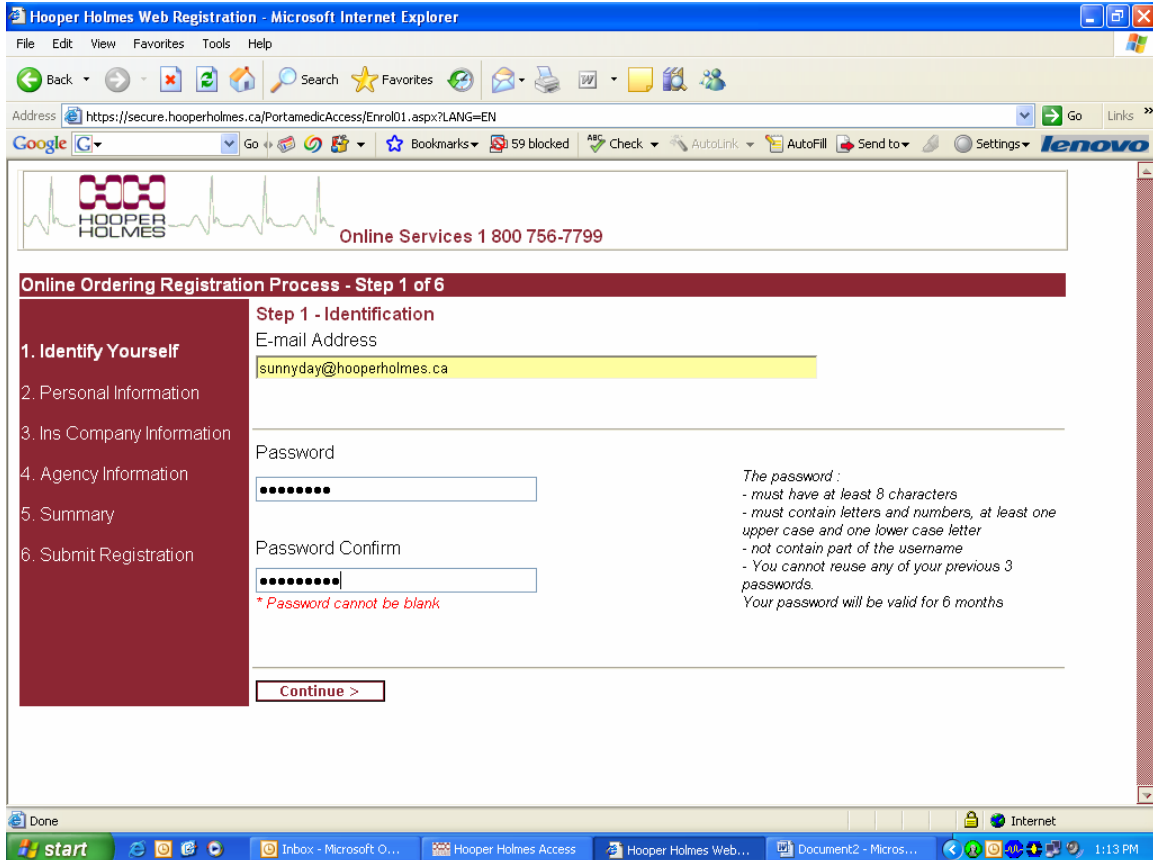


## [Registering on Portamedic Access](#)

Go to [www.hooperholmes.ca](http://www.hooperholmes.ca) and click “Register”.

Enter your email address and select a password. Password must be at least 8 characters and contain an **Uppercase letter** and a **Number**. Example “Hooper23”



