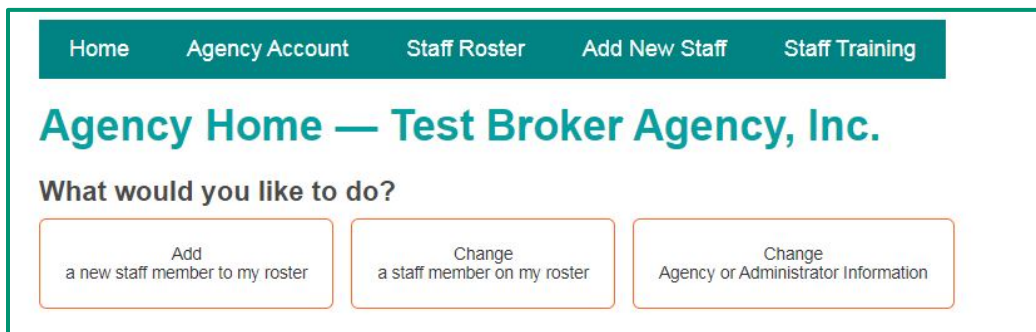


## Updating Agency Information

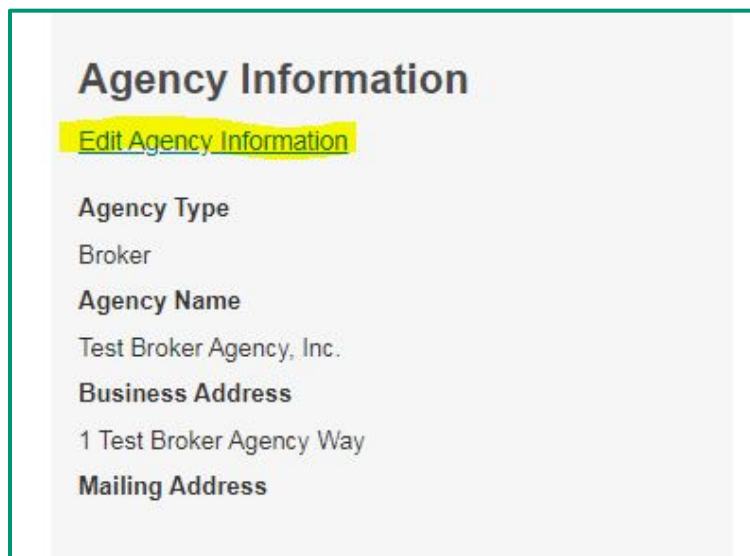
---

BAMP should be used to make updates to your agency information, including contact information and your authorized agency contacts.

To make changes to your organization legal name, address or phone number click on “Agency Account” from the Agency Home screen.



Click on the “Edit Agency Information” link.



If any fields with an asterisk (\*) are blank, you will need to fill them in before you can update your record.

**Agency Information**

Agency Type  
Broker

Agency Name\*  
Test Broker Agency, Inc.

Business Street Address\*  
1 Test Broker Agency Way

Mailing Street Address  
[Empty field]

State\*      County\*      City\*  
MN      Koochiching      International Falls

Zip\*  
56649

Phone (numbers only)\*  
2183334444

Website (optional)  
[Empty field]

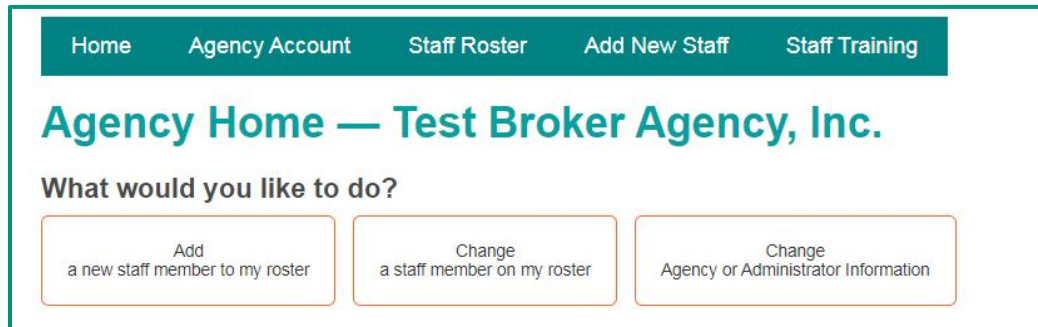
[Update]

**Note: Any changes you make to your organization name, address or phone number will not automatically be updated for your individual staff members. You will need to update that information in each individual’s record.**

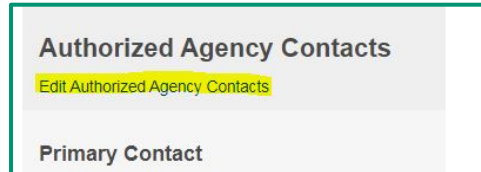
When you have entered all required information, select “Update” to submit the information for this section.

## Updating Authorized Contacts

To update your authorized contacts, click on “Agency Account” or “Change Agency or Administrator information” from the Agency Home screen.



Click on the “Edit Authorized Agency Contacts” link.



If you created the agency account, your information will already be filled in as the Primary Contact. You can change the Primary Contact for your organization if that is not your role. The same individual may fill multiple roles.

Individuals in the following roles will have access to BAMP:

- **Primary Contact:** Individual within the organization who will serve as the main point of contact for the agency. This individual in most cases is the owner the agency. The Primary Contact can perform the same account updates as the designated Account Administrator.
- **Account Administrator:** Responsible for ensuring that all data for the agency is accurate and up-to-date. This individual is often the office manager or broker’s assistant. The Account Administrator may be the same person as the Primary Contact.
- **Secondary Contact (Optional):** Individual within the agency authorized to assist the Primary Contact.

When entering information, be sure to include an email address that is unique to each individual. When they create a BAMP account using that email address, BAMP will automatically give them access to your agency account based on their role.

ALL fields in this section are required unless marked optional. If you do not have all required information at this time, you can click on “Cancel updates and return to detail listing.” You can log back in and resume when you have the required information.

When all roles and required fields have been completed, select “Update” to submit.

**Primary Contact**

Individual within the organization who will serve as the main point of contact for the organization. This individual in most cases will be the owner of the agency.  
The Primary Contact can perform the same account updates as the Account Administrator.

First name \*      MI (optional)      Last name \*

Phone (10 numbers only) \*

Email (Unique to this individual) \*

**Account Administrator**

Responsible for ensuring all data for the agency is accurate and up to date. This individual is often the office manager or broker's assistant. The Account Administrator can be the same person as the Primary Contact.

First name \*      MI (optional)      Last name \*

Phone (10 numbers only) \*

Email (Unique to this individual) \*

**Secondary Contact (Optional)**

An individual within the organization authorized to assist the Primary Contact.

Include Secondary Contact (Optional)

First name \*      MI (optional)      Last name \*

Phone (10 numbers only) \*