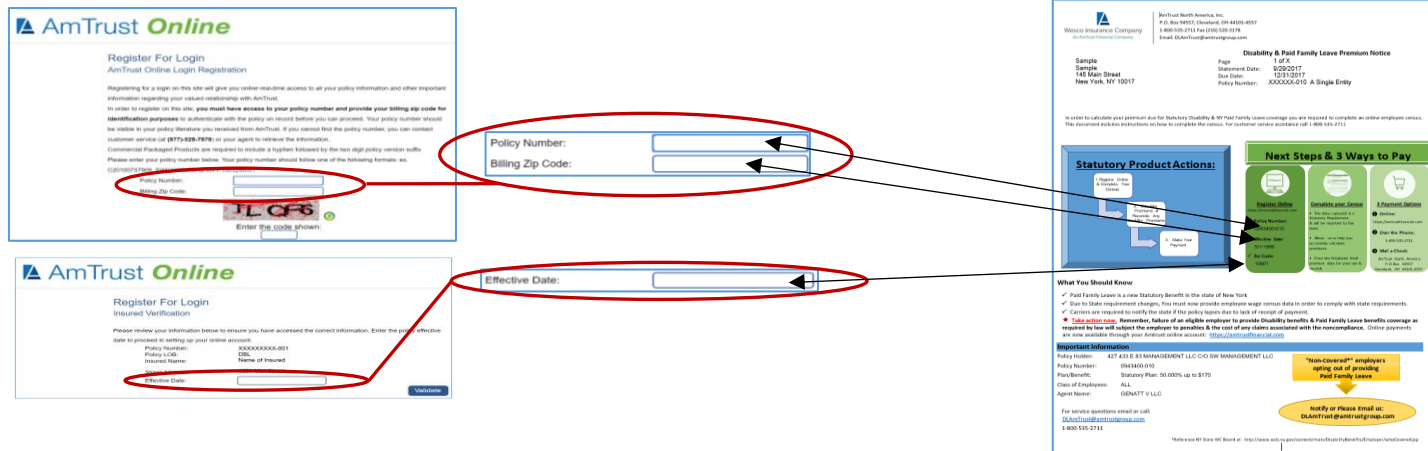
- ↳ If you have a User Name & Password - Enter it on the Welcome screen & Login (skip ahead to step 4)
- OR
- ↳ If you do not have a User Name & Password, follow the steps below:

## 1) Begin Registration

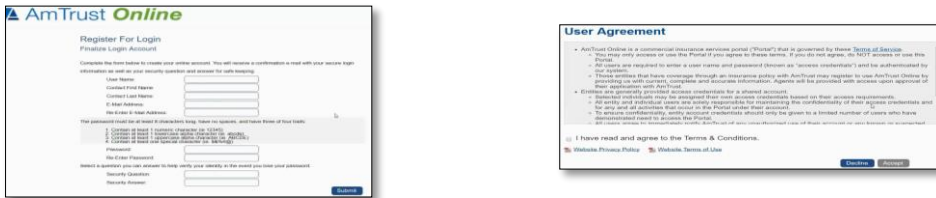


## 2) Enter your Policy Number, Legal Zip Code, & Effective Date

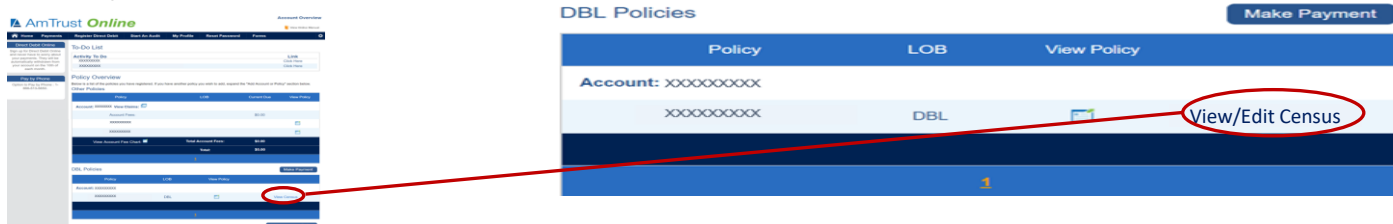
(all information needed is supplied in your Premium Notice as illustrated below)



## 3) Create your user Name and other Account Information & Accept our User Agreement to proceed



## 4) Click View/Edit Census



## 5) Validate and save the FEIN for the billing location you are creating the census for

### FEIN Validation Page

Enter the FEIN for each billing location in order to complete census and/or make a payment.

To generate a list of premium notices we require each FEIN to be entered. By clicking Save, a unique list will generate below with all billing locations needed for census and premium payment

Enter Individual FEIN:

Enter FEIN for each billing location, click save to create/add to the List below

## 6) Select 'Make DBL Payment' to access the Census link and start the invoice for this location.

### FEIN Validation Page

Enter the FEIN for each billing location in order to complete census and/or make a payment.

To generate a list of premium notices we require each FEIN to be entered. By clicking Save, a unique list will generate below with all billing locations needed for census and premium payment

Enter Individual FEIN:

Billing Locations List for Census And Premium Payment

FEIN	Business Name	Address Line 1
123456789	Henry's Fishing Lures	123 Main Street New York, NY 10017