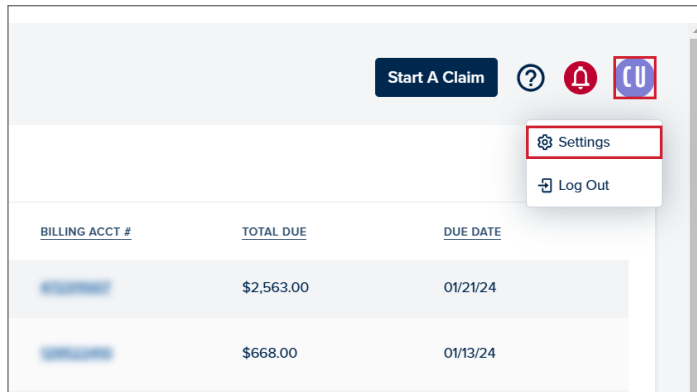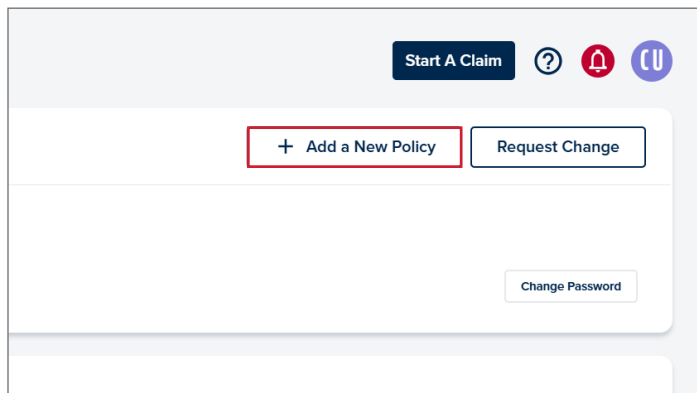# Add a New Policy

Settings for Insured Portal

Follow these steps to add a new policy to your account. Make sure you have the following information available:

- Policy Number
- ZIP Code associated with the policy.

1. From the top of any page, click your avatar icon and select **Settings** from the drop-down menu.

2. On the Settings page, click **+ Add a New Policy**.

3. In the Policy Details modal, enter the **Policy Number** and **Policy ZIP Code**.

4. When finished, click **Verify Information**.

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