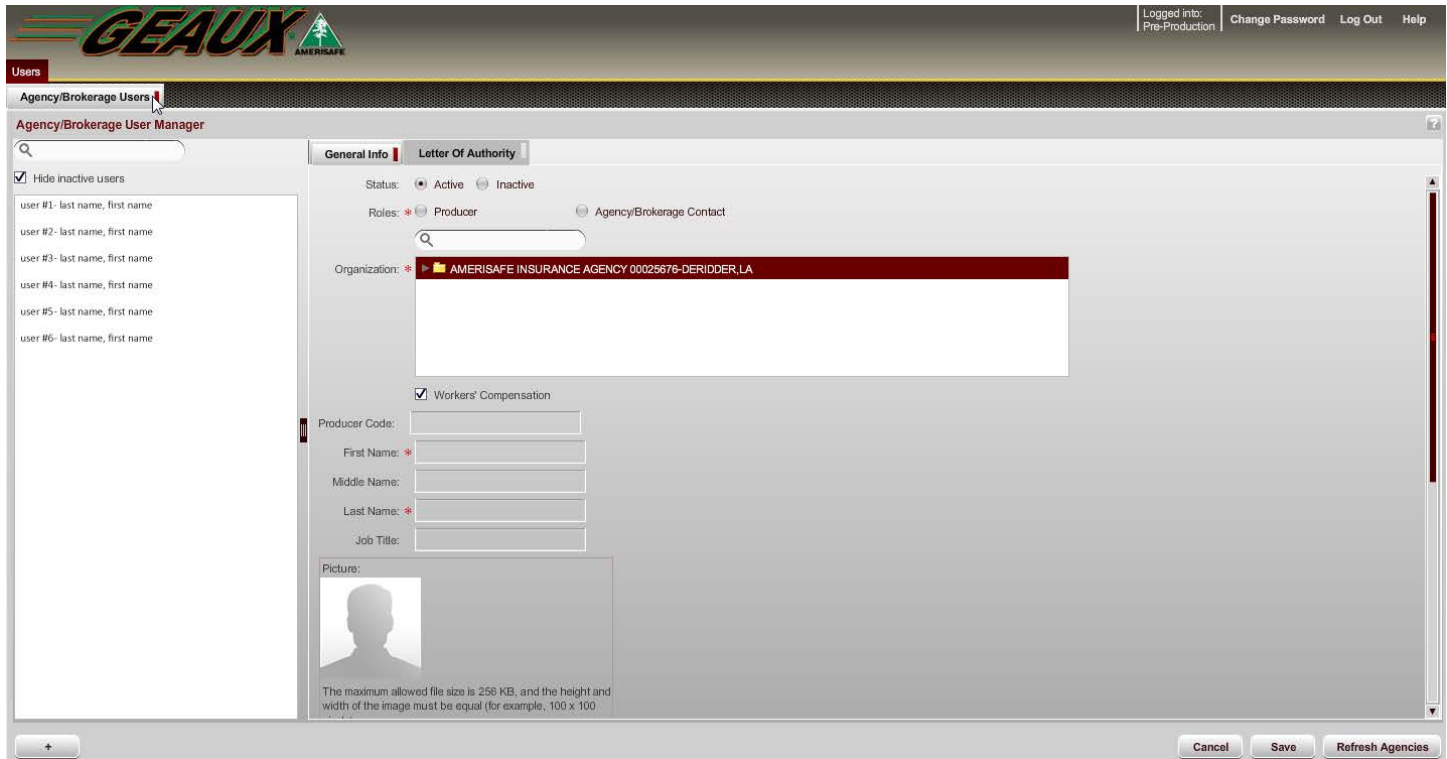


<https://geaux.amerisafe.com/configurator>



## ADDING NEW USERS

- Login to the Agency Configurator at <https://geaux.amerisafe.com/configurator>
- Select the “+” icon in the lower left portion of the webpage.
- Fill out all required information indicated by a **red asterisk (\*)**.
- Click “Save” in the lower right side of the webpage. The system will auto generate two e-mails to the new user containing username and temporary password.

## INACTIVATING USERS

- Login to the Agency Configurator at: <https://geaux.amerisafe.com/configurator>
- Select/highlight the user to be removed.
- In the status field, choose Inactive.
- Click “Save” in the lower right side of the webpage.

## REQUIRED FIELDS

- Roles: Producers are generally field producers. The Agency/Brokerage contacts are generally the person within your organization responsible for sending the application to AMERISAFE.
- Organization: Your agency.
- First and Last Names
- \*Username: Designated by Agency Administrator - no restrictions.
- Email: User’s e-mail address.

*\* Usernames are not unique to individual agencies. If username is taken, the system will message saying the name is in use and to create a new one.*

**For additional information, please contact the AMERISAFE Marketing Department at 800.897.9719 or refer to the help button within GEAUX.**