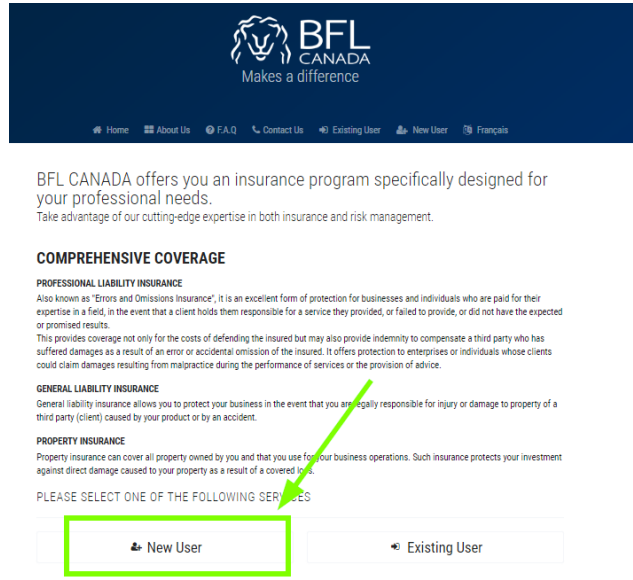


How to request an insurance quote/policy

1. Click on the following link to access our insurance platform: [SOFTMED Online Platform](https://softmed.bflcanada.ca) or if you prefer, type the following address in your internet browser:

<https://softmed.bflcanada.ca>



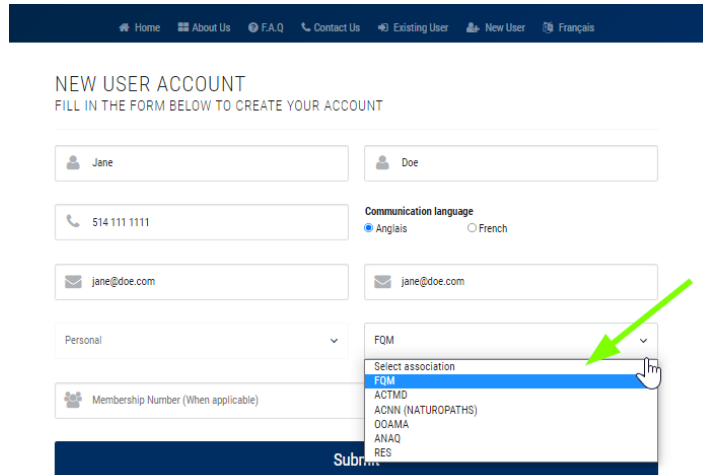
The screenshot shows the BFL CANADA website header with the logo and tagline 'Makes a difference'. Below the header, there is a navigation bar with links: Home, About Us, FAQ, Contact Us, Existing User, New User, and Français. The main content area features a paragraph about BFL CANADA's insurance program, followed by a section titled 'COMPREHENSIVE COVERAGE' with sub-sections for Professional Liability Insurance, General Liability Insurance, and Property Insurance. At the bottom, there is a form titled 'PLEASE SELECT ONE OF THE FOLLOWING SERVICES' with two buttons: 'New User' and 'Existing User'. The 'New User' button is highlighted with a green box, and a green arrow points to it from the text 'New User' in the instructions below.

