

Getting Started

Home

My Claims

My Billing

My Documents

My Preferences

Your Homepage

After successfully logging in, you will be greeted by your homepage. From here, you can view all active policies, contact HMI / Kings, or launch other activities. Throughout your time in Optim, your location will be indicated by a small orange bar under the tab you are viewing. In this example, the tab is highlighting your “Home” which displays the homepage.

The screenshot shows a user interface with a navigation bar at the top containing five tabs: Home, My Claims, My Billing, My Documents, and My Preferences. The 'Home' tab is highlighted with an orange underline. Below the navigation bar is a large image of a smiling child being held up by an adult. Underneath the image is a section titled 'My Policies' which contains three policy cards: Residential, Farm, and Auto. Each card displays the policy number, effective date, and expiry date, along with a 'View Details' button. A callout box on the left explains that clicking 'View Details' provides more information. Another callout box on the right points to a contact information section for HMI or Kings, which includes the company logo and contact details. A third callout box on the left explains that the navigation tabs allow users to access claims, billing, documents, and preferences.

Navigate to your open claims, billing information, attached documents, or system preferences by clicking the appropriate tab.

View contact information for HMI or Kings

Here are the active policies associated with your account. You can see some information here, such as product, policy number, and important dates. Click “View Details” for more information.

Product	Policy Number	Effective Date	Expiry Date
Residential	800328H01	May 24, 2022	May 24, 2023
Farm	800328F01	May 24, 2022	May 24, 2023
Auto	800328A01	May 24, 2022	May 24, 2023

THE KINGS Mutual Insurance
Box 10, 220 Commercial St Berwick NS, B0P 1E0
Phone: 1-902-538-3187
902 538-7271
kingsinfo@kingsmutual.ns.ca

My Policies

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Policy Details

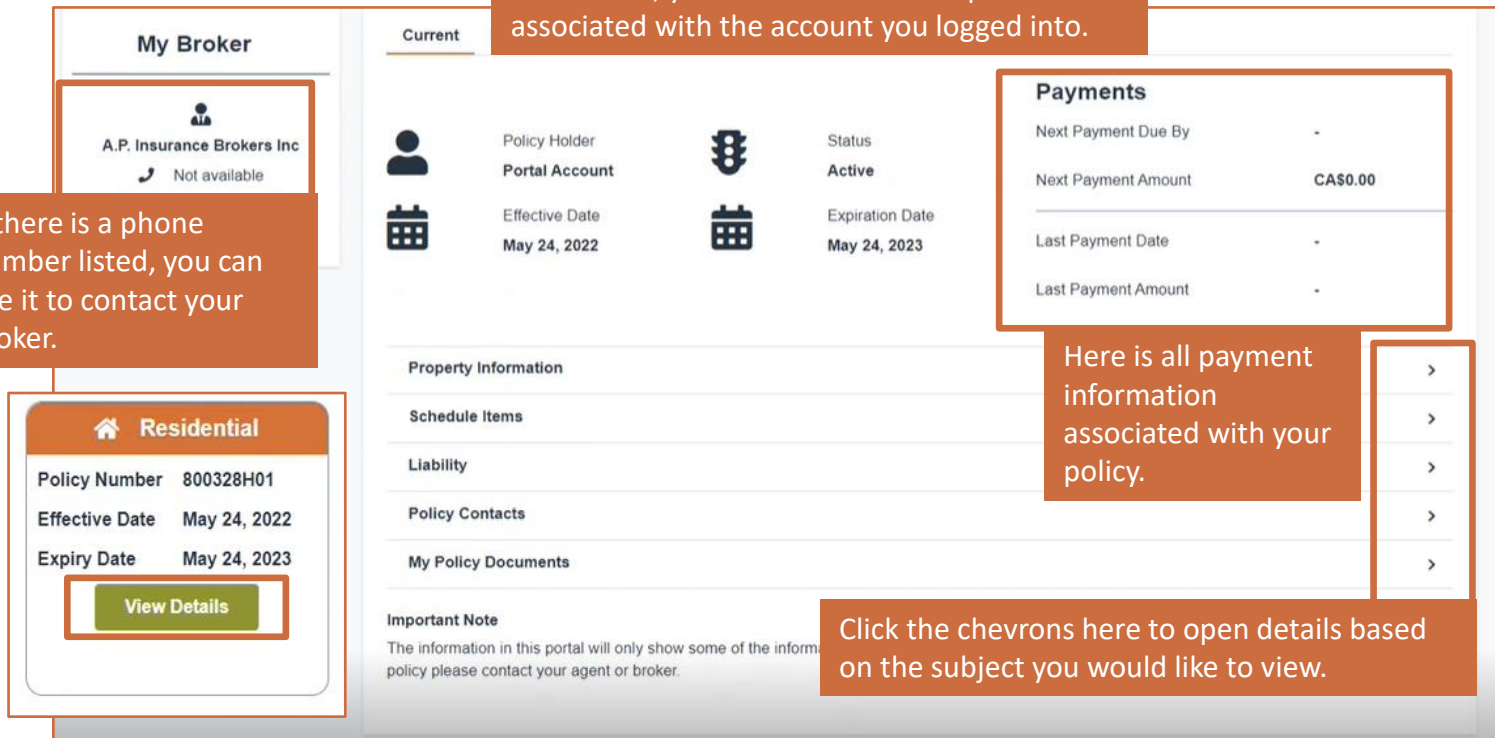
When “View Details” is selected on an active policy listed on the Homepage, the details of the policy will open. From this page, you can send messages to your Broker, the Underwriter, view all policy details, add documents, view payment information, and make some changes to the active policy.

