

Create your online account



1

Go to <https://mybusiness.libertymutual.com> or scan the QR code to the right and select **Create an account**.

A screenshot of the Liberty Mutual My Business Online login page. The page has a yellow header with the Liberty Mutual logo and the text "My Business Online". Below the header is a white box containing the login form. The form has the title "Log in to My Business Online" and includes fields for "Username" and "Password" (with a "Show" link). There is a "Remember me" checkbox and a "Log In" button. Below the login form, there is a link "Make a one-time payment, enroll in automatic payments or paperless billing >". Underneath that is a link "Forgot your username or password? >". A red box highlights the "Create an account >" link. At the bottom, there is a "Still Need Help?" section with contact information: Phone: 1-877-688-8254, Email: Liberty.Support@LibertyMutual.com, and hours: Monday through Friday, 8 a.m. to 8 p.m. ET. A small disclaimer at the very bottom states: "By logging into eService you are agreeing to our Electronic Delivery Policy Documents Terms and Conditions and consent to receive documents electronically."

2

Complete the fields below. Then select **Create**. You will need your policy number and mailing postal code.

A screenshot of the "Create your profile" form. The form has a title "Create your profile" and a link "Already have a profile? Sign In". It is divided into three sections: "Contact Information", "Log In Information", and "Policy Information". The "Contact Information" section has fields for "First Name", "Last Name", "Email Address", and "Re-enter Email Address". The "Log In Information" section has fields for "Username" (with a help icon), "Password" (with a help icon), and "Re-enter Password", along with a checkbox "Use My Email Address As My User ID". The "Policy Information" section has fields for "Policy Number" (with a help icon) and "Zip Code". Below the form, there is a "Your policy number and zip code are used to identify the information that will be presented in your portal." message. At the bottom, there are "Cancel" and "Create" buttons, with the "Create" button highlighted by a red box.

3

Once logged in, you will need to add any additional policies to your profile. Select **Policies** > **Add a Policy**.

Policies

Billing Claims Certificates Documents Premium Audit

⊕ Add a Policy ⊕ Add a Certificate

Policy Number	Type	Insured Name	Zip Code	Remove Policy
AZG9167	AUTOB		82331	

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Enter the policy number and mailing ZIP code. Then select **Add policy**. Repeat for any additional policies.

Add a Policy

Please note that all fields are required.

Policy Number

Valid policy formats are no prefix, 7 digits (1234567) or with alpha prefix and 8 digits (XWA12345678)

Zip Code

ZIP code must match policy mailing address

Cancel Add policy