



# Website Account Registration

[www.mica-insurance.com](http://www.mica-insurance.com)

1. Call MICA Customer Service, 602.808.2111, to receive your access code and 4-digit Web PIN prior to completing website account registration.
  - MICA provides policyholders an access code to obtain your individual account information.
2. [Create Account](#) from the MICA [homepage](#) (shown here)
3. Complete each field on the [MICA Account Registration](#) page
  - Select [Active Insured](#) for the User Category field
  - Select [Add Access Code to My Account](#)
  - Enter the Access Code provided from customer service in the required field
  - Enter the last 4 digits of SSN or Web PIN provided from customer service, as indicated in the required field
4. Once all required fields are complete, select [Create User](#). Account registration is now complete.
5. Each time you log in to the MICA website you will be directed to your Policyholder Homepage where you have access to account information, risk management resources, MICA publications and more.

The screenshot shows a login interface with the following elements:

- My MICA Login** (Section Header)
- Login ID** (Label) above a text input field.
- Password** (Label) above a text input field.
- Login** (Green button)
- [Forgot Login/Password](#) (Link)
- [Create an Account](#) (Link)