2. Once on the platform, click on the "New User" button. Then pick the association that you are apart of.

SELECT ASSOCIATION

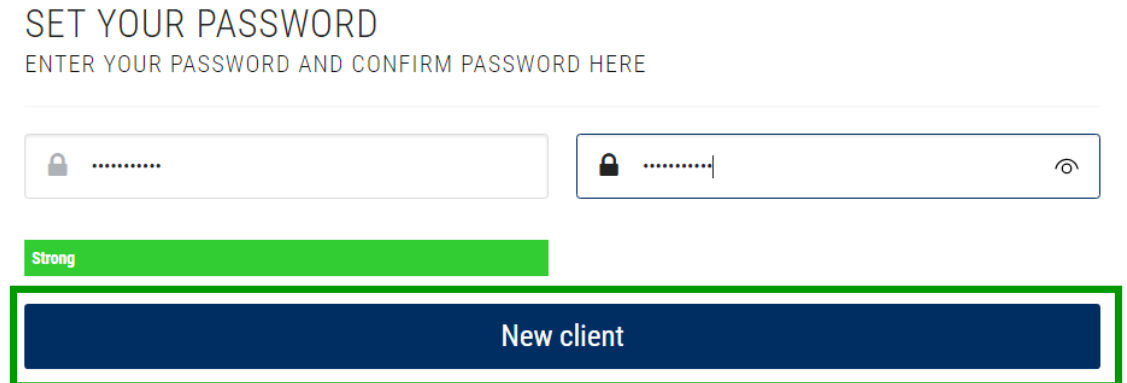
ACNN (NATUROPATHS) MEMBERS OF ACADEMY OF NATUROPATHS & NATUROPATHISTS OF CANADA	ACTMD Canadian Association of Therapists in Complementary Medicine	AMQ L'ASSOCIATION DES MASSOTHÉRAPEUTES DU QUÉBEC (AMQ)
ANBMT MEMBERS OF THE ASSOCIATION OF NEW BRUNSWICK MASSAGE THERAPISTS INC.	ANPQ-ANQ-RMQ For the Listed Associations: ANPQ, ANQ, RMQ	APD L'ASSOCIATION DES PODOLOGUES DIPLOMÉS
AQTN L'ASSOCIATION QUÉBÉCOISE DES THÉRAPEUTES NATURELS	ATCMA ASSOCIATION OF TRADITIONAL CHINESE MEDECINE AND ACUPUNCTURE OF BC	CKC Canadian Kennel Club Package Liability Insurance Program
CNA CANADIAN NATUROLOGICAL ASSOCIATION	CPOQ Corporation des professionnels ostéopathes du Québec	CTRAC THE INTERNATIONAL CORPORATION OF HELPING RELATIONSHIP THERAPISTS OF CANADA
FQM Fédération Québécoise des Massothérapeutes	Independent RMT Independent Registered Massage Therapist Non-Association Members	MTAS MEMBERS OF THE MASSAGE THERAPIST ASSOCIATION OF SASKATCHEWAN
OMP OSTEOPATHIC MANUAL PRACTITIONERS	PESC Programmes d'Enseignement Sportif et Culturel	RES Regroupement For Somatique Education / CANSTAT
RITMA RITMA		

3. On the "New User Account" page, enter all the requested information and click on the **"Submit"** button.



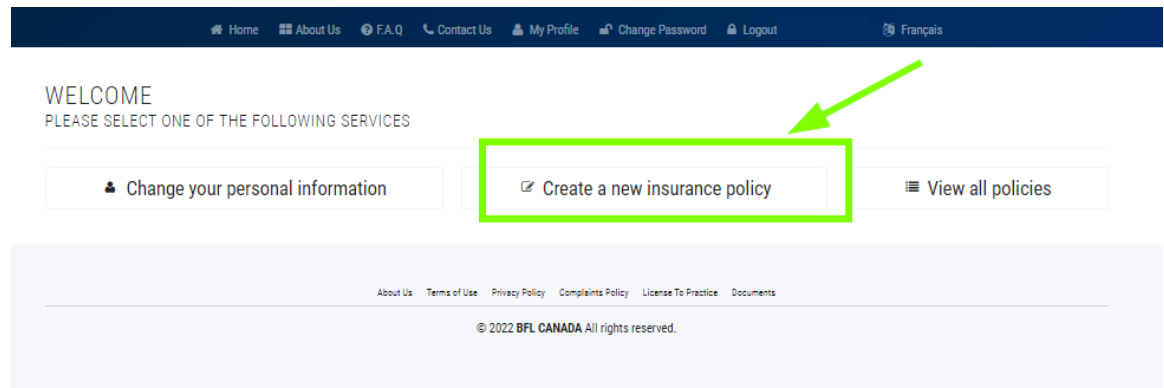
The screenshot shows the 'NEW USER ACCOUNT' page with the instruction 'FILL IN THE FORM BELOW TO CREATE YOUR ACCOUNT'. The form contains several input fields: 'First Name' (Jane), 'Last Name' (Doe), 'Phone' (514 111 1111), 'Email' (jane@doe.com), 'Communication language' (Anglais selected, French unselected), 'Personal' (dropdown), and 'Membership Number (When applicable)'. A dropdown menu is open for the 'Personal' field, showing a list of associations: 'Select association', 'FQM' (highlighted), 'ACTMD', 'ACNN (NATUROPATHS)', 'OQAMA', 'ANAG', and 'RES'. A green arrow points to the 'FQM' option. A 'Submit' button is visible at the bottom right of the form.

4. Choose your password, confirm it and click on the **"New Client"** button to finalize the creation of your account. A window will appear to confirm its creation.



The screenshot shows the 'SET YOUR PASSWORD' page with the instruction 'ENTER YOUR PASSWORD AND CONFIRM PASSWORD HERE'. It features two password input fields, each with a lock icon and a toggle for visibility. Below the fields is a green bar indicating the password strength as 'Strong'. At the bottom, a large blue button labeled 'New client' is highlighted with a green border.

5. On the next screen, click on the **"Create a new insurance policy"** button to answer the questionnaire that will allow you to create your quote.



6. Once the questionnaire is completed, if your application is accepted, you will be able to go to the payment methods window to pay for your premium.
7. When your payment is complete, please click on the **"Generate Certificate"** button so that we can send your documents (policy, wording and invoice) to your email address.