

Distinguished.

Distinguished Portal

Microsoft Authentication Guide



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Our new Broker Portal uses Microsoft Authentication to ensure the ultimate level of security to protect your company's information. It is simple to use.

The good news is once you authenticate, you will not need to do it again.

This portal requires your **company email for verification**. Your company email might be the same or different from the email you used as your username in the legacy Distinguished broker portal.

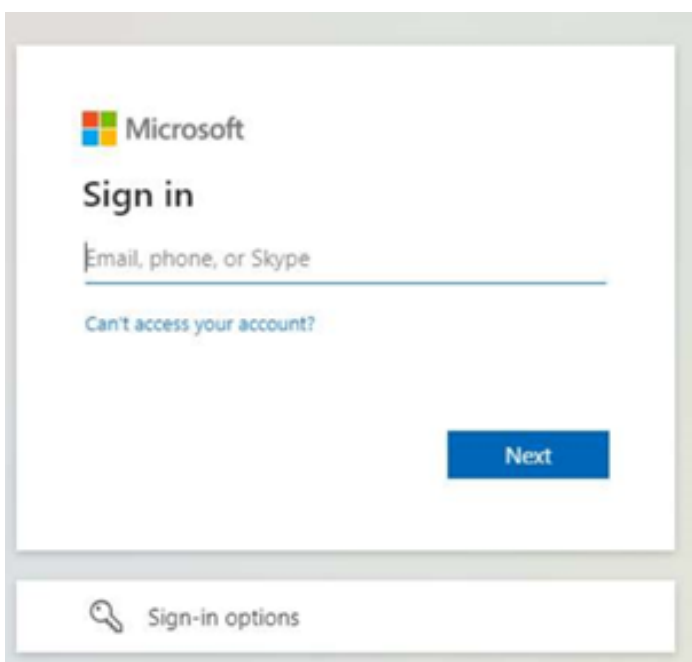
For additional assistance, contact us at **1-888-355-4626** or fill out the form on the **Distinguished website**.

Step 1: Log into the new portal

Go to <https://brokerconnect.distinguished.com/>

Step 2: Type in your company email

You will see the Microsoft login window. Enter your email and press 'Next'

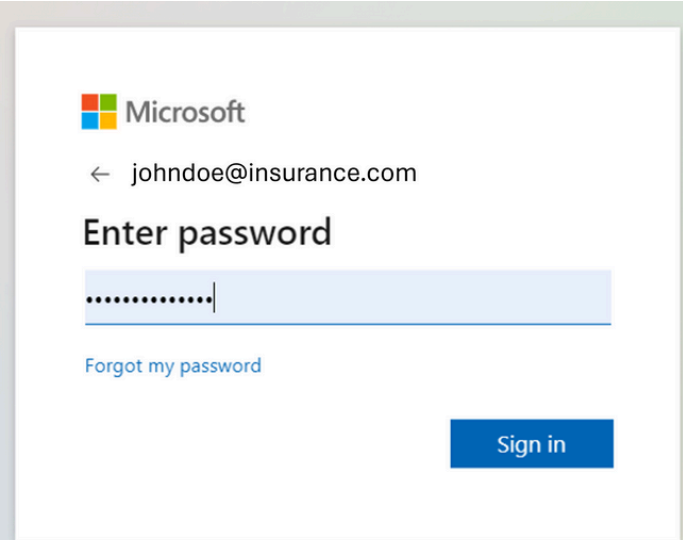


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Does your company use Microsoft?

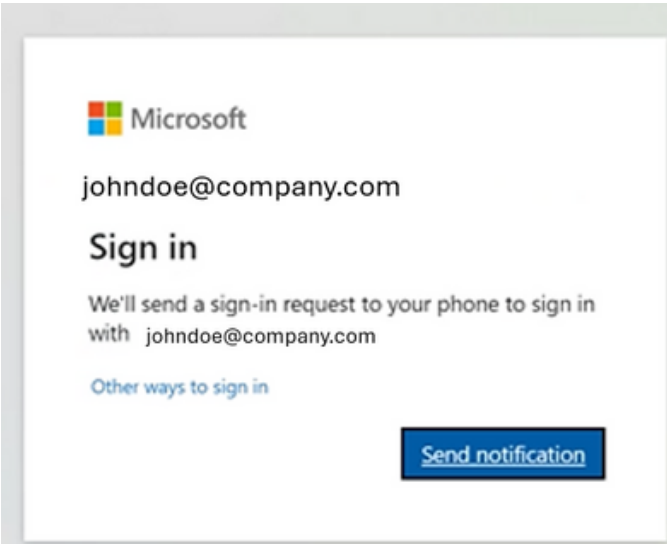
- Yes: Continue below.
- No: **Click here.**