On this tab, you can see all current policies associated with the account you logged into.

If there is a phone number listed, you can use it to contact your broker.

Here is all payment information associated with your policy.

Click the chevrons here to open details based on the subject you would like to view.



My Broker

A.P. Insurance Brokers Inc
Not available

Current

Policy Holder: [Icon] Policy Holder
Portal Account
Effective Date: [Icon] May 24, 2022
Status: [Icon] Active
Expiration Date: [Icon] May 24, 2023

Payments

Next Payment Due By	-
Next Payment Amount	CAN\$0.00
Last Payment Date	-
Last Payment Amount	-

Residential

Policy Number 800328H01
Effective Date May 24, 2022
Expiry Date May 24, 2023

[View Details](#)

Property Information

Schedule Items

Liability

Policy Contacts

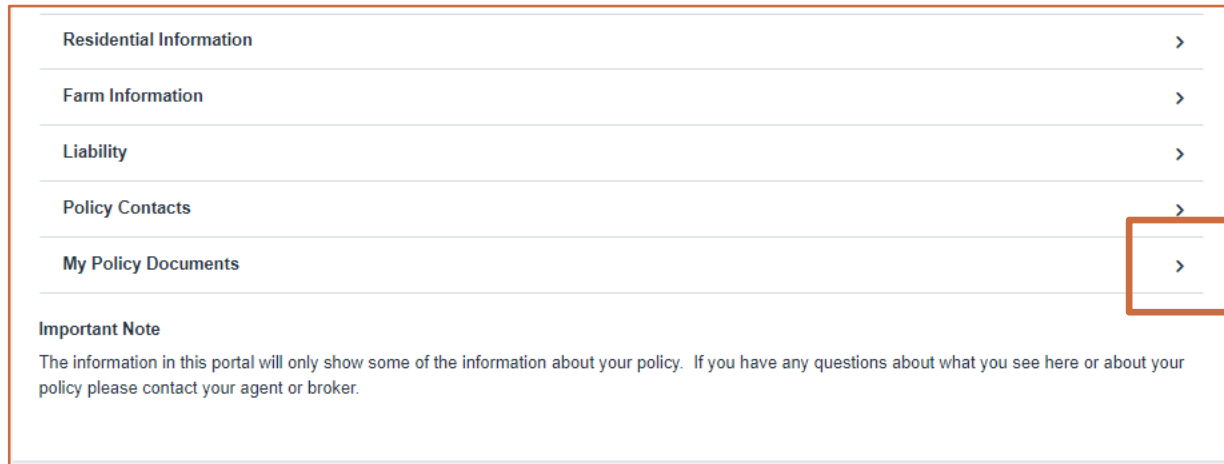
My Policy Documents

Important Note
The information in this portal will only show some of the information for this policy please contact your agent or broker.

>
>
>
>
>

Adding New Documents to a Policy

To add additional documentation to a selected policy, click the chevron to the right of “My Policy Documents.” Here, you can see all documents already associated with the policy. You can drag and drop files from your desktop or use the file selector to upload additional files.



Residential Information >

Farm Information >

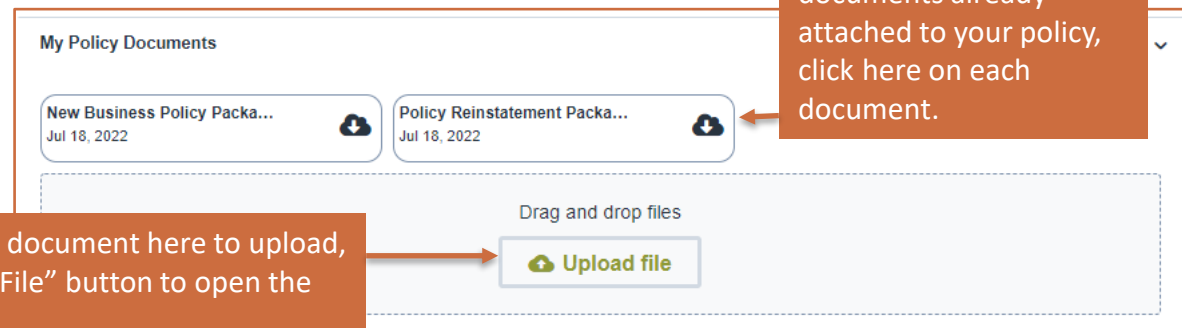
Liability >

Policy Contacts >

My Policy Documents >

Important Note
The information in this portal will only show some of the information about your policy. If you have any questions about what you see here or about your policy please contact your agent or broker.

Click the Chevron here on your selected policy page. Before uploading a document, insure the policy selected is correct.



My Policy Documents

New Business Policy Packa... Jul 18, 2022

Policy Reinstatement Packa... Jul 18, 2022

Drag and drop files

Upload file

If you wish to download documents already attached to your policy, click here on each document.

Drag and Drop your document here to upload, or use the “Upload File” button to open the file selector.