Creating a Broker Agency Management Program (BAMP) Account

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.
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.

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” 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.
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.

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

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

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