# Participation System Registration and Access

February 23, 2022

CITIZENS
PROPERTY INSURANCE CORPORATION

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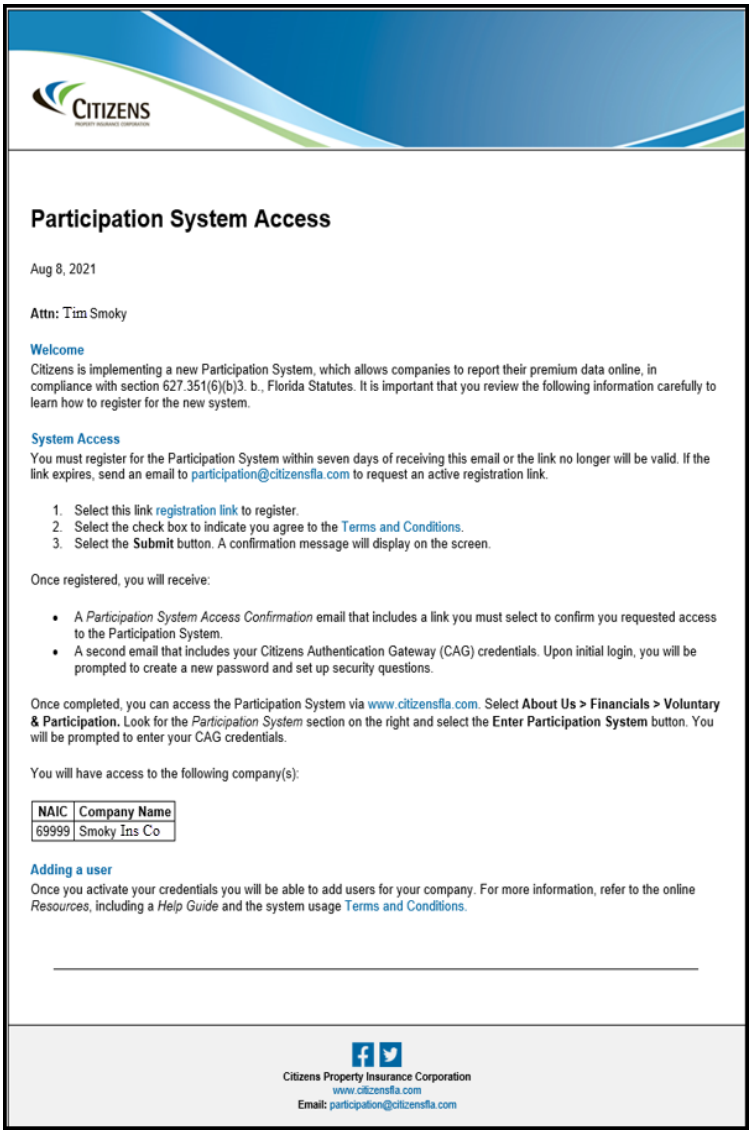
## Participation System Access

Participation System Access emails are sent to company contacts in the current Participation system and to Users who have been granted access to the system. This email enables Users to register for system access. Registration is a three-step process.

## Registration

1. The Company's contact receives the Participation System Access email that contains links to the Citizens website and Terms and Conditions of system usage.
   a. Select **registration** link to proceed.
   b. Select **Terms and Conditions** link to review.

   *Note:* The registration link expires in 7 days.



CITIZENS

**Participation System Access**

Aug 8, 2021

**Attn:** Tim Smoky

**Welcome**

Citizens is implementing a new Participation System, which allows companies to report their premium data online, in compliance with section 627.351(6)(b)3. b., Florida Statutes. It is important that you review the following information carefully to learn how to register for the new system.

**System Access**

You must register for the Participation System within seven days of receiving this email or the link no longer will be valid. If the link expires, send an email to participation@citizensfla.com to request an active registration link.

1. Select this link registration link to register.
2. Select the check box to indicate you agree to the Terms and Conditions.
3. Select the **Submit** button. A confirmation message will display on the screen.

Once registered, you will receive:

- A *Participation System Access Confirmation* email that includes a link you must select to confirm you requested access to the Participation System.
- A second email that includes your Citizens Authentication Gateway (CAG) credentials. Upon initial login, you will be prompted to create a new password and set up security questions.

Once completed, you can access the Participation System via www.citizensfla.com. Select **About Us > Financials > Voluntary & Participation.** Look for the *Participation System* section on the right and select the **Enter Participation System** button. You will be prompted to enter your CAG credentials.