Hooper Holmes Web Registration - Microsoft Internet Explorer

Address: <https://secure.hooperholmes.ca/PortamedicAccess/Enrol01.aspx?LANG=EN>

Online Services 1 800 756-7799

### Online Ordering Registration Process - Step 1 of 6

**1. Identify Yourself**

2. Personal Information

3. Ins Company Information

4. Agency Information

5. Summary

6. Submit Registration

**Step 1 - Identification**

E-mail Address

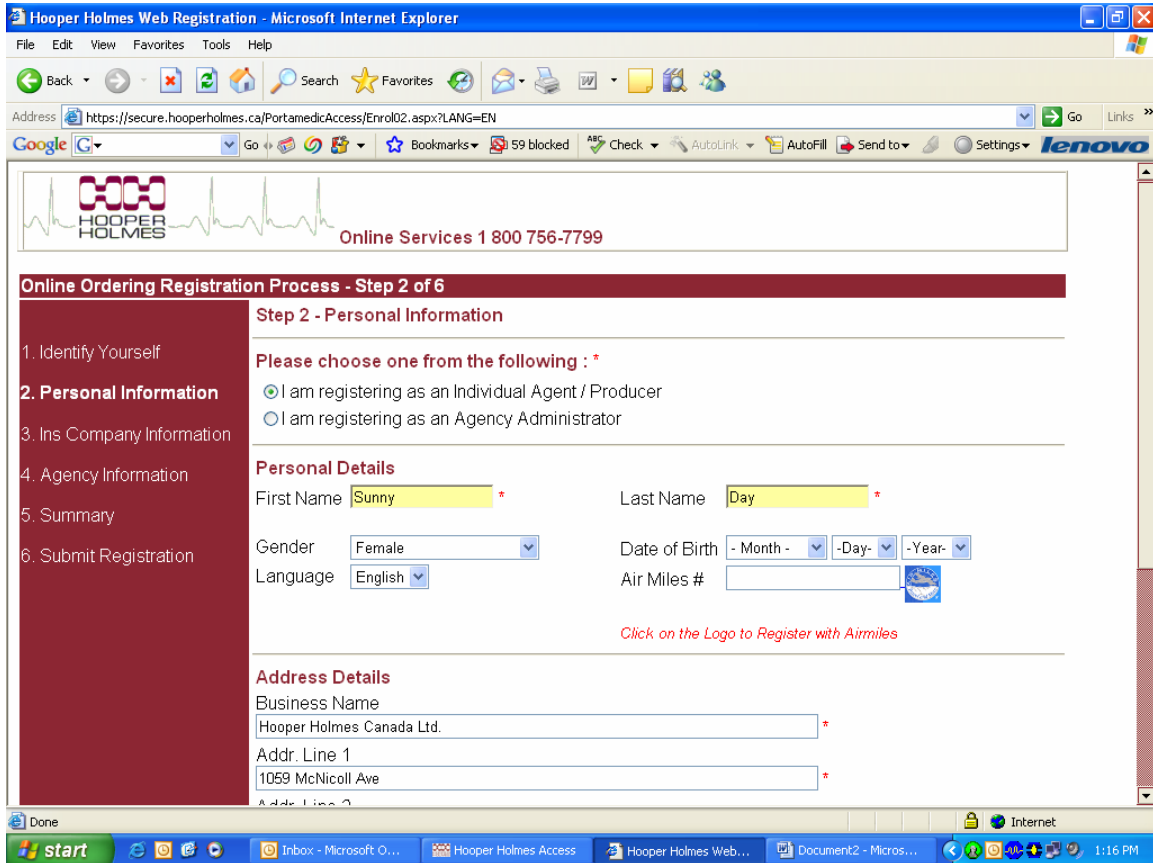
Password

Password Confirm

\* Password cannot be blank

The password :  
- must have at least 8 characters  
- must contain letters and numbers, at least one upper case and one lower case letter  
- not contain part of the username  
- You cannot reuse any of your previous 3 passwords.  
Your password will be valid for 6 months

Enter your personal information: If you are an administrator ordering for a group of agents, select “I am registering as an Agency Administrator”. Please be sure to include your *AIR MILES* collector number. Please see our *Air Miles* section for details about earning Air Miles for your completed orders.