Step 3: Enter your password. Press 'Sign in'



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'johndoe@insurance.com'. The main heading is 'Enter password'. Below this is a password input field with a blue border and a cursor at the end. The field contains ten dots. Below the input field is a link that says 'Forgot my password'. At the bottom right is a blue button with the text 'Sign in'.

Step 4: Click on 'Send notification' or 'Other ways to sign in'



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the email address 'johndoe@company.com'. The main heading is 'Sign in'. Below this is a message: 'We'll send a sign-in request to your phone to sign in with johndoe@company.com'. Below the message is a link that says 'Other ways to sign in'. At the bottom right is a blue button with the text 'Send notification'.

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A: Clicked 'Other ways to sign in'

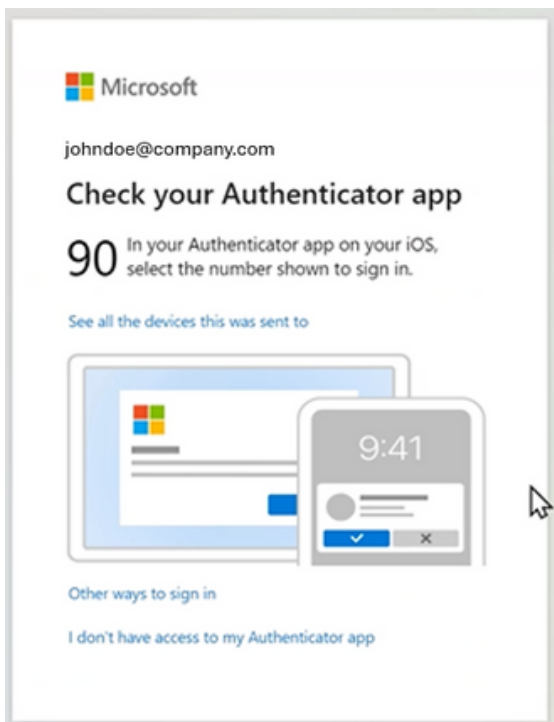
Choose the method you want to sign in.



B: Clicked 'Send Notification'

This will use the same method you normally use to sign in.

Example:



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Step 5: Stay signed in?

Select:

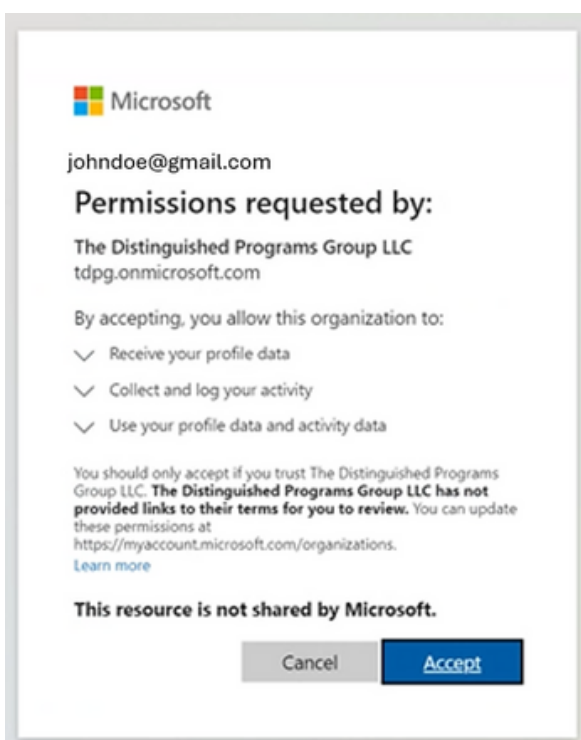
No, if you don't want to stay signed in.

Yes, if you want to stay signed in.



Step 6: Permissions requested by:

Click 'Accept' on the following screen.



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Step 7: Finished!

