

Company Insurance Schemes Website registration process (Policyholder)

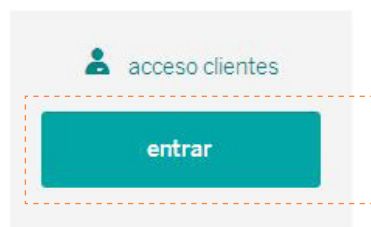
01

Access the BBVA Seguros website at the following address: www.bbvaseguros.com



02

On the left is the tab to access the Company Insurance Schemes website.



Creating Opportunities

03

On the next screen, enter your username and password. However, if this is your first access, click on Registration.



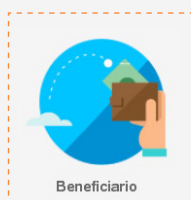
This is the screen where your access credentials are requested. You can also perform other actions here:

- Retrieve password
- Register

Click on

04

Policyholder registration. Next, go to the Beneficiary section.



On the following screen you will be asked to enter a few necessary details to complete your registration:

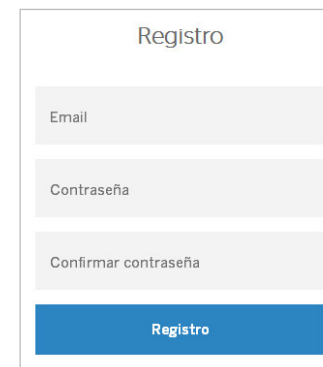
- Tax ID (NIF): XXXXXXXX
- Date of birth: XXXXXXXX
- Policy No: XXXXXXXX
- Certificate No: XXXXXXXX

You will find these details in the welcome letter you received with this tutorial.



05

If the details entered are correct, the following screen will appear:



On this screen you must enter the following details:

- Email address
- Password
- Confirm password

As the policyholder, you must create your own password and enter it on this screen. You will then use this password to access the website.

Once you have entered your details, you will receive an email confirming your registration on the website.

06

The next screen will confirm that you have registered successfully and you will be able to access the website by clicking on "Enter" and typing the assigned username and the password you created.