Hooper Holmes Web Registration - Microsoft Internet Explorer

Address: <https://secure.hooperholmes.ca/PortamedicAccess/Enrol02.aspx?LANG=EN>

Online Services 1 800 756-7799

### Online Ordering Registration Process - Step 2 of 6

#### Step 2 - Personal Information

Please choose one from the following : \*

I am registering as an Individual Agent / Producer  
 I am registering as an Agency Administrator

#### Personal Details

First Name  \*      Last Name  \*

Gender       Date of Birth

Language       Air Miles #

*Click on the Logo to Register with Airmiles*

#### Address Details

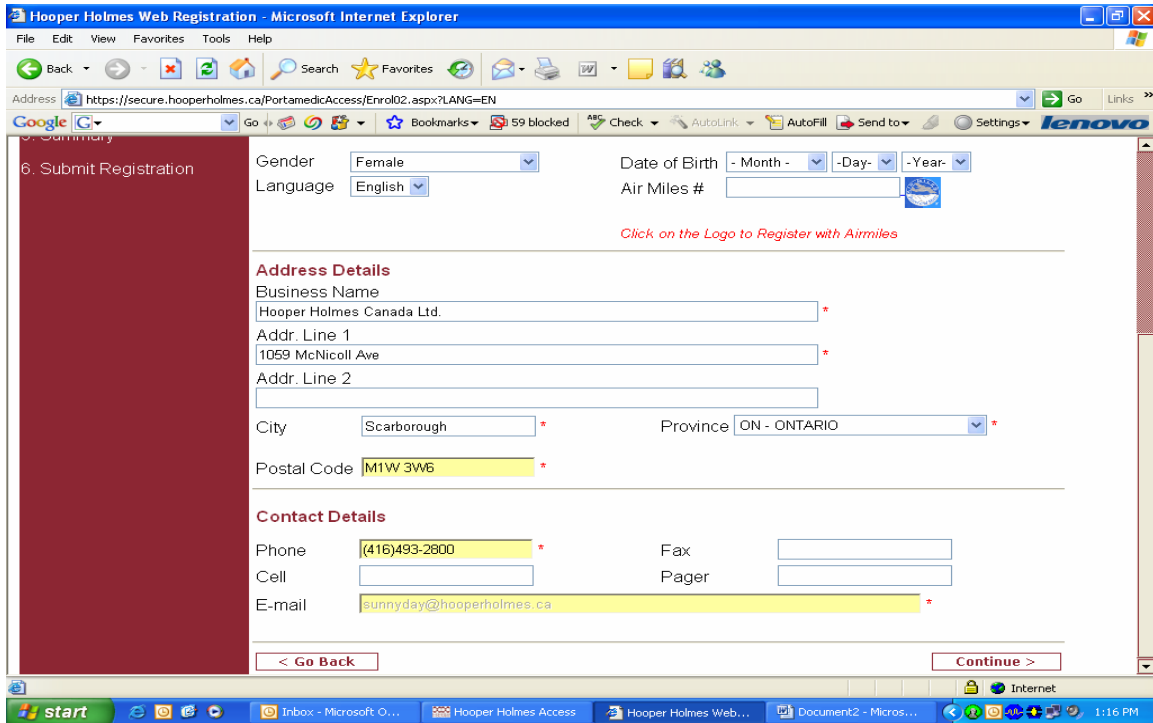
Business Name  
 \*

Addr. Line 1  
 \*

Addr. Line 2

Done

start | Inboxes - Microsoft O... | Hooper Holmes Access | Hooper Holmes Web... | Document2 - Micros... | 1:16 PM



6. Submit Registration

Gender  Date of Birth

Language  Air Miles #

*Click on the Logo to Register with Airmiles*

**Address Details**

Business Name \*

Addr. Line 1 \*

Addr. Line 2

City \* Province

Postal Code \*

**Contact Details**

Phone \* Fax

Cell  Pager

E-mail \*

Select your insurance companies. To add a company, select from the left column, click the “add” button and it will appear in your “chosen” list on the right hand side. To remove a company, click on the “X” next to the company in your “chosen” list and it will be removed.

