

Getting Started

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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 the user's homepage with the following elements:

- Navigation tabs: Home (highlighted), My Claims, My Billing, My Documents, My Preferences.
- Hero image: A smiling child being held up by an adult.
- Section: My Policies
- Policy Cards:
 - Residential**: Policy Number 800328H01, Effective Date May 24, 2022, Expiry Date May 24, 2023. A callout box points to the "View Details" button.
 - Farm**: Policy Number 800328F01, Effective Date May 24, 2022, Expiry Date May 24, 2023.
 - Auto**: Policy Number 800328A01, Effective Date May 24, 2022, Expiry Date May 24, 2023.
- Footer: THE KINGS Mutual Insurance logo, contact information (Box 10, 220 Commercial St Berwick NS, BOP 1E0, Phone: 1-902-538-3187, 902 538-7271, kingsinfo@kingsmutual.ns.ca), and a small ND logo.

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.

View contact information for HMI or Kings

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 access your proof of insurance.

A.P. Insurance Brokers Inc
Not available
[Send Message](#)

Policy Holder Portal Account	Status Active	Next Payment Due By -
Effective Date May 24, 2022	Expiration Date May 24, 2023	Next Payment Amount CA\$0.00
		Last Payment Date -
		Last Payment Amount -

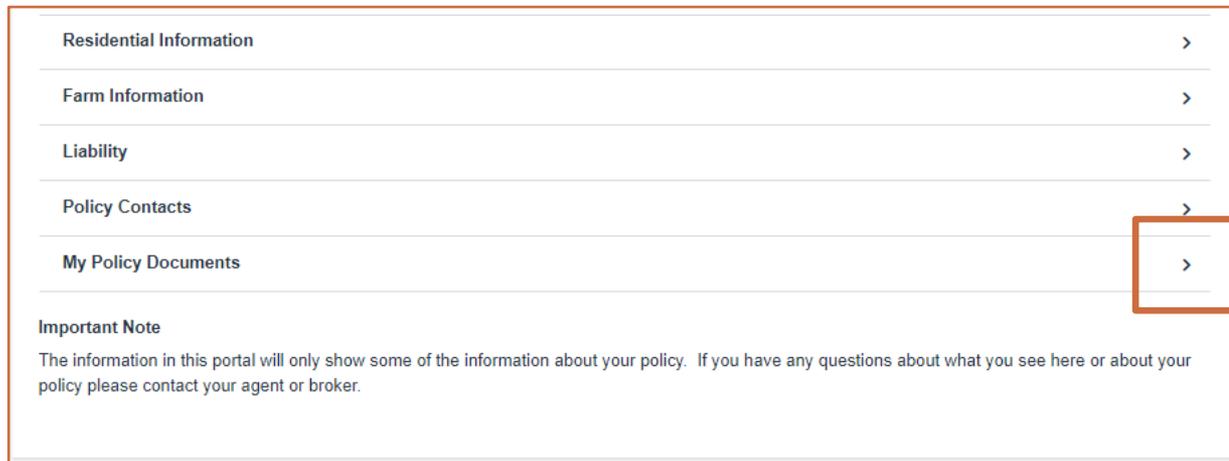
- Property Information >
- Schedule Items >
- Liability >
- Policy Contacts >
- My Policy Documents >

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

Click the chevron here to open all documents associated with the selected policy.

Adding New Documents to a Policy

Here, you can access all documents already associated with the policy – this includes your proof of insurance.



Residential Information >

Farm Information >

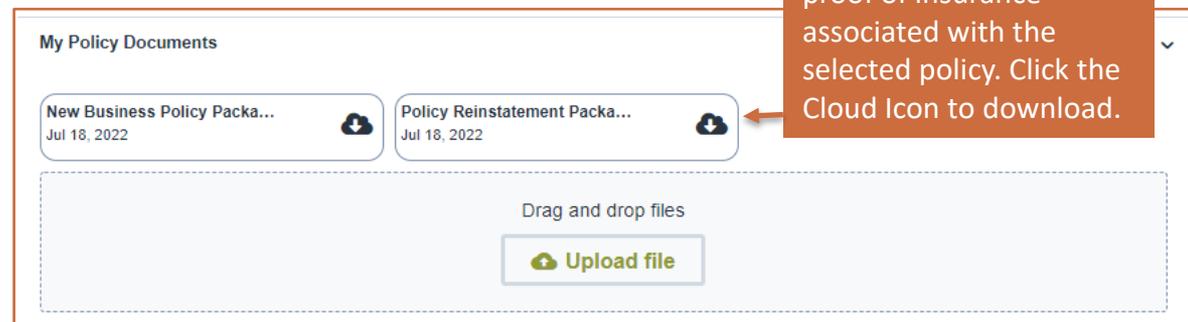
Liability >

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.



My Policy Documents

New Business Policy Packa...
Jul 18, 2022

Policy Reinstatement Packa...
Jul 18, 2022

Drag and drop files

Upload file

Here, you will find your proof of insurance associated with the selected policy. Click the Cloud Icon to download.