



## Creating a Broker Agency Management Program (BAMP) Account

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Individuals with the following authorized contact roles for an agency may have access to their agency account in AMP:

- Primary Contact
- Account Administrator
- Secondary Contact (Optional)

You can be assigned one or more of these roles in BAMP by MNSure or by another authorized BAMP user at your agency.

### Step 1: Initiate an Account

Begin creating an account at: <https://www.mnsure.org/assister-central/broker-one-stop/bamp/account-create-bamp.html>

Below is the page you will land on after clicking the link or copy and pasting to your browser.

**Create an account**

All fields are required.

First name \*

Last name \*

Email (Unique to you - this will be your username.) \*

Confirm email \*

Password (Must be at least 8 characters, with at least 1 number and both upper and lower case letters.) \*

Confirm password \*

Submit

To create an account, enter your first name, last name, your unique email address (which will be your user name) and create a password.

The first name, last name and unique email address you enter must **exactly** match the first name, last name and email address that were entered when you were assigned your role in BAMP. If you do not know exactly how this information was entered when you were assigned your role, another authorized contact at your agency can log in to BAMP to check, or you can email the Broker Service Line at [brokers@mnsure.org](mailto:brokers@mnsure.org).

Click “Submit” and you will get a confirmation on the next screen that your request has been received.

## Step 2: Validate Your Email Address

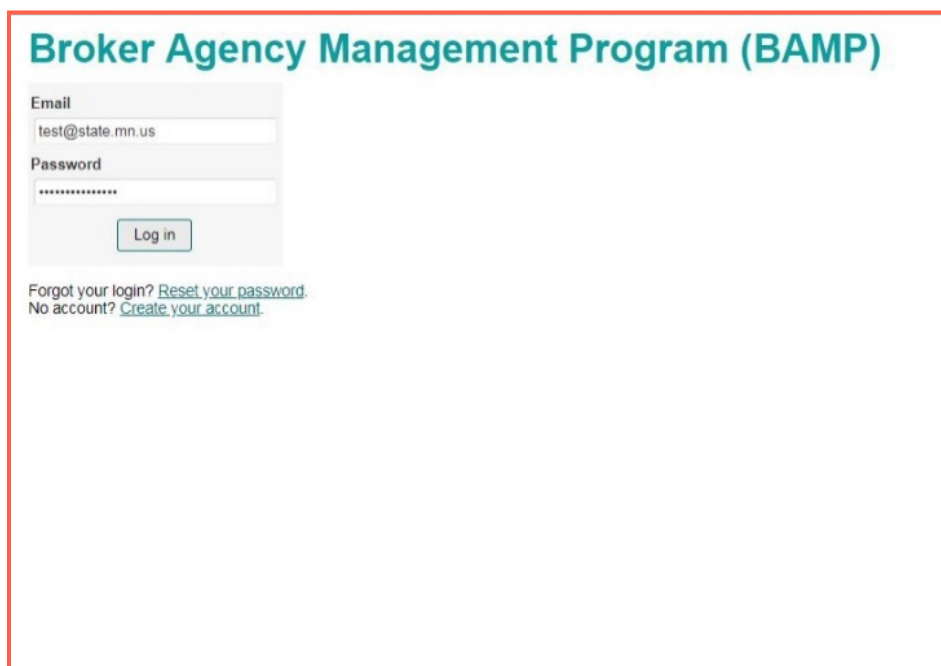
You will receive an email to confirm your email address. **You must click on the link in this email before you can log in to your account.**

Note:

- The email will come from the address “[mnsure-no-reply@caspio.com](mailto:mnsure-no-reply@caspio.com)” with the subject: “Email Validation – Broker Agency Management Program (BAMP) account.”
- It may take several minutes for the email to arrive in your account. Be sure to check your spam/junk mail folder before reporting a problem.

## Step 3: Log in to BAMP

Once you have set up an account and validated your email address, you can log into your BAMP account at the link provided in the confirmation email.



The screenshot shows the login interface for the Broker Agency Management Program (BAMP). At the top, the title "Broker Agency Management Program (BAMP)" is displayed in a teal font. Below the title, there is a login form with two input fields: "Email" containing the text "test@state.mn.us" and "Password" with masked characters. A "Log in" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot your login? [Reset your password.](#)" and "No account? [Create your account.](#)".

After you log in you will be taken to the Account Management home screen. Any agency roles you have been assigned will appear under “Your agency accounts and roles.” Click on “Manage agency” to log in to agency account. If you have multiple roles listed you may sign in using any role.

**Account Management**

- You must have a validated email address to manage your agency.
- If you manage more than one agency or have more than one role in your agency, you **must** [log out](#) and log in to switch between them.

You may have more than one agency and/or role listed. Click “Manage agency” under the agency and role you want to access.

Agency Name: Test Agency Advisors Agency ID: B9027 Agency Type: Broker User Role: Primary Contact <a href="#">Manage agency</a>
Agency Name: Test Broker Agency, Inc. Agency ID: B9026 Agency Type: Broker User Role: Account Administrator <a href="#">Manage agency</a>
Agency Name: Test Broker Agency, Inc. Agency ID: B9026 Agency Type: Broker User Role: Primary Contact <a href="#">Manage agency</a>

**Other actions**

- [Register a new agency](#)
- [Validate your email address](#)
- [Change your password](#)
- [Log out](#)

When you click on “Manage Agency,” you will be asked to log in again. This is not an error, but a necessary step to ensure you are authorized to access this agency’s account. The system will autofill your Agency ID and Role ID and ask you to enter your email and password. Use the same email and password you used to log in to your individual account.

**Broker Agency Management Program (BAMP)**

**Agency Management**

Email

Password

Agency ID  
B9027

Role ID  
Primary

Forgot your login? [Reset your password.](#)  
No account? [Create your account.](#)

If you have not responded to the email validation request, you will receive an error message.

**Broker Agency Management Program (BAMP)**

**Agency Management**

Authentication failed. The information you have provided cannot be authenticated. Check your login information and try again. If your information is correct, you may not be authorized to view this page.

Email

Password

Agency ID  
B9006

Role ID  
Primary

Forgot your login? [Reset your password](#)  
No account? [Create your account](#)

After logging in, you will land on the Agency Home screen.

Home Agency Account Staff Roster Add New Staff Staff Training

**Agency Home — Test Broker Agency, Inc.**

What would you like to do?

To see instructions on how to edit agency information, please see the Updating Agency Information guide.