**Hooper Holmes Web Registration - Microsoft Internet Explorer**

Address: <https://secure.hooperholmes.ca/PortamedicAccess/Enrol03.aspx?LANG=EN>

### Step 3 - Insurance Company Information

NOTE: When selecting a company please wait for it to be highlighted before clicking on the Add Button.  
NOTE: If you can't find a Company that you need in the list available please contact Hooper Holmes Support at the following e-mail: [support@hooperholmes.ca](mailto:support@hooperholmes.ca)

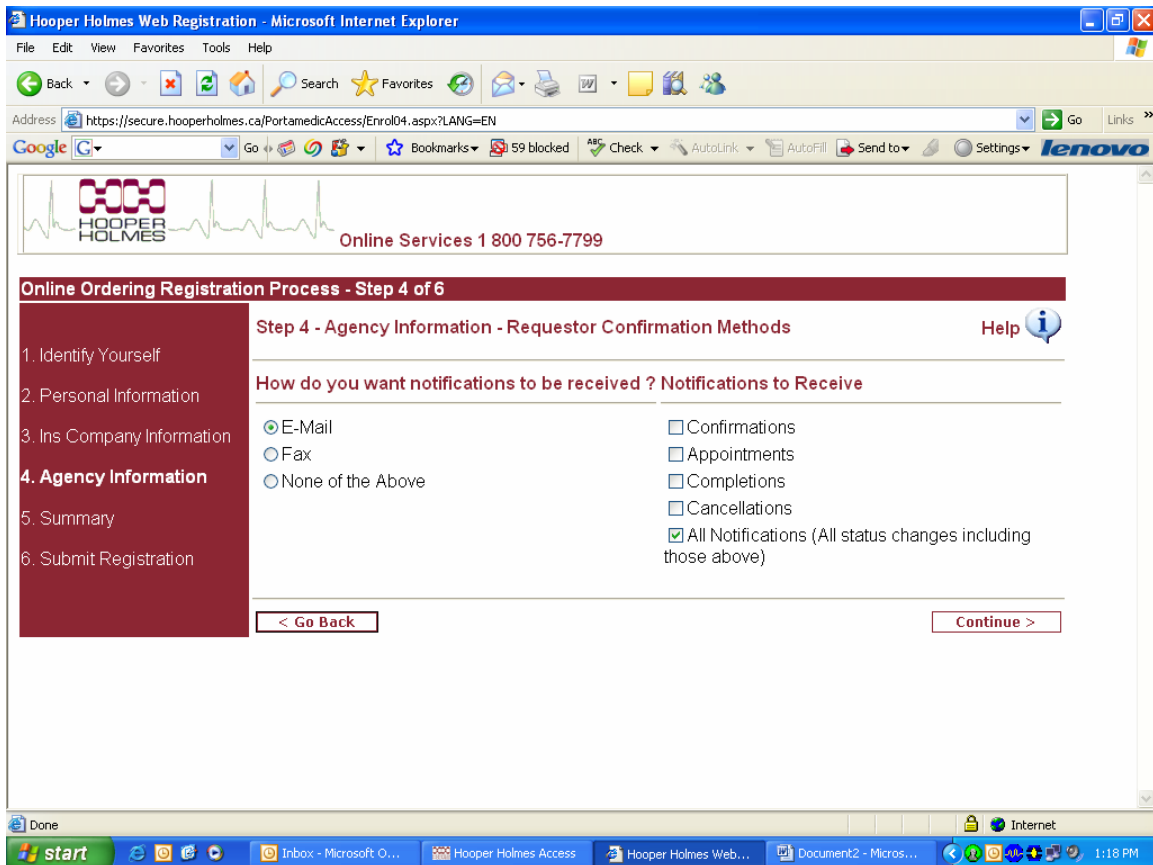
**Choose Insurance Companies**

- > Equitable Life Insurance Co Of Canada Life
- > FaithLife Financial Life
- > Great West Life Disability/Critical Illness - Canada
- > Great West Life Individual Life - Canada (Except Quebec)
- > Industrial - Toronto Service Ctr (National Life) Life & Health
- > Industrial Alliance - Pacific Life
- > Industrial Alliance Life Insurance Co. Life
- > Knights of Columbus Life
- > La Capitale Life
- > La Capitale MGA - Rest of Canada
- > La Personnelle Vie Life
- > La Survivance Life
- > L'Excellence Compagnie d'Assurance-Vie DI

