Set or Update Carrier Logins for CQLive
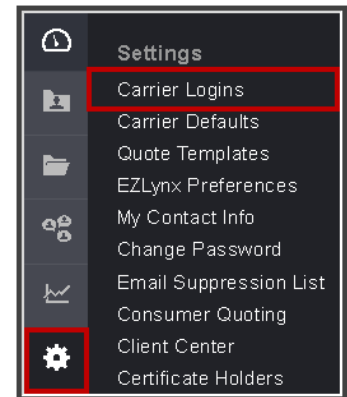### A Consumer Quoting Feature

With CQLive, visitors to your agency website can get instant, live quotes on their own – 24/7/365. The CQ Admin's carrier logins are used to provide these CQLive quotes. Therefore, it is important to know which user in your agency is designated as the CQ Admin and that their carrier logins are set and kept up-to-date.

Any EZLynx user can be the CQ Admin. We recommend it is someone who runs EZLynx quotes on a regular basis, because their carrier logins are always kept updated.

To set or update carrier logins for CQLive:
1. Log into the designated **CQ Admin's EZLynx account**.
2. Hover over the **Settings** icon and select **Carrier Logins**.
3. At the right of **each Independent Account** (carrier), click **Set**.
   - The State Specific Logins box is only used when you have a different login for different rating states (rarely used). Otherwise, only set the Rating State as Default and it is used for all rating states.
4. Enter the **username and password** used to log into the carrier site.
5. When prompted, enter any other required information.
6. Click **Save & Test**; we test the login on the carrier site to ensure its working.
   - If **successful**, the Login Status displays a **green check mark**.
   - If the **login fails**, test the login directly on the carrier site. Once the login works on the carrier site, it will set successfully in EZLynx.
7. **Every time a carrier login is updated for any reason, it must be updated in EZLynx too.**

Questions? Contact cqsupport@ezlynx.com.