Now you can log into the portal.

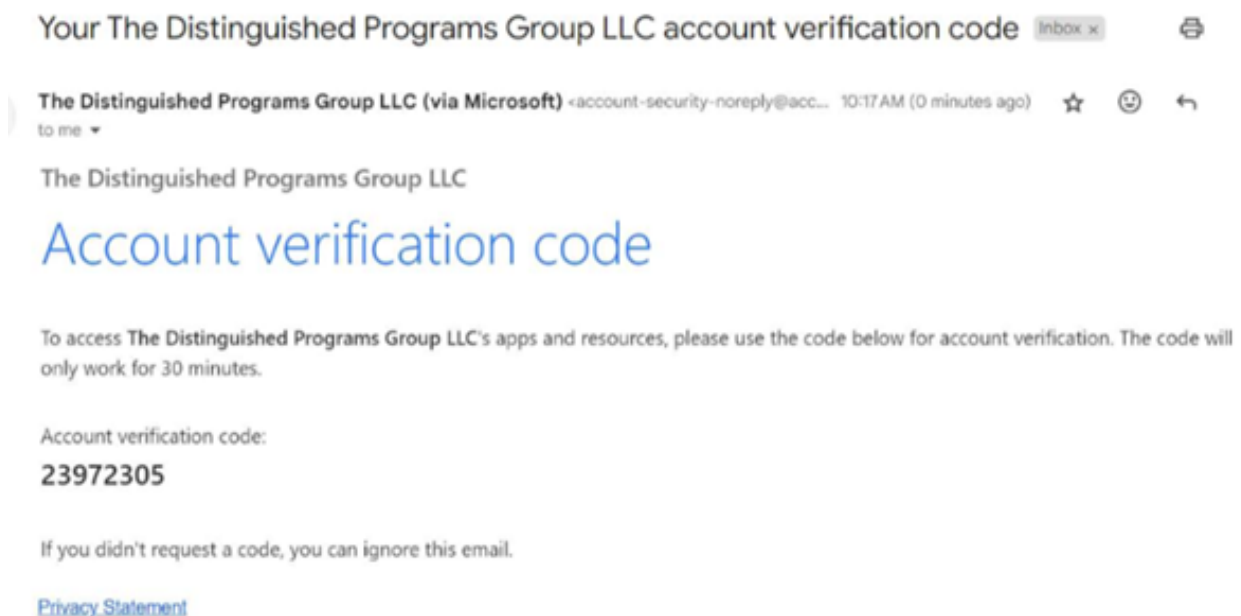
- Click on 'Get a New Quote' to begin your submission.
- For products currently not available in this portal, please continue to use the legacy broker portal.

For Non-Microsoft users:

Step 3: Enter code

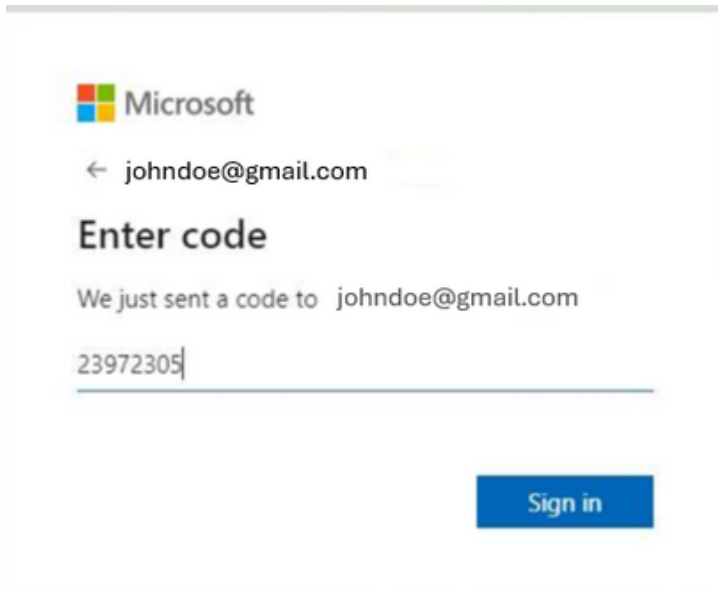
Check your email for the code that is sent to you.

