# How to Add Agency Personnel on the Big I Illinois Website

### Login to the Big I Illinois website – www.ilbigi.org

1. Once logged in, click on your name at the top, then click My Account



### 2. Click on MY COMPANY...

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#### 3. Then scroll to click on My Company Contacts

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	Edit My Company >			
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4360 Wabash Ave Springfield,IL 62711-7009 217-739-6660				
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4. Your Contact List will populate. Click the pencil icon to edit the user. Click the trash icon to delete the user.

My Company Infor	mation	My Company Details	Agency Producer E	Bond List
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# 5. To add additional employees, click on Add New Personnel

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