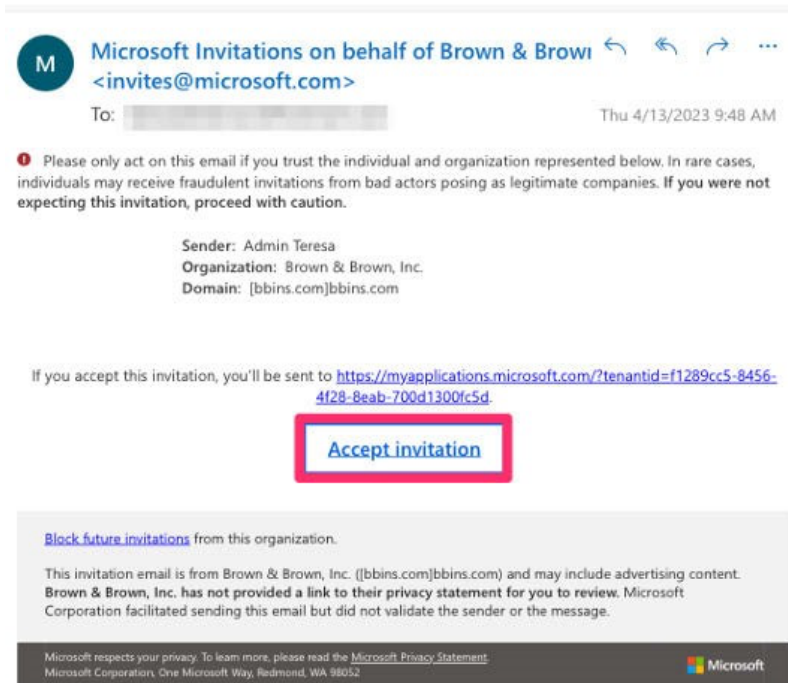
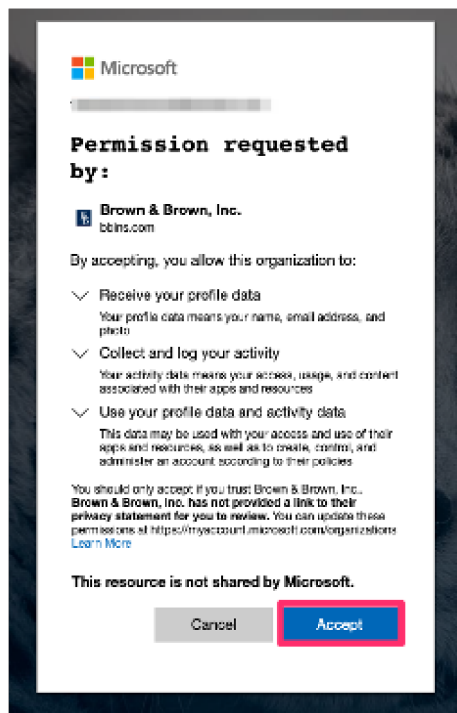


Guest Access Instructions

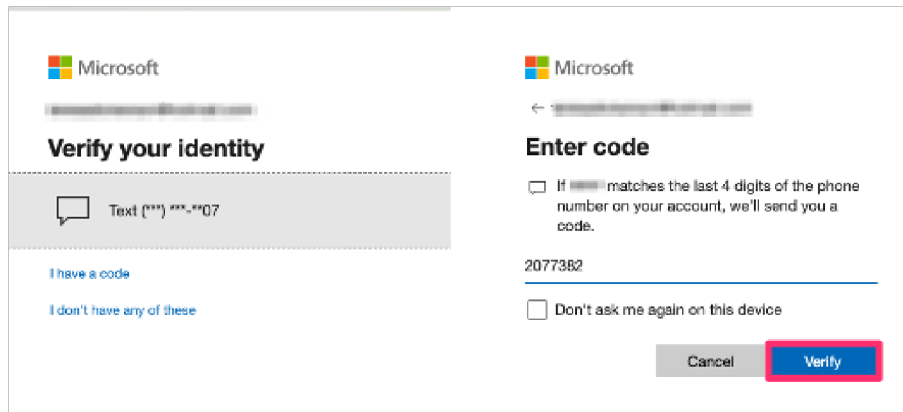
You will be receiving an email from **Microsoft Invitations on behalf of Brown & Brown**, select **Accept Invitation**.



