



Online Registration and Login Guide

Saskatchewan Municipal Hail Insurance Association

Prairie Municipal Hail Limited

<https://pmhl.smhi.ca/smhi>

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Audience

This guide is intended for

- land owners who would like to manage their crop report and municipal hail claims online
- those interested in creating and purchasing PMHL policies

Purpose

This guide will provide screenshots and descriptions of the registration and login process for the SMHI and PMHL applications.

Registration

If you have already registered, you can proceed to the [Login](#) section. Otherwise, you will need to follow these steps to register.



Begin Registration Process

Navigate to the login page (<https://pmhl.smhi.ca/smhi>) and use the “Register” link to begin the registration process.



- To sign on, enter your username and password (spaces not allowed) and click the "Login" button.
- To register a new account, click the "Register" button.
- To obtain a quote, enter a crop report, or create a policy, you must register and sign on.

Username:
Password:

 Login  Clear  Register

Forgot your username and/or password? Please click [here](#) to recover your account.



Figure 1 - Login Page

Complete Account Registration Form

Answer the questions and fill in the form on the account registration page. Use the instructions on the page to guide you through all the fields. Red asterisks (*) indicate required fields.

If you are planning to submit crop reports online, you should have an owner number and security code. Ensure the "I have an owner number and security code" box is checked.

When you submit the form, you will be presented with a list of errors if validation fails. Otherwise, you will be registered at this point. However, you will need to verify your email address before continuing to access the applications.

SMHI/PMHL - Account Registration

- Your username can be 5 to 100 characters long but cannot contain spaces or special characters.
- You must specify your Base RM #.
- A personal verification question (PVQ) and answer are required. It is used when retrieving your password (in the event that you forget it)
- Once you submit your registration a verification email will be sent to the email address provided. Your email address must be verified before you can submit a SMHI Crop Report or a PMHL policy.
- Click the "Submit" button to complete your registration.
- Click the "Cancel" button to cancel your registration and return to the home page.

I have an owner number and security code

* Owner Number:

* Security Code:

* Username:

* Password:

* Confirm Password:

* Email Address:

* Confirm Email:

First Name:

Last Name:

Is land owned in Saskatchewan?

* Base RM #:

Second RM #:

Third RM #:

Is land owned in Alberta?

Is land owned in Manitoba?

* PVQ: --Select a Personal Verification Question-- ▾

* Answer:

Figure 2 - Account Registration Page

Verify Email Address

Once you are logged in and have received the email with your email verification code, you can proceed to the email verification page and then enter the code you received by email. Once verified, you will have access to your assigned applications.

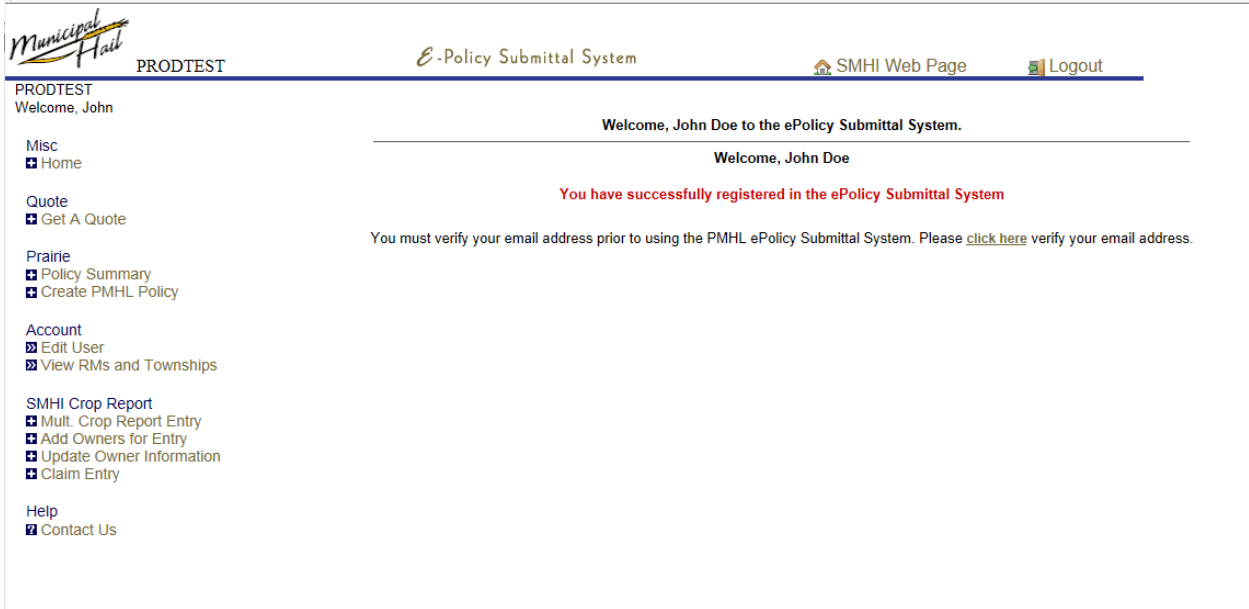


Figure 3 - Logged In and Unverified Email Page

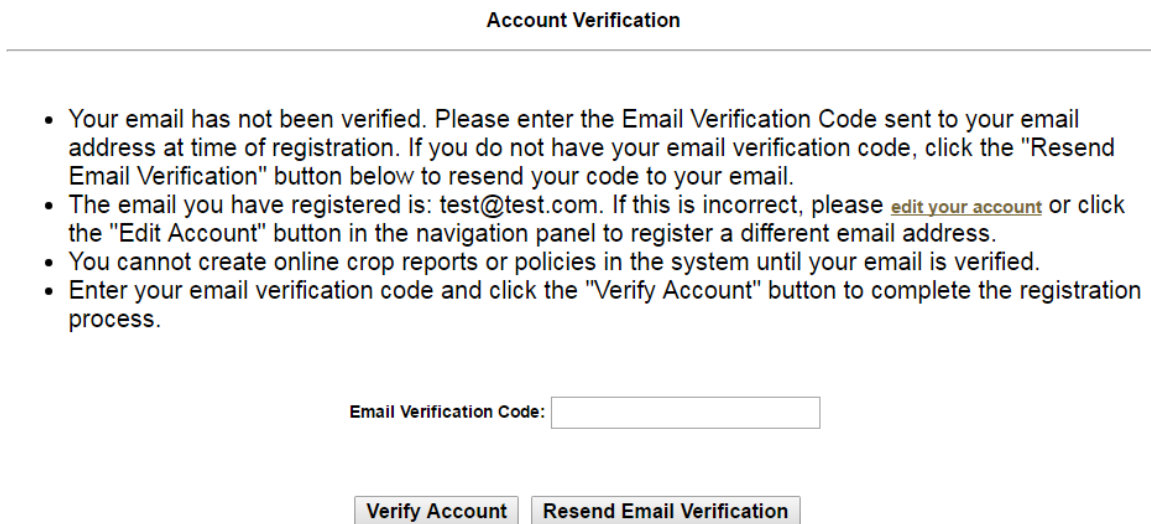


Figure 4 - Email Verification Page

Login

Enter the username and password you created during registration and click the Login button. If you have forgotten your username or password, you can use the account recovery page to be prompted with a personal verification question. Once you answer the question correctly, instructions about recovering your account will be emailed to you.