You will have access to the following company(s):

| NAIC | Company Name |
|---|---|
| 69999 | Smoky Ins Co |

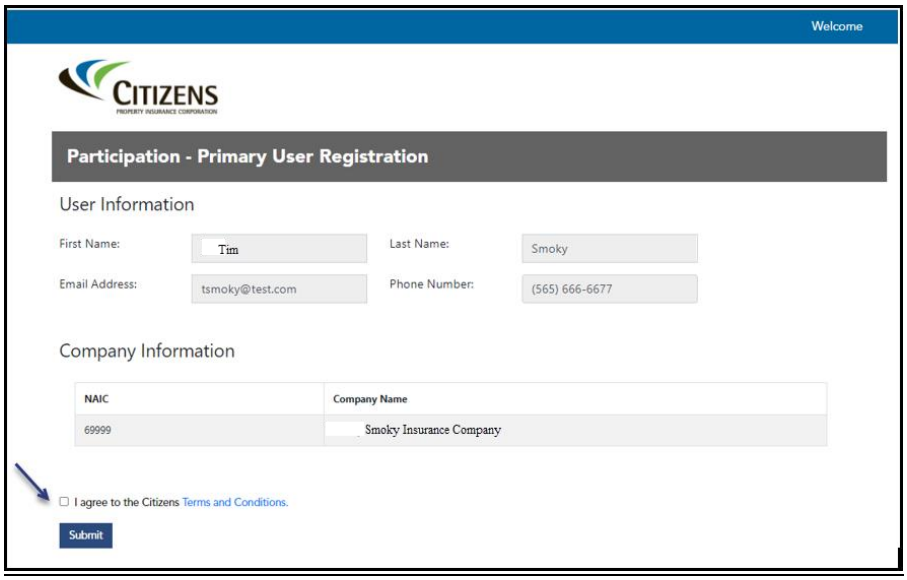
**Adding a user**

Once you activate your credentials you will be able to add users for your company. For more information, refer to the online *Resources*, including a *Help Guide* and the system usage Terms and Conditions.

Citizens Property Insurance Corporation
www.citizensfla.com
Email: participation@citizensfla.com

## Registration (Continued)

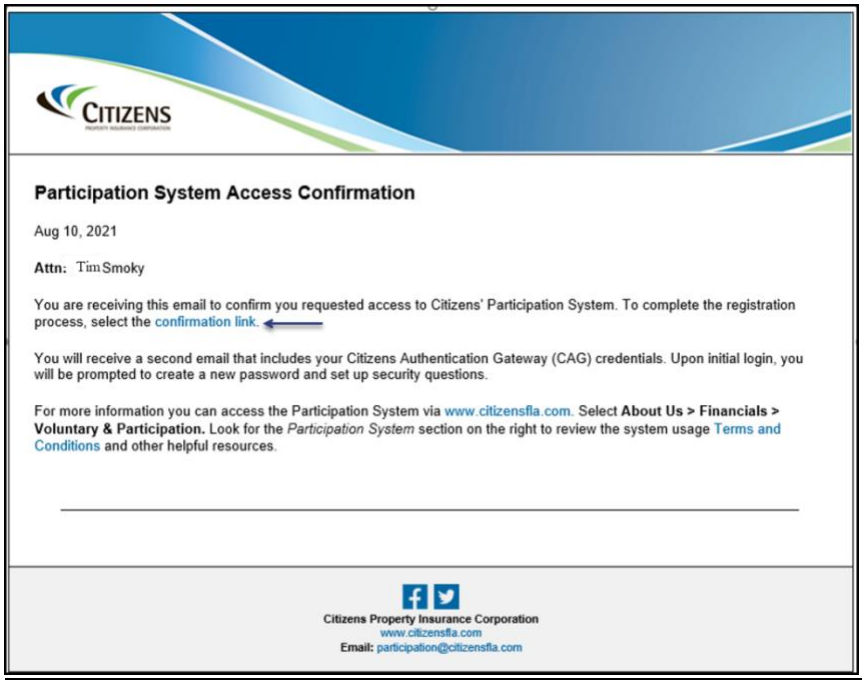
c. On the *Registration* page, the user selects box, I agree to the *Terms and Conditions*, then selects **Submit**.




## Confirmation

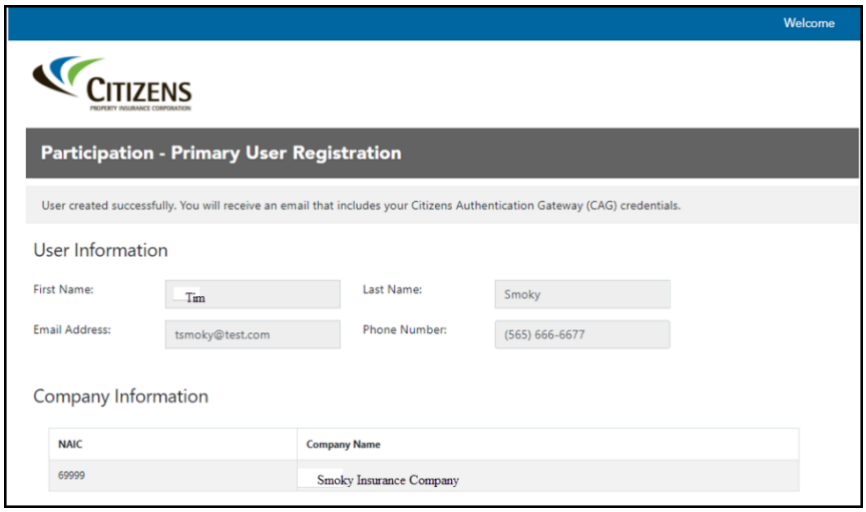
2. User receives the Participation System Access Confirmation email with a confirmation link.