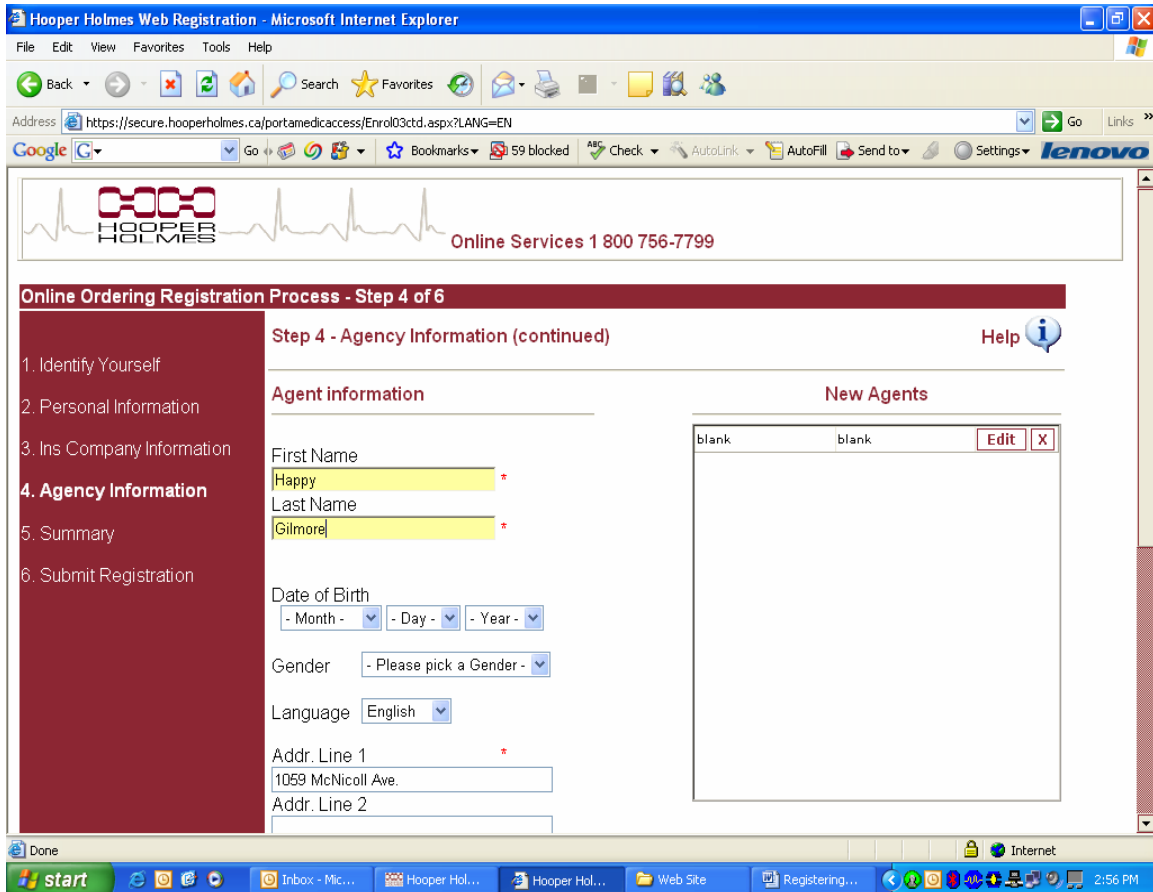
**You Have Chosen**

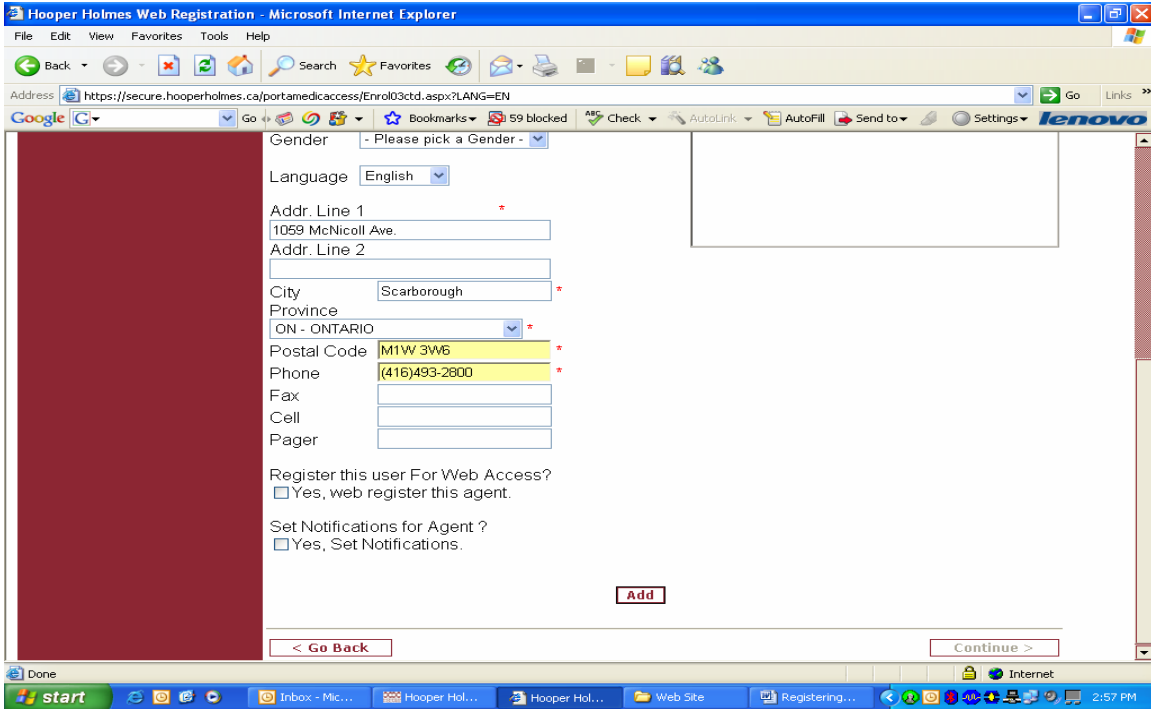
- Industrial - Toronto Service Ctr (National Life) Life & Health

Select your preferred method of updates.

