

Agent Resource Center Login Instructions

The National Guardian Life Insurance Company (NGL) EssentialLTC Agent Resource Center at www.ngl-essentialltc.com is a valuable source of information for agents and brokers who are interested in offering EssentialLTC to their clients.

For security purposes, the Agent Resource Center requires a password and PIN. Step-by-step instructions are offered below on how to register for access and log in to the Agent Resource Center.

REGISTER FOR ACCESS

1. Access the EssentialLTC website at <https://www.ngl-essentialltc.com/>.
2. Select "agent login" which can be found in the upper right-hand corner of the page. Then Select "Request Access."

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3. Complete the information on the EssentialLTC Website Registration screen. The information needed for registration includes the following:

- First name
- Last name
- Passwords must meet the following:
 - + Minimum of 8 characters
 - + At least one uppercase letter (A to Z)
 - + At least one lowercase letter (a to z)
 - + At least one numeral (0 to 9)
- The email address that you would like associated with your EssentialLTC Agent Resource Center account.
- Phone number
- The name of your agency (optional)
- Your National Producer Number (NPN). If not certain of your NPN, you can access it by selecting the "Don't know your NPN?" link and following the instructions.
- Review the text as contained in the security image and enter the text where indicated

Once this information has been completed, select "Continue."

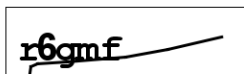
EssentialLTC Website Registration

For BGA Staff, please contact Agent Services for assistance at (888) 505-2332, ext. 2842 or send an email to access@ngl-essentialtc.com, Monday through Friday, 7:00 AM to 5:00 PM PST.

You will receive an email containing your user name immediately after completing this registration.

first name	middle initial	last name
create password	confirm password	?
email address	confirm email address	?
phone number	agency name	
NPN number	?	

Don't know your NPN?



enter text from the image above

CONTINUE

4. An email containing your user name will be sent to the email address entered during the registration process.

FIRST TIME USERS ONLY - LOGGING IN TO THE AGENT RESOURCE CENTER

Setting Up Your PIN and Personal Security Questions

First time users to the EssentialLTC Agent Resource Center will need to set up their personal identification number (PIN) and security questions. This step is only necessary the first time the user logs in to the Agent Resource Center.

1. Access the EssentialLTC website at www.ngl-essentialtc.com.
2. Select "agent login" which can be found in the upper right-hand corner of the page.

Enter your user name and password:

- First-time registrants received their user name via email.
- First-time registrants created their password when completing their initial registration.

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3. Set up PIN and security questions (one-time only):

After entering your user name and password in the Agent Login screen, create and enter a four-digit PIN. This PIN will be requested as part of the login process each time you access the Agent Resource Center.

You will also be prompted to select four security questions and provide four security answers. Once created, select "Continue."

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Agent Resource Center

The screenshot shows a teal header bar with a lock icon and the text "Create your PIN and challenge questions". Below the header, the main content area is light gray. It starts with the instruction "Please select four digit PIN" followed by two input fields: "enter your pin here" and "confirm pin here". Below this is the instruction "Select four challenge questions. These questions will help us verify your identity should you forget your PIN." followed by four rows of dropdown menus labeled "Select one..." and corresponding "answer" input fields. At the bottom left is a teal "CONTINUE" button.

4. Verify your identity to log in.

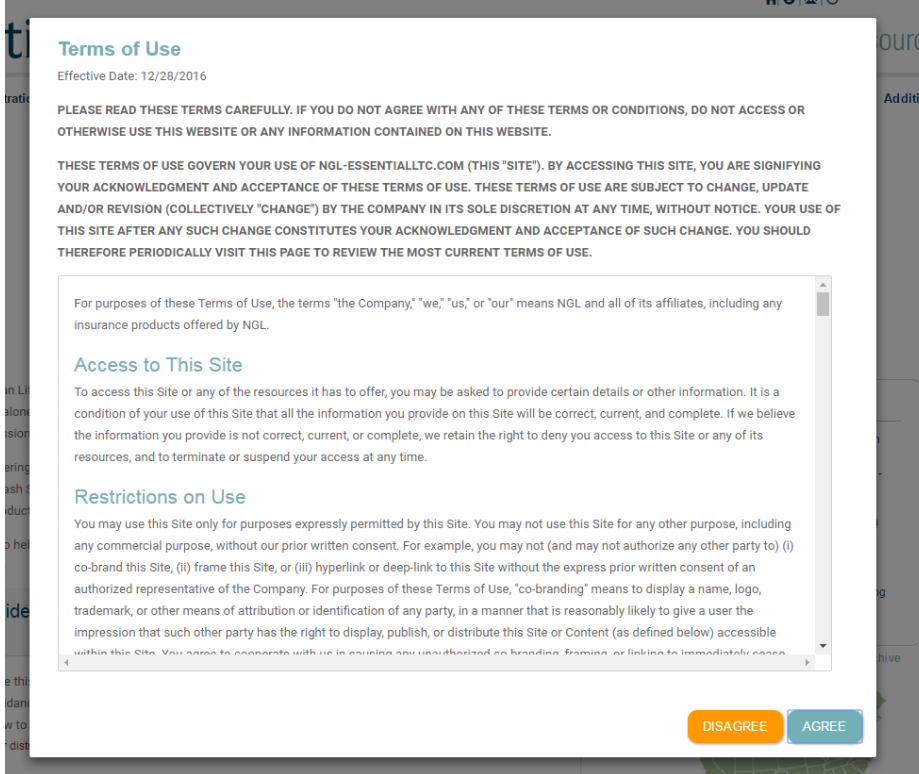
To verify your identity, enter the four-digit PIN you created. You have the option to select the "Remember me next time" check box so that you will not be prompted to enter a security answer each time you log in on your device. If you access the Agent Resource Center from a different device, you may be prompted to enter one of the security answers that you created to confirm your identity. Select "Continue."

