

# Broker PORTAL by MWG

<https://brokers.mwadmin.com/>

## Broker Requesting Group Portal Access

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Once you have accessed your Broker Portal, select the "Groups" tab on the left. This will display a list of your groups within your network. Here you will have the ability to request access to the group's account. Click on "Request Group Access".

The screenshot shows the Broker Portal interface. On the left is a sidebar menu with the following items: Broker Info (dropdown), Profile, Portals, Upline, Downline, Contacts, Production, Groups (highlighted in blue), Commissions (dropdown), View Statements, Marketing (dropdown), Email Templates, Website Quoter Code, Forms Library, Buttons & Referral Code, and Videos. A red arrow points to the 'Groups' item. The main content area has a yellow box at the top with the text 'Click Here to Report an Issue.' Below this is the heading 'Producing Groups'. There is a list of six groups, each with a 'GROUP NAME' placeholder in a box and a 'Go to Group Portal' button to its right. Below the list, there is a radio button labeled 'Requested' and two 'Request Group Access' buttons with arrows. A red arrow points to the second 'Request Group Access' button.

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An email will be sent to the Group informing them that you have requested access to the Group portal. The Group will then have the option to "Accept" or "Decline" your request.

### MWG Group Portal

#### Group Access Request [RESPONSE TO GROUP]

Agent is requesting MWG Group Portal Access for the group [REDACTED] in which you are the primary group email contact.

If you decline this email the broker will be notified their request was denied.

If you accept, this broker will be added as a contact within your MWG Group Portal with full access. You can restrict or revoke their access at any time by logging into <https://groups.mwadmin.com> and going to the contacts tab.

If you have not registered you MWG Group Portal, upon accepting this broker, you will be registered automatically. Your username will be sent to you so that you can restrict or revoke this contacts abilities within your portal at a later date.

Access Code dd08e218

Accept

Decline

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## GROUP PORTAL BROKER ACCESS GRANTED (Response to Broker)



### MWG Group Portal

Broker Access Accepted [RESPONSE TO BROKER]

Your request to access group [REDACTED] has been approved and access has been granted. Please log into your broker portal at [brokers.mwadmin.com](https://brokers.mwadmin.com), click the "Production" tab on the left hand side of the screen and under "My Groups" you will see the status "Enter Site" next to the group name. Click on "Enter Site" and you will enter their group portal, therefore, leaving your broker portal. To open the options, click on the "HOME" icon next to the group name.

If you are not already familiar with the MWG Group Portal and all of the abilities now available to you, please take advantage of the user-friendly guide and FAQ at the bottom of the group portal. The clickable links open in a PDF formatted document that you can either print or save to your desktop.

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## EMPLOYER BROKER ACCESSED APPROVED (Response to Registered Group)



### MWG Group Portal

Broker Access Accepted [RESPONSE TO REGISTERED GROUP]

Your action to grant access to broker/agent [INSERT BROKER NAME] has been accepted. The broker/agent has been granted full access to your MWG Group Portal as a contact. No further action is needed.

At any time, you can restrict or revoke this contacts role by simply logging into your MWG Group Portal at [groups.mwadmin.com](https://groups.mwadmin.com). To do so, click the "Contacts" tab. Beside their name will be an option to restrict or revoke their role in the portal.

As a reminder, you have full access the user-friendly guide and FAQ at the bottom of the MWG Group portal. The guide is not only a reference for questions, but it also provides instructions on how to use the portal.

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## GROUP PORTAL BROKER ACCESS DECLINED (Response to Broker)



### MWG Broker Portal

Group Access Declined [RESPONSE TO BROKER]

Your request to access group [REDACTED] has been reviewed and declined by the group primary group contact on file. This action cannot be reversed.

For the protection of the group, additional requests for access are not available after the group declines a broker's request.

If the group would like to add a broker as a contact at a later date, they can simply log into their MWG Group Portal and add the broker/agent within their "Contacts" tab and assign a role for access.

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## GROUP PORTAL BROKER ACCESS DECLINED (Response to Group)



### MWG Group Portal

Broker Access Declined [RESPONSE TO GROUP]

Your action to decline broker [INSERT BROKER NAME] has been sent to the agent. Their ability to request this same access again has been prohibited. No further action from you is needed at this time.

If you would like to add this broker as a contact at a later date, log into your MWG Group Portal at [groups.mwadmin.com](https://groups.mwadmin.com) and click the "Contacts" tab.

These options will be displayed for you as you go through the set up process.

Adding a contact is a simple two-step process:

1. Add contact
2. Grant the newly added contact the role you wish for them to have within your portal.

If you have not yet registered this portal, you can do so at any time and take advantage of its variety of features and tools. Also know there is a user-friendly guide and FAQ at the bottom of the MWG Group portal that you can use as a reference for questions or how to work the portal at any time.