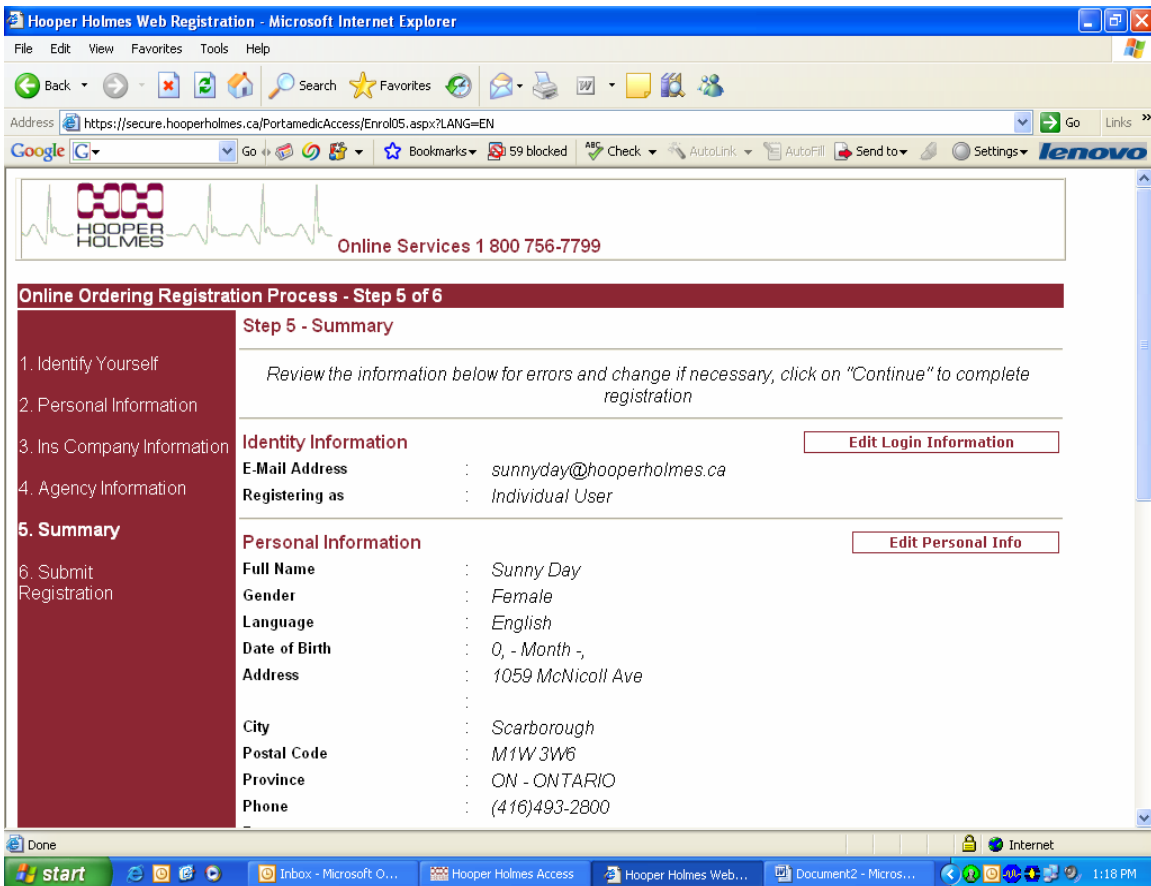


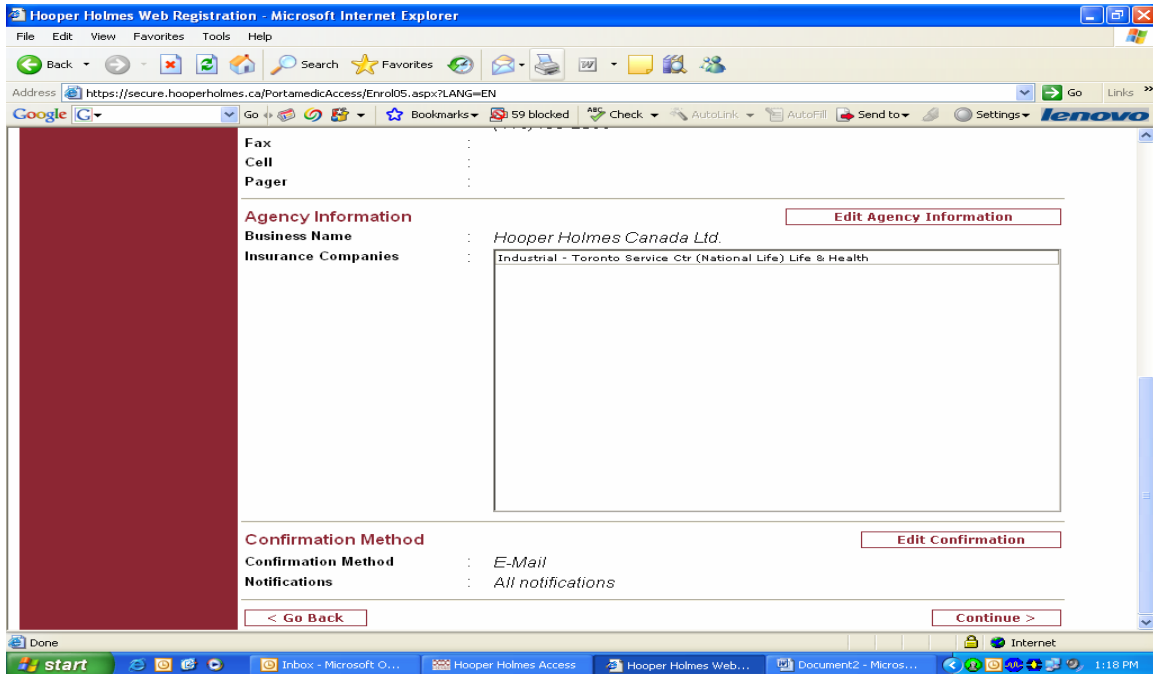
If you registered as an Administrator, you will see the following screen. Enter the agent name and info and click the “*add*” button. Repeat for as many agents as necessary.