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Agent Resource Center

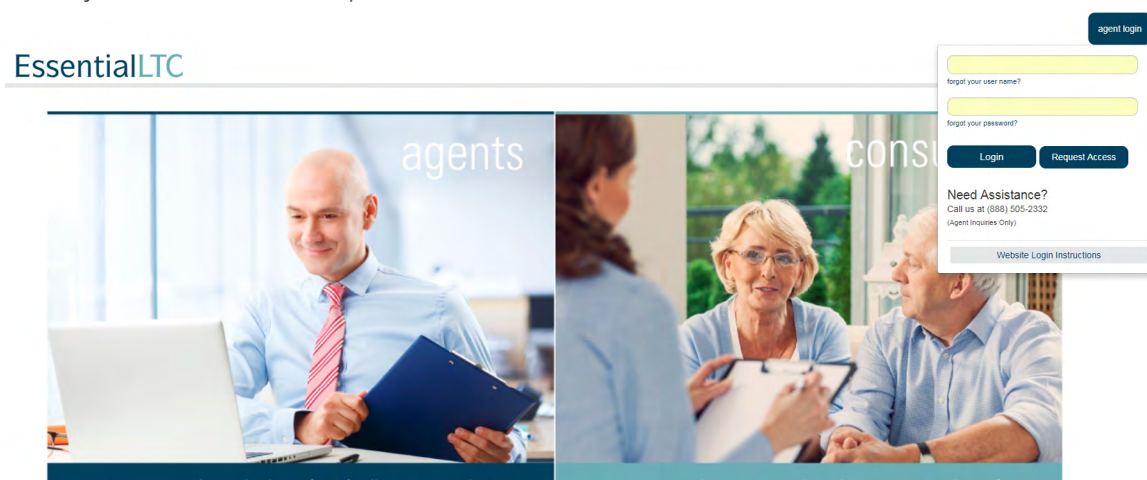
The screenshot shows a teal header bar with a lock icon and the text "Verify Your Identity". Below the header, the main content area is light gray. It starts with the instruction "Please enter your PIN to verify your identity" followed by a long input field labeled "enter your PIN here". Below the input field is a checked checkbox labeled "Remember me next time to bypass security questions". At the bottom left is a teal "CONTINUE" button.

- You will be prompted to read the Terms of Use. To continue to the Agent Resource Center, select "Agree." That's it! From now on, when accessing the Agent Resource Center, you will only be prompted to enter your user name, password and four-digit PIN (if you selected the "Remember me next time" check box).



GOING FORWARD - LOGGING IN TO THE ESSENTIALLTC AGENT RESOURCE CENTER

- Access the EssentialLTC website at www.ngl-essentialtc.com.
- Select "agent login" which can be found in the upper right-hand corner of the page.
- Enter your user name and password.



4. Verify your identity by entering your four-digit PIN.

You have the option to select the “Remember me next time” check box, so that you will not be prompted to enter a security answer each time you log in on your device. If not selected, in addition to entering your PIN, you will be prompted to answer a security question.

If you enter an incorrect PIN, you will be asked to answer one of your personal security questions. Answering correctly will allow access to the Agent Resource Center.

Verify Your Identity

Please enter your PIN to verify your identity

enter your PIN here

Remember me next time to bypass security questions

CONTINUE

Questions?

Email us at: access@ngl-essentialltc.com

888.505.2332

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