Click **Accept** on the permission requested screen to finalize the acceptance process.



If you already have multi-factor authentication on your account, please **verify your identity**. This will complete your account activation, and you can navigate to the application URL.

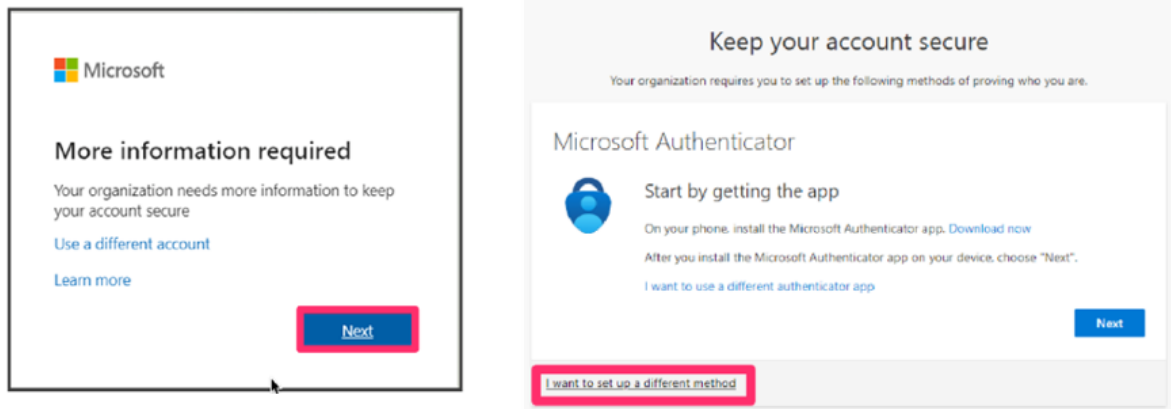


The left screenshot shows the 'Verify your identity' screen. It features the Microsoft logo at the top, followed by a blurred header. Below the header, there's a section titled 'Verify your identity'. Underneath, there's a text input field with the placeholder 'Text (***-**-****)' and a 'Verify' button. Below the input field, there are two links: 'I have a code' and 'I don't have any of these'.

The right screenshot shows the 'Enter code' screen. It features the Microsoft logo at the top, followed by a blurred header. Below the header, there's a section titled 'Enter code'. Underneath, there's a checkbox labeled 'If [blurred] matches the last 4 digits of the phone number on your account, we'll send you a code.' Below the checkbox, there's a text input field containing the code '2077382'. Below the input field, there's a checkbox labeled 'Don't ask me again on this device'. At the bottom, there are two buttons: 'Cancel' and 'Verify' (highlighted with a red box).

Otherwise, you will receive a prompt stating **More information required**, select **Next** to continue.

Click **Next** to install the authenticator app on your mobile phone OR select **I want to setup a different method** if you prefer to receive a code via text message.



The left screenshot shows the 'More information required' screen. It features the Microsoft logo at the top, followed by a blurred header. Below the header, there's a section titled 'More information required'. Underneath, there's a paragraph: 'Your organization needs more information to keep your account secure'. Below the paragraph, there are two links: 'Use a different account' and 'Learn more'. At the bottom, there's a 'Next' button highlighted with a red box.

The right screenshot shows the 'Keep your account secure' screen. It features the Microsoft logo at the top, followed by a blurred header. Below the header, there's a section titled 'Keep your account secure'. Underneath, there's a paragraph: 'Your organization requires you to set up the following methods of proving who you are.' Below the paragraph, there's a section titled 'Microsoft Authenticator'. Underneath, there's a paragraph: 'Start by getting the app'. Below the paragraph, there's a link: 'On your phone, install the Microsoft Authenticator app. Download now'. Below the link, there's a paragraph: 'After you install the Microsoft Authenticator app on your device, choose "Next".' Below the paragraph, there's a link: 'I want to use a different authenticator app'. At the bottom, there's a 'Next' button highlighted with a red box.

Follow the prompts to finish securing your account, [click here](#) for more information on Microsoft Multi-Factor Authentication.

Need Assistance

Contact Support@ArrowheadPrograms.com or (877) 233-1455 and include the name or URL of the site you're trying to access.