

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 HIM / 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.

Navigate to your documents by clicking the “My Document” tab.

View contact information for HMI or Kings



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 bar underneath. 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. The Residential policy number is 800328H01, the Farm policy number is 800328F01, and the Auto policy number is 800328A01. All policies have an effective date of May 24, 2022, and an expiry date of May 24, 2023. In the bottom right corner of the screenshot, there is contact information for THE KINGS Mutual Insurance, including the address, phone number, and email address.

Policy Type	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

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Downloading Documents

Home

My Claims

My Billing

My Documents

My Preferences

Your Documents

From the tab-bar, select My Documents to view all documents associated with your open policies. On this tab, you can view and download these documents.

Note: To add new documents to policies, navigate to the Policy Details page and follow the directions outlined on Slide 8.



Click the chevron associated with the policy you wish to view.

Policy # 1448995F01

New Business Policy Packa...

Jul 18, 2022



Policy Reinstatement Packa...

Jul 18, 2022



Policy # 1448995F02

New Business Policy Packa...

Jul 18, 2022



Policy Cancellation Packag...

Jul 18, 2022



Click the symbol to download this document.

Policy # 1448995F03

Policy # 1448995F04

New Business Policy Packa...

Jul 20, 2022



Policy Cancellation Packag...

Jul 20, 2022



Uploading Documents

Policy Details

From the Homepage, click “View Details” next to the policy you wish to attach documents to.

The screenshot shows a user interface for a residential policy. On the left, a card titled 'Residential' displays the following information:

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

A green 'View Details' button is located below this information. An orange arrow points from a text box at the bottom left to this button. To the right of the card, a table provides further details:

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

Below the table, there are several expandable sections with chevron arrows:

- Information
- Items
- Policy Contacts
- My Policy Documents
- Important Note

Click the “View Details” button to open up the Policy Details screen.

Uploading Documents

[Home](#)[My Claims](#)[My Billing](#)[My Documents](#)[My Preferences](#)

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.

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

My Policy Documents

New Business Policy Packa... Jul 18, 2022

Policy Reinstatement Packa... Jul 18, 2022

Drag and drop files

Upload file

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