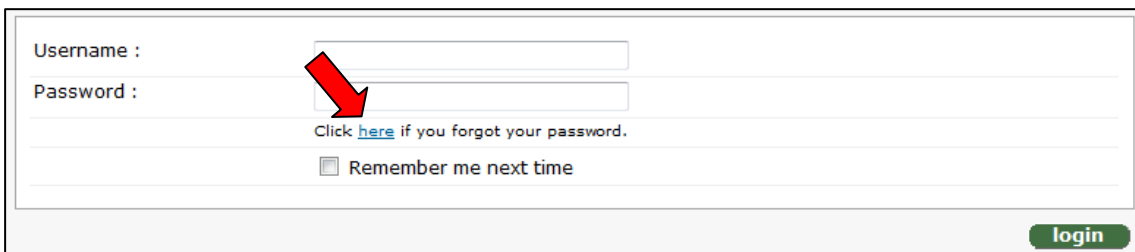


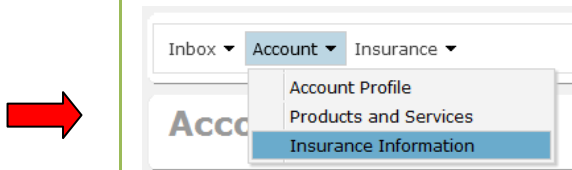
How to Access the Portal

1	Go to https://prod2.exigis.com/WholeFoodsMarket
2	Enter in user name and password
3	Log in details can be resent through the "Click here if you forgot your password" link

How to Retrieve a Lost Password

1	Access the portal login page through the link provided in the email
2	Click the " Login Here " link at the top of the page
3	Click the Account link in the Personal Setup section
4	Click the " here " link to request an email with your login details 
5	Enter the email address used to register for the site and click the next button. An email with the login details will be sent to the specified email address

How to Update Broker Contact Information

1	Log in to the portal
2	To update broker contact information, click the Insurance Information link from the Account drop down menu section at the top of the page 
3	Update the broker details with the current contact information for the insurance broker(s) for your company
4	Click Save in the lower right-hand corner of the page in order to save the changes