   *Note:* The Confirmation link expires in 7 days.



## Confirmation (Continued)

a. Select the **confirmation link** to access the *User Registration Confirmation* page.

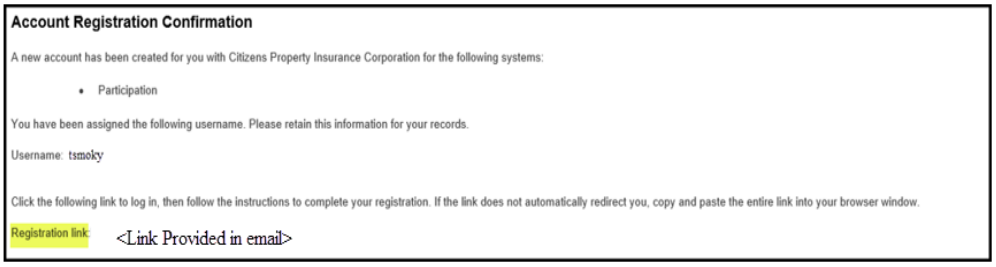



b. Close the browser before proceeding to step 3.

## Citizens Authentication Gateway Credentials (CAG)

3. Users with existing Citizens Authentication Gateway credentials may proceed with logging into the Participation application (see note below). Skip step 4 as registration to the application is complete.

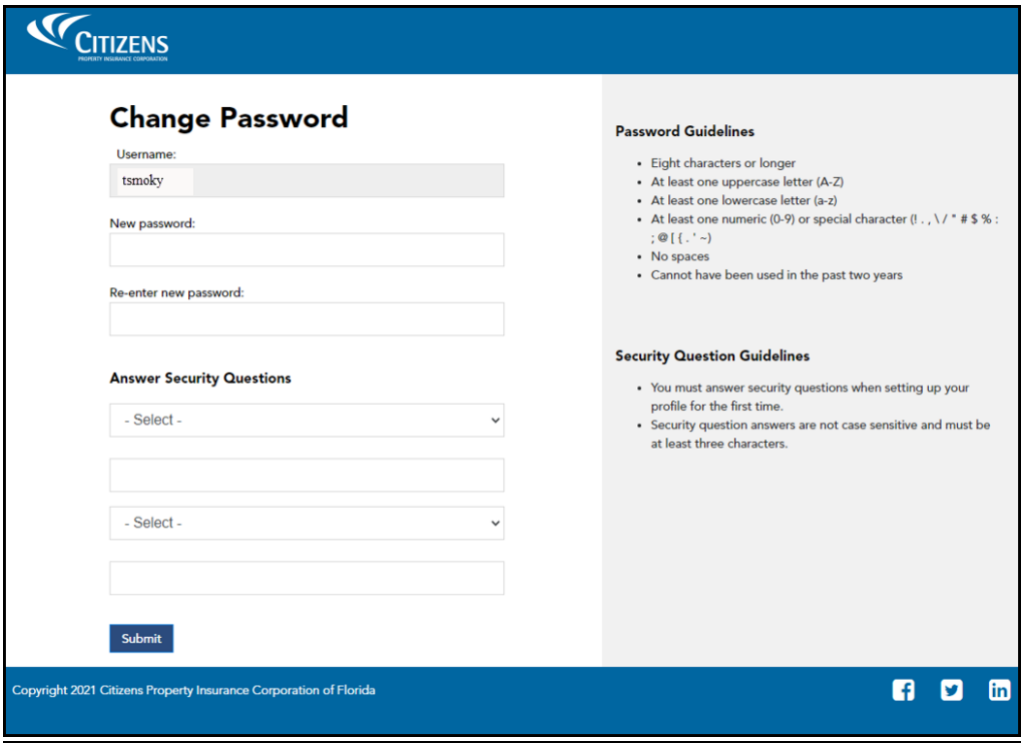
4. The User receives the Citizens Authentication Gateway Account Registration email that provides the username and login instructions.




a. Click the **Registration** link and provide the requested information. (Continued on next page)

## CAG Credentials (Continued)

b. Change password and choose security questions.
c. Select **Submit**.




*Note:* Refer to the Participation Resources *Log In* found on the Citizens website, www.citizensfla.com.