The email will look like this:



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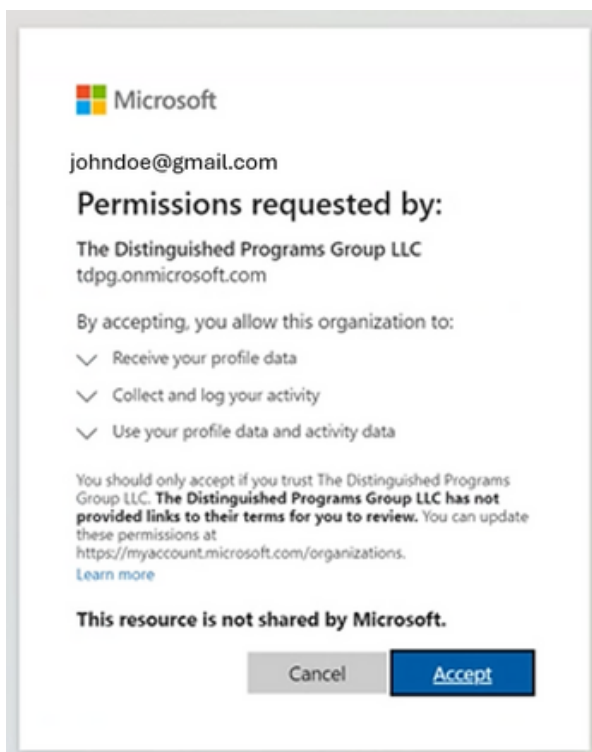
Enter in the emailed code.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'johndoe@gmail.com' is displayed with a back arrow on the left and a refresh icon on the right. The main heading is 'Enter code'. Below this, it says 'We just sent a code to johndoe@gmail.com'. A text input field contains the code '23972305'. At the bottom right, there is a blue 'Sign in' button.

Step 4: Permissions requested by:

Click 'Accept' on the following screen.



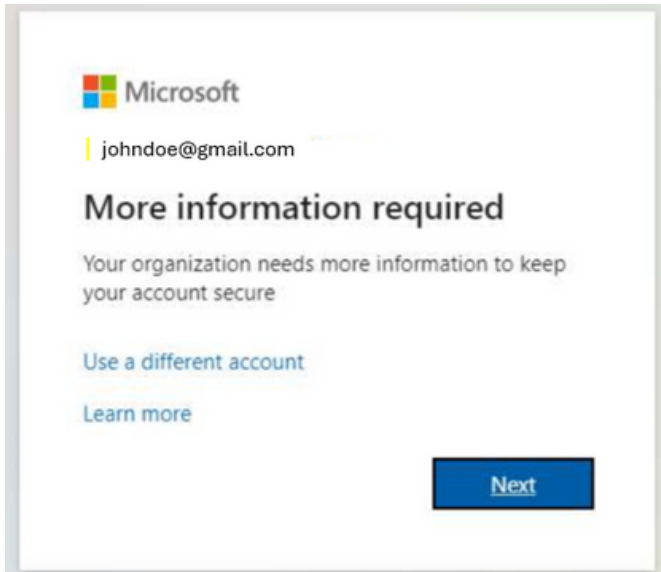
The image shows a Microsoft permissions request screen. At the top left is the Microsoft logo. Below it, the email address 'johndoe@gmail.com' is displayed. The main heading is 'Permissions requested by:'. Below this, it says 'The Distinguished Programs Group LLC' and 'tdpg.onmicrosoft.com'. The text reads: 'By accepting, you allow this organization to:'. Below this are three checked items: 'Receive your profile data', 'Collect and log your activity', and 'Use your profile data and activity data'. At the bottom, there is a warning: 'You should only accept if you trust The Distinguished Programs Group LLC. The Distinguished Programs Group LLC has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)'. Below the warning, it says 'This resource is not shared by Microsoft.' At the bottom, there are two buttons: 'Cancel' and 'Accept'.

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Step 5: More information required

This will set up one-time security to access the new portal.

Click 'Next.'



