

- ▶ Login: <https://login.principal.com/login>

Enter your Username, select "Next" and enter your Password and select "Verify"



## Log in to your account

Username

Remember this device

Next

[Forgot username or password?](#)

## Enter your password

Password

Verify

[Forgot password?](#)

[Cancel](#)

- ▶ On the top of the page, select drop down "Existing Business" and select "Customer Information Resource"



Products ▾

New Business ▾

Existing Business ▲

Forms & Materials ▾

Resource Center ▾

### Servicing

- Disability Insurance
- Group & Voluntary Benefits
- Life Insurance
- NQ Deferred Comp

### My Business

- Client Correspondence (Life, DI & Annuities)
- Customer Information Resources**
- Disability E-App
- IDI Benefit Update Activity Report
- IDI Lapse Activity Report
- Policy Activity Report
- Principal Securities Checks & Securities Log

### Variable Annuity & Life Investment Information

- Variable Life Performance

- ▶ Under Group Benefits and Retirement, Select "**Access Now**"

## My Existing Business (Customer Information Resources)

Experiencing issues with the Customer Information app? Follow these instructions for a workaround.



Life, IDI, and Annuities

Client List

[Access now >](#)



Group Benefits and Retirement

Customer Information

[Access now >](#)

- ▶ Under Customer Information page and below Action, select "**Display Contracts**"



[Home](#) > [Existing Business](#) > [My Business](#) > [Customer Information](#)

## Customer Information

### Firm/FP Summary

[« Return to Customer Information Resources](#)

You have access to contracts associated with the following persons or firms.

Marketer

Name

Action

DUNDER MIFFLIN INSURANCE

[Display Contracts](#)

- ▶ Your Customer Information page and list of clients will appear. Find the client you want to audit and under “**Contract Number**” select the hyperlink of the policy number.



[Home](#) > [Existing Business](#) > [My Business](#) > [Customer Information](#)

## Customer Information

[« Return to Customer Information Resources](#)

[< Return to Firm/FP Summary](#)

Show  entries

Filter:

DUNDER MIFLLIN INSURANCE

Contract

Number ▼

Contract Name ▲

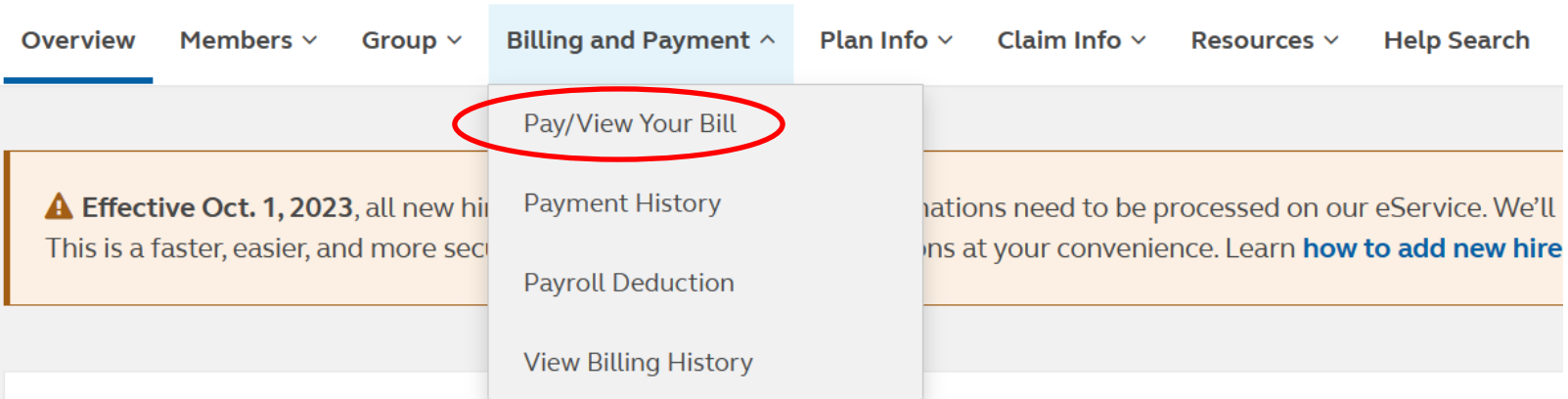
[123456](#)

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- ▶ Once the Customer Summary page appears on the very left, select “**Employer View**”

Customer List
<b>Customer Summary</b>
Customer Contacts
eService Options
<a href="#">Employer View</a>
Primary Admin Change

- ▶ Once in the Employer section of your client, select the dropdown “**Billing and Payments**” and then “**Pay/View Your Bill**”



Overview Members ▾ Group ▾ **Billing and Payment** ^ Plan Info ▾ Claim Info ▾ Resources ▾ Help Search

Pay/View Your Bill

Payment History

Payroll Deduction

View Billing History

Effective Oct. 1, 2023, all new hire information need to be processed on our eService. We'll provide you with more information at your convenience. Learn [how to add new hire](#)

- ▶ Under Billing and Payments, select “**Download Excel**”. Open the file that states, “**GroupBillingStatement**” and downloaded. Upload the .CSV file to Coverage Wizard!

## Billing and Payment as of 12/17/2023

[Download Excel](#)[Printable PDF](#)

## Bill Summary

Last Billed Amount:	\$12,264.86
Payment(s) since Last Bill:	-\$12,264.86
Balance Forward:	\$0
Adjustments since Last Bill:	\$0
Current Premium:	\$12,513.03
Total Amount Due:	\$12,513.03

[Premium By Product](#)Want to see an estimate of your next bill? [View Bill Estimate](#)

## Pay Your Bill

Due Date: 01/01/2024 ⓘ  
Bill Type: Paper  
Amount Due: \$12,513.03

[Schedule Auto Payment](#)[Pay Now](#)