

Manulife Agency Portal (MAP) - Quick Start Guide


For those Currently selling in IGO Insured.

How to set up your profile

1. Go to www.manulifetravel.ca

2. Sign in with your existing ManulifeUser ID(username) and password (these are the same credentials used to sign in to IGOinsured).

3. Set up your profile by completing the required steps. This is a one-time only requirement. Refer to salmon coloured support box below for step-by-step visual aid, which will assist you with each step you see on the screen.
- TIP: Please have this tool handy when going through the process online.

Step	Action Required
Sign in with Advisor Manulife ID	Enter your Advisor Manulife ID and password. <ul style="list-style-type: none">You may be asked to validate your Advisor Manulife ID by text message or email.
Do you have an active Repsource account?	Answer “No” and click “Continue”.
Review the Legal agreement	Check the “I agree” box and click “Continue”.
Select your role (see image) <div></div>	Find the “Travel agent/broker” tile and click “Get started”. <ul style="list-style-type: none">Note: all users from your agency, including owners, managers, administrators, consultants, and agents, must select “Travel agent/broker”. You will see 6 tiles, click the Travel Agent / Broker tile at the bottom right of the screen (see image).
Verification information	Enter your reference code that was provided to you via email and click “Continue”.
Contact details	Fill in all the required contact information and click “Continue”.
Business Address	Enter the required information pertaining to your business address and click “Continue”.
Review	Verify that all information has been captured correctly. If it has, click “Submit”. If you notice something incorrect, click “Back to make changes”.

Signing in

Once your profile registration is complete, you will log into MAP by visiting www.manulifetravel.ca and signing in with your Advisor Manulife ID and password.

Support

For additional assistance, please click here for the [MAP Registration for Existing Users](#) document, which includes additional information and screen shots to help you complete your profile set up. If you are still experiencing trouble setting up your profile, please contact Customer Service at [1-866-298-2722](tel:1-866-298-2722) or e-mail at manulifeglobal@manulife.ca

TIP: Bookmark www.manulifetravel.ca on your Internet browser for easy access.