Step 6: Keep your account secure

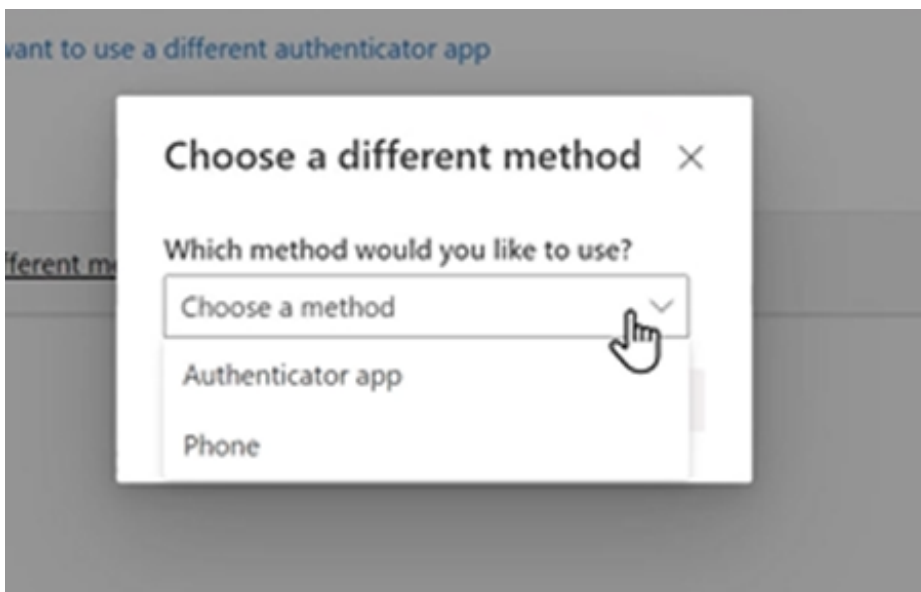
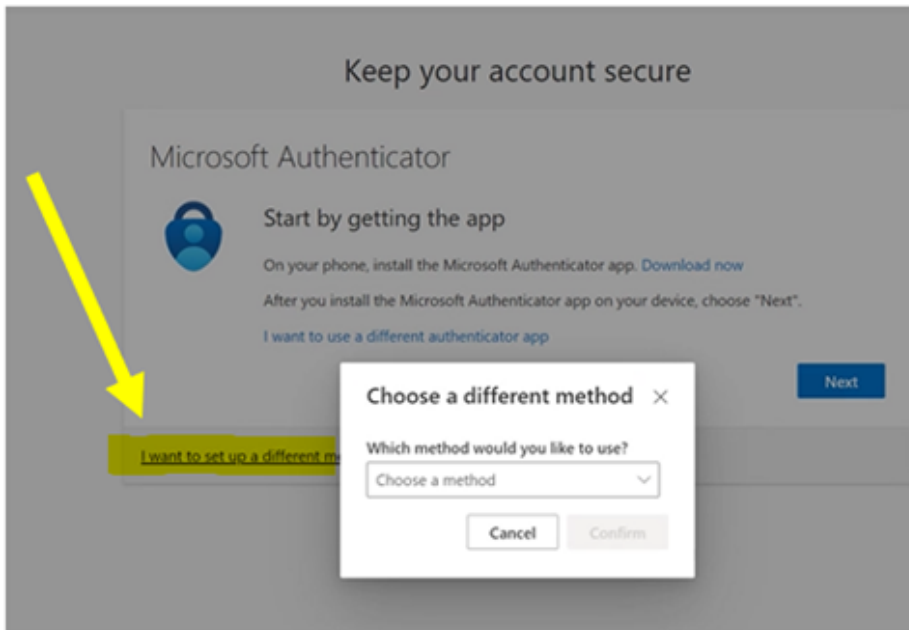
Select your preferred method of securing your account:

