



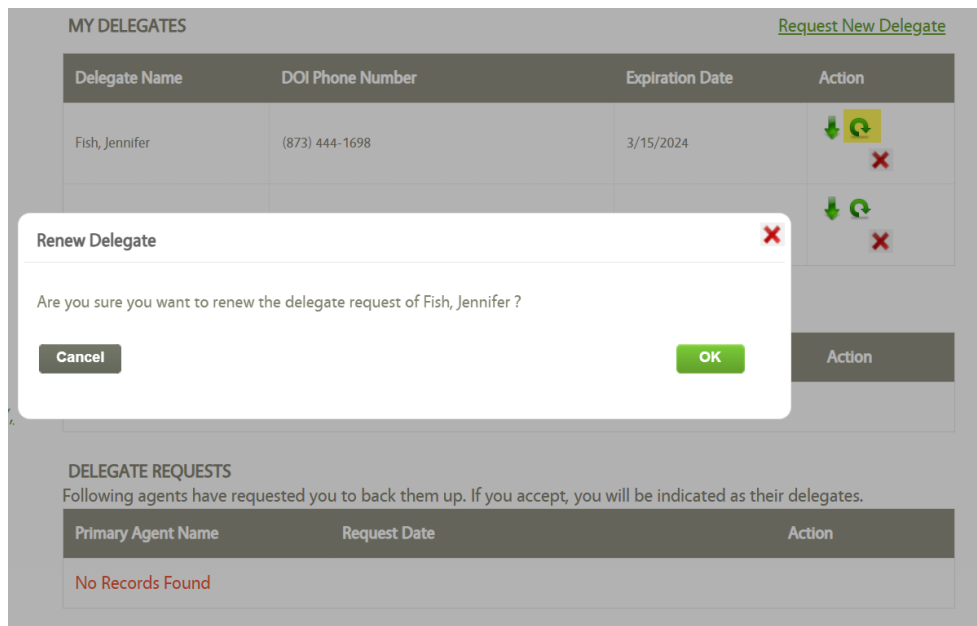
Renewing Delegate Agents in Agent Portal

In Agent Portal, the expiration of the delegate agent functionality is set for a period of one year unless the primary agent removes the delegate agent.





The delegate agent renewal button will start to appear seven days before expiration. The primary agent needs to renew from this screen using this renew delegate button (highlighted in yellow in below screenshot) for each delegate. Once confirmation is provided by clicking on 'Ok' in 'Renew Delegate' popup, each delegate agent will be renewed.


No action is needed by the delegate agent if this renewal process is used. If the delegate agent expires, the primary agent can then use the request delegate agent button and then the delegate agent must respond to this request from their dashboard.

https://khbe.ky.gov/TrainingGuides/Documents/AgentPortalDashboard_Certification_Training%20Guide_08.04.23.pdf



MY DELEGATES [Request New Delegate](#)

| Delegate Name | DOI Phone Number | Expiration Date | Action |
|----------------|------------------|-----------------|--|
| Fish, Jennifer | (873) 444-1698 | 3/15/2024 |   |
| | | |   |

Renew Delegate 

Are you sure you want to renew the delegate request of Fish, Jennifer ?

DELEGATE REQUESTS
Following agents have requested you to back them up. If you accept, you will be indicated as their delegates.

| Primary Agent Name | Request Date | Action |
|--------------------|--------------|--------|
| No Records Found | | |