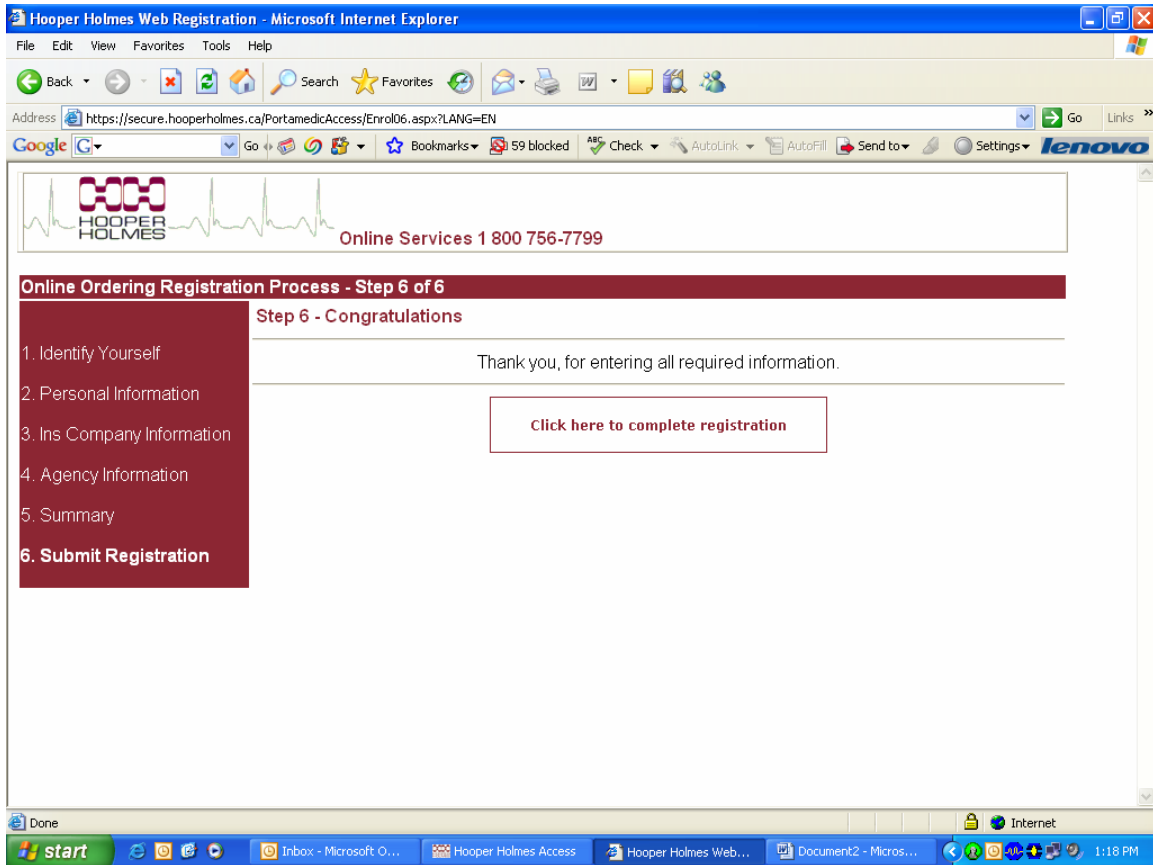
Review your information.





Complete your registration.






Hooper Holmes Web Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secure.hooperholmes.ca/PortamedicAccess/Enrol06.aspx?LANG=EN>

Google [Go](#) [59 blocked](#) [Check](#) [AutoLink](#) [AutoFill](#) [Send to](#) [Settings](#) **lenovo**

 **Online Services 1 800 756-7799**

**Online Ordering Registration Process - Step 6 of 6**

**Step 6 - Congratulations**

1. Identify Yourself  
2. Personal Information  
3. Ins Company Information  
4. Agency Information  
5. Summary  
**6. Submit Registration**

Thank you, for entering all required information.

[Click here to complete registration](#)

Done [Internet](#)

start [Inbox - Microsoft O...](#) [Hooper Holmes Access](#) [Hooper Holmes Web...](#) [Document2 - Micros...](#) 1:18 PM