- **Option 1: Phone (Text or Call)**
- **Option 2: Microsoft Authenticator App**

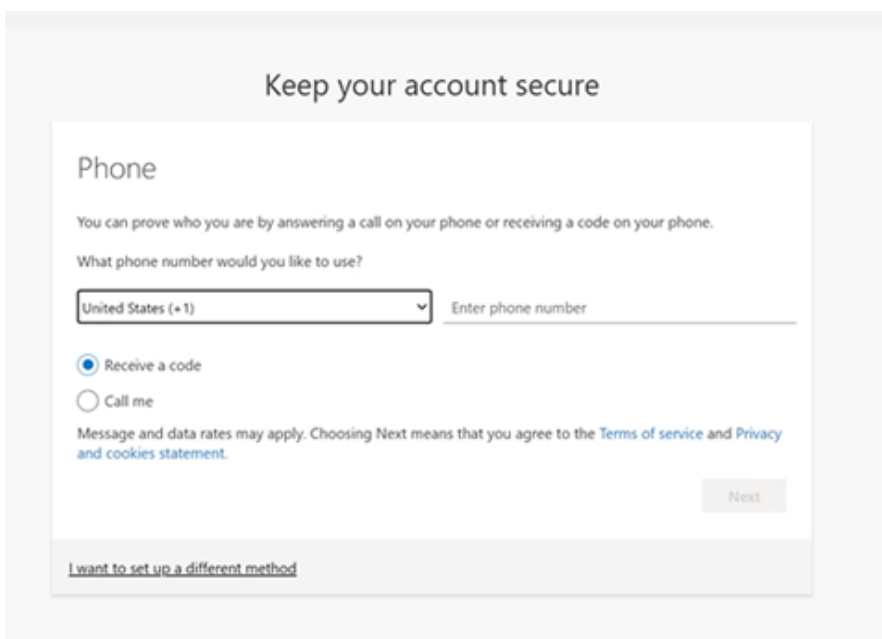
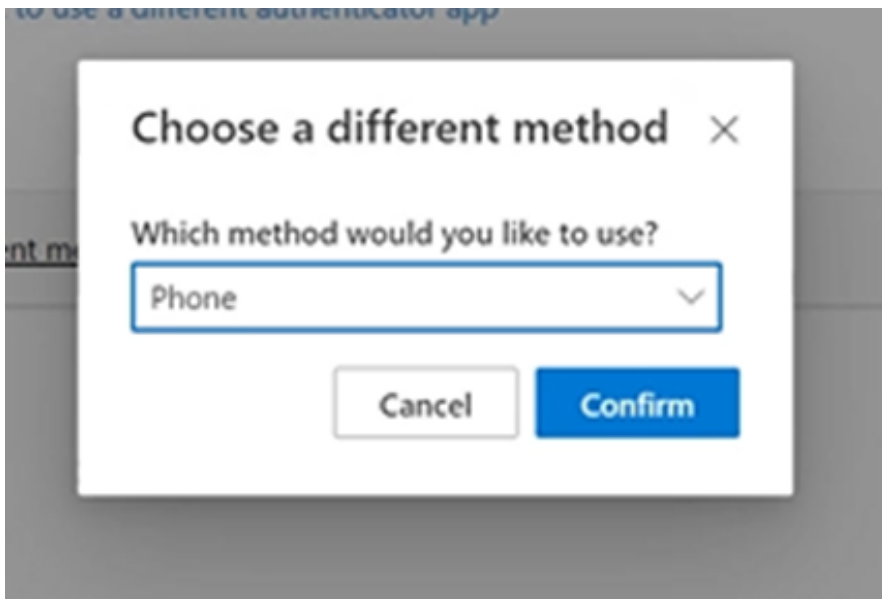
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Option 1: Phone (Text or Call)

Select "I want to set up a different method."



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Check your text messages and enter the code.

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Keep your account secure

Phone

We just sent a 6 digit code to 888-355-4626. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

Keep your account secure

Phone

✔ Verification complete. Your phone has been registered.


[Next](#)

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
888-355-4626

[Done](#)

Step 7: Finished!

