

# INSURED PORTAL OVERVIEW



800.264.8085 | [www.ascotwc.com](http://www.ascotwc.com)



# Access

- 1 Visit [www.ascotwc.com](http://www.ascotwc.com)
- 2 Click the “Insured Portal” Button
- 3 Transfer User to the Insured Portal: <https://portal.ascotwc.com/Account/login?ReturnUrl=/>  
*This URL can be bookmarked in any browser allowing a user to bypass the Ascot workers compensation website and skip a few clicks.*



## Login Options

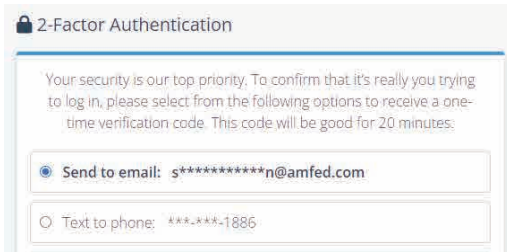
- 1 Login if you are an existing user
- 2 Quick Pay if you want to make a one-time payment
  - No registration required
  - Requires Policy Number + Mailing Zipcode
- 3 Register a new user/account  
*A single policy can have unlimited unique users registered, including HR representatives, agents, brokers, CPAs, etc.*
- 4 Forgot Info? Recover a forgotten username or password

A screenshot of the Ascot Insured Portal login page. The page has a dark blue background. In the top left corner, there is the Ascot logo, which consists of a rainbow-colored square above the word "ascot" in white. Below the logo, there is a navigation menu with four items: "LOGIN", "QUICK PAY", "REGISTER", and "FORGOT INFO?". The main content area is titled "Login to Your Account" and contains a login form. The form has two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember Me". There are two orange buttons: "LOGIN" and "LOGIN WITHOUT A PASSWORD". At the bottom of the form, there are three links: "Need an account? Register", "Forgot Username?", and "Forgot Password?".

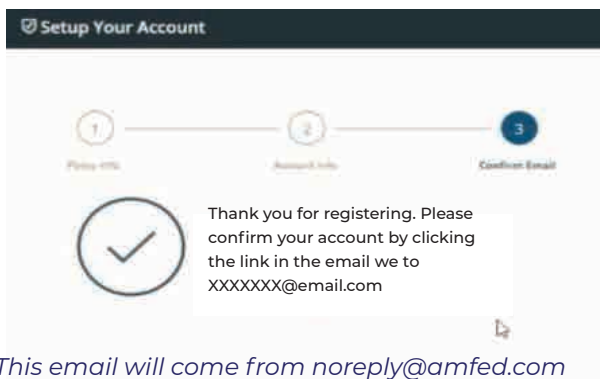
# Registration

- 1 Requires a valid email address
- 2 User Name (can also be your email address)
- 3 Password containing 1 special character, 1 uppercase letter, 1 lowercase letter + 1 number
- 4 Mobile Phone Number is optional but...  
*2 Factor Authentication is used by this application to protect you + your account information.*

*Entering a mobile number allows a user to quickly receive the one-time password via text, along with helpful payments reminders*



## 5 Confirm your account



*This email will come from noreply@amfed.com with the subject "New User Registration - Confirmation email"*

## 5 Login to your account



A vertical stack of registration form fields. From top to bottom: an 'Email' field, a 'Confirm Email' field, a 'User Name' field, a 'Password' field with a note below it stating 'Your password must include 1 special character, 1 uppercase, 1 lowercase, 1 numeric and be at least 6 characters long, and cannot contain your username.', a 'Confirm Password' field, a 'Mobile Phone Number' field, and an 'Enroll in SMS notifications' checkbox. At the bottom, there is a small link for 'Terms & Conditions'.

# Once Logged In

- 1 Overview** Dashboard with basic high level policy detail
- 2 Billing** history of all invoices + payments
- 3** Store one or more bank account in the **Payment Center** + Enroll in AutoPay
- 4** Access + download policy related **Documents**
- 5** Manage **Profile**, user + login information
- 6** View past policy terms + information
- 7** Access **Payroll Reporting** system if you are on that payment plan
- 8** Sign up for **Text Alerts** about payments + pending cancellation

WC123-6005131 MAKE A PAYMENT LOGOUT

**1** Overview

**2** Billing

**3** Payment Center

Policy Detail

**4** Documents

**5** Profile

**6** My Policies

**7** Payroll Reporting

### Balance Overview

View Billing

Payment Due  
\$0.00

[MAKE A PAYMENT](#)

Nothing currently due

Your policy is currently enrolled in automatic payments. Processing this payment may not stop the withdrawal of any upcoming payments that are due. Based on the timing of this payment, both payments may be applied.

### Policy & Billing Info

WC123-6005131  
Active

4/5/2023 - 4/5/2024

Balance Total: \$6,044.00

Last Payment: \$445.00 8/21/2023

AutoPay Status: Enrolled

Policy Information Updated: 8/30/2023

### 8 Signup For Text Alerts

Enroll in SMS alerts to receive notifications about your policy.

Phone Number

[Terms & Conditions](#) are available [here](#). Message frequency and type may vary. Message and data rates may apply. Reply STOP to end or HELP for help.

[Add SMS](#)

### Recent Activity

View All

8/21/2023	Payment	(\$445.00)
8/3/2023	Monthly Reporting Invoice	\$445.00
7/5/2023	Payment	(\$669.00)
6/5/2023	Payment	(\$502.00)
6/2/2023	Monthly Reporting Invoice	\$669.00

Client Centric.  
Risk Centric.  
Tech Centric.