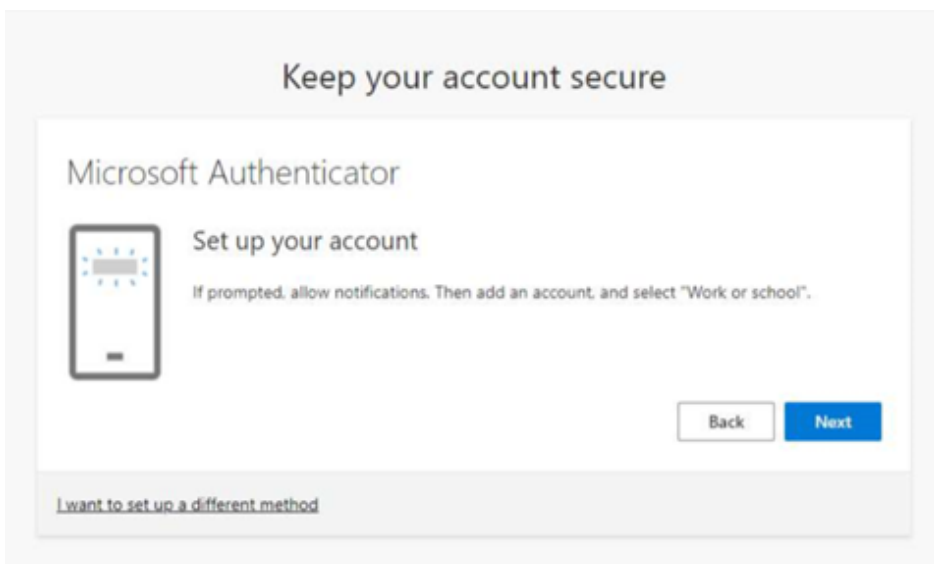
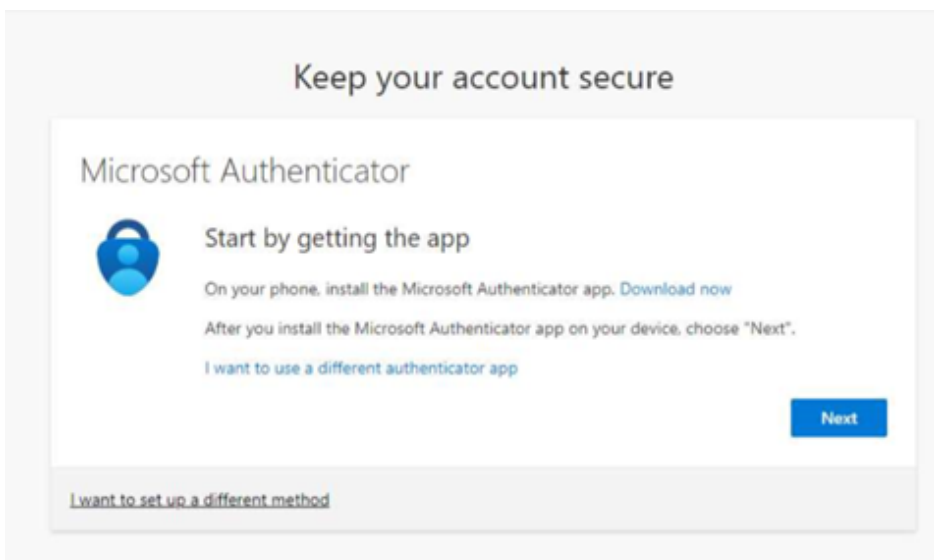
Now you can log into the portal.

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- For products currently not available in this portal, please continue to use the legacy broker portal.

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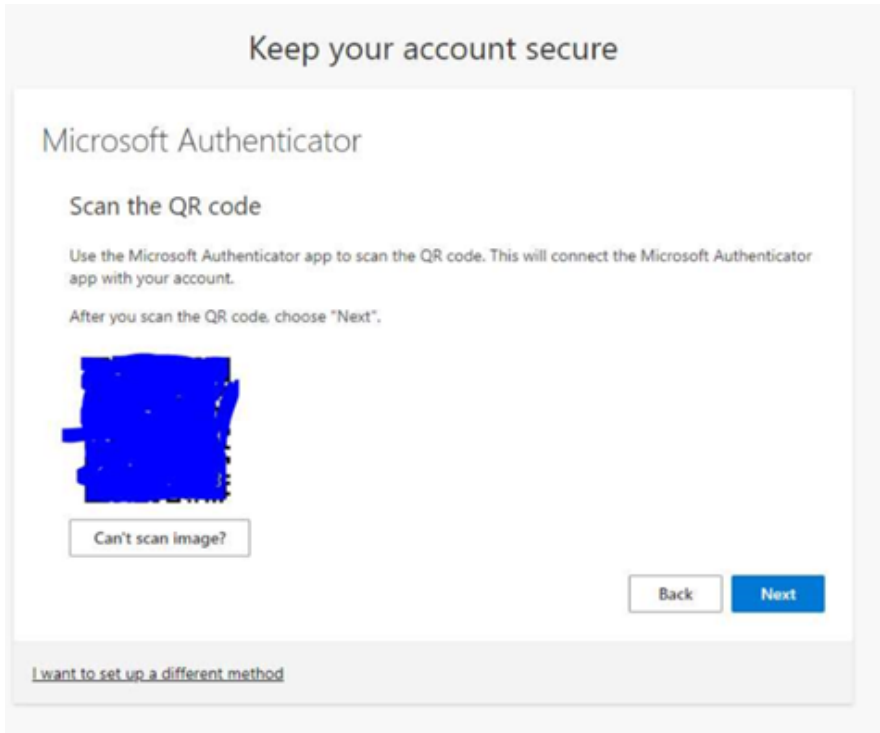
Option 2: Microsoft Authenticator App

You will need to download the app on your phone.

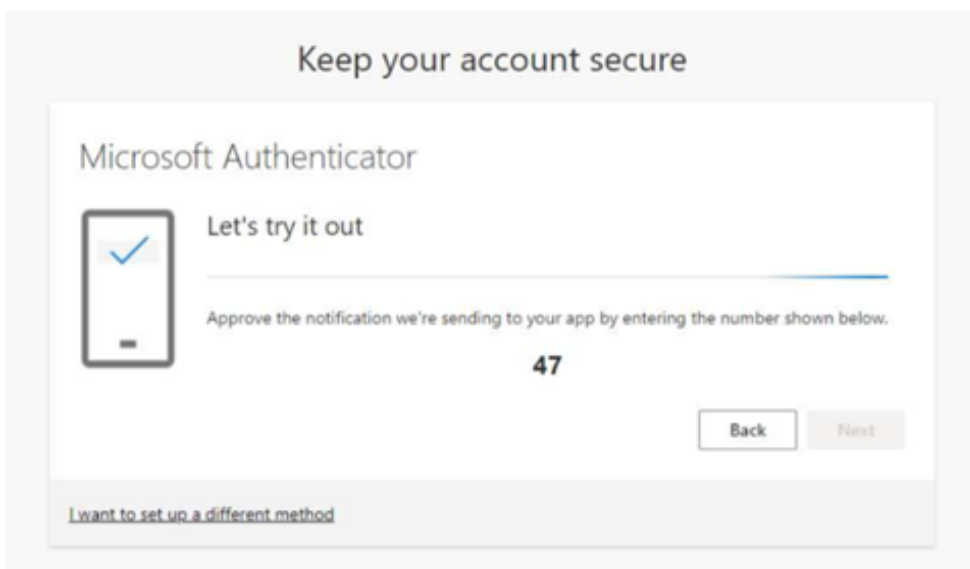


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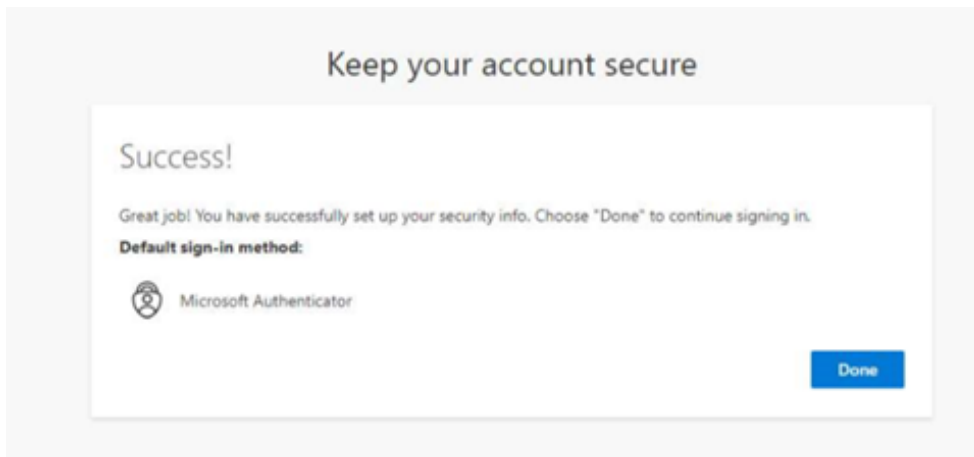
Scan the QR code.



The computer will generate a number and you need to enter it on your phone.



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Step 7: Finished!

Now you can log into the portal.

- Click on 'Get a New Quote' to begin your submission.
- For products currently not available in this portal, please continue to use the legacy broker portal.