

IN THIS ISSUE

- * ACE International Advantage[®] Foreign Casualty Coverage Applications Now In Nexsure[®]
- * Locating ACE International Advantage Applications in Nexsure
- ***** Using Coverage Templates for Standard Coverage Limits

ACE International Advantage[®] Foreign Casualty Coverage Applications Now In Nexsure[®]

XDimensional Technologies has partnered with ACE USA to embed applications for International Advantage[®] Package Policy and Defense Base Act coverage directly into Nexsure[®], the Internet insurance agency management solution. ACE USA is a leading provider of foreign property and casualty coverages for U.S. companies, educational institutions and non-profit institutions that travel or do business outside the U.S.

Coverages Available in the ACE International Advantage Package Policy include:

- Commercial General Liability
- Employers Responsibility[®] including foreign voluntary workers compensation.
- Travel Assistance Services including emergency medical evacuation and repatriation, as well as medical, travel, personal and legal assistance and pre-trip security information.
- Kidnap & Extortion
- Commercial Auto
- Accidental Death & Dismemberment and Medical
- Commercial Property

The Benefits of Doing Business with ACE International Advantage include:

- Packaged coverage: Single easy-to-read policy that can be tailored to include some or all available coverages.
- Ease: Streamlined producer appointment process.
- Financial Stability: Policies underwritten by A+ rated global carrier.
- Exclusive Focus on International: Experienced international underwriters available throughout the U.S. who are dedicated to handling the international exposures of U.S. clients and brokers.
- ACE Global Network: Offices in more than 55 countries and authority to do business in more than 90 others, linked electronically to access expertise in local language, customs and regulations and to deliver prompt, reliable service.



ACE International Advantage coverage is designed to meet the international commercial exposures of U.S.-based companies and organizations, including:

- Companies with employees who travel internationally.
- Companies with employees stationed in foreign countries (temporarily or permanently).
- International event attendees and exhibitors (conferences, trade fairs).
- Exporters
- Professional firms or other businesses that perform work outside the U.S.
- Companies with overseas sales offices or operations (owned or leased).
- Companies doing business via the internet (sale of goods or services).
- Educational institutions and non-profits that sponsor overseas trips, tours or study abroad programs.

The ACE International Advantage applications that are now available in Nexsure include:

- International Casualty Coverage (the primary application for Advantage Package Policy)
- International Property (optional coverage for Advantage Package Policy)
- International Corporate Kidnap and Extortion (to increase standard coverage in Advantage Package Policy)
- Educational Institutions Students & Chaperones Supplement (optional coverage for Advantage Package Policy)
- ACE USA Marine Cargo (optional coverage)
- ACE USA Defense Base (DBA) (for U.S. contractors working on military bases or contracts overseas)

For additional information regarding these products and to find your local ACE International Advantage underwriting contact, please visit <u>http://www.aceadvantage.com</u>.

Please email your International Advantage or Defense Base Act application to your local ACE International Advantage underwriter or to <u>AdvantagePartners@ace-ina.com</u>.

Any description of policy terms or coverage herein is provided for informational purposes only and is subject to availability and shall not amend, alter or change, in any way, the terms, conditions, exclusions and limitations of the policy delivered. Please consult the policy for exact terms and conditions.

ACE USA is the U.S.-based retail operating division of the ACE Group of Companies, headed by ACE Limited (NYSE: ACE) and rated A+ (Superior) by AM Best and A+ (Strong) by S&P. Policies issued by International Advantage[®] are underwritten by ACE American Insurance Company, rated A+(Superior) by A.M. Best (ratings as of February 4, 2008).



Locating ACE International Advantage Applications in Nexsure

ACE International Advantage applications can be accessed within Nexsure by opening a client and bringing up a new application form. Follow the steps below to locate the ACE International Advantage applications:

| | SEARCH | ORGA | NIZATION REP | ORTS | | | | Воо | HOMI kmarks: Exp | E HELP S and Add R | ETUP L |
|---|---------------------|----------|------------------|---|--------------------|-----------|-------------------|------------|---------------------|-------------------------------|----------|
| ı must searc | n for a record pric | or to en | tering a new one | After the results are returned you will be given the c | ption to add a nev | v record. | | | | | |
| tity: | Client | ~ | HISTORY RESUL | TS - CLIENT | | | | | | | |
| rch Type: | Contains | * | 8 Record(s) Foun | d ∭ ∢ | Showing Pa | ge 1 of 1 | | | | Go To P | age 1 💊 |
| ich: | All Branches | ~ | Details | Name | Client Type | Stage | Location Name | City | St./Prov. | Zip/Postal | Remove |
| nt Stage: | All | * | | Audit Customer | Personal | Client | | | | | Ŀ |
| nt Type: | All | * | • | William Idol & Associates | Commercial | Client | Corporate office | Brea | CA | 92821 | Ŀ. |
| e Class: | All | * | | Cathy Smith | Commercial | Client | 234 George Way | Calera | AL | 35040 | E- |
| e ignation: | All | * | | Bob Smith | Commercial | Client | primary residence | Brookfield | WI | 53045 | 6 |
| us: | All | ~ | | Atom Auto | Commercial | Drespect | Atom Auto | Fullerton | CA | 97971 | Eh. |
| nt: | | | 57 10 | | Connectar | Prospect | Acean Acco | runercon | - | 52051 | |
| cy Number: | | | V | Henderson Hardware & Supply Company & Electronics | Commercial | Client | Winston location | Brea | CA | 92821 | |
| cy cription: | | | * | Chris P Critter | Personal | Prospect | Home | Fullerton | CA | 92831 | |
| ne Number: | | | | 1-2 Testing | Commercial | Client | | Atlanta | GA | 30305 | |
| ition Name: ition Address ation City: ition Postal: : Name: : Name: arprise Code: must search | for a record price | er to en | terin a new one | s. After the results are returned you will be given the c | ption to add a new | v record. | | | | Search | Clear |



3. On the **Client** menu, click **MARKETING**.

| essi | Jre | | | | | | | HOME HEL | p setup logo |
|-------------|--------------|-----------------------------------|-------------------------|---------------------|----------------------------|------------------------|--------------------------|------------------------------------|-------------------|
| | | SEARCH ORGA | RTS | | | | | Bookmarks: Expand A | dd Remove Selec |
| IENT PROFIL | LE OPPORT | TUNITIES MARKETING POLIC | IES CLAIMS SERVIC | ING ATTACHMENT | S ACTIONS TRANSACT | IONS DELIVERY T-LO | G | | |
| | | | | | | | | > Co | mmercial Accour |
| rketing h | nistory mark | et analysis | | | | | | | |
| | | | | Showing F | Page 1 of 1 🕨 | 1 🛩 | | | Filters: [Show] |
| | | Line of Business Bolicy Number | | | | | | | |
| Details | Assign | Policy Description Policy Type | Stage Status | Mode | Updated By Updated Date | Estimated Premium | Policy Term | Issuing Carrier Billing Carrier | Remove |
| | ٩ | Apartments (APTM), Casualty | Marketing Pending | New | Anne Hammond 02/06/2008 | \$0.00 D | 07/12/2004 07/12/2005 | Unassigned Unassigned | B |
| T | | Apartments | | | | \$0.00 | | | |
| | | Casualty - International | | | | \$0.00 | | | |
| | 1 | Market policyCreated By: [Nexs | sure Admin] To: [Nexsur | e Admin] Date: [06, | 19/2007 5:37 PM | | | | |

4. Click the **Details** icon next to access the client marketing policy.

| . On the unde | erwriting tab, | , click [Add Ap r | olication]. | | | |
|---|--|---|--|--|--|--|
| envriting policy info assign ranch: iolicy Type: ssuing Co: iilling Co: tolicy Number: | ment attachments act -Annapolis Ins Monoline Unassigned Unassigned Unassigned | tions qualification Photory surors Pr C Surors S S S S S | transactions claims aumonolicy Term: overage Term: tage: ode: tatus: | oryological classifieds 07/12/2004 12:01 07/12/2005 12:01 Marketing New Pending | AM PST BO | avigation instruction Underwriting Base Requirements Apartments instruction navigation |
| List | Rate | Bridge Pri | nt History | In Force | Save Charges | |
| tions: Petails Topic Marketing An | Type Status notation Closed | Market policyCreated By: | Mem [Nexsure Admin] To: [Nexsure [Template] [In | Admin] Date: [06/19/2007 5 nport] [ACORD XML] [Supple | 5:37 PM PST] ments] [Add Application] | |
| Forms: | | | Description | | Remove | |
| Narrative | | | Underwriting Narrative | | E | |
| ACORD 125 | | | Commercial Application 125 | | E. | |
| ine of Business: | | | | | | |
| Lines of Business | For | rm | Descrip | tion | Remove | |
| Apartments | ACORE | D 140 | Commercial Prope | rty Section 140 | E | |



- 6. In the **New Application Selection** dialog box, select **ACE** in the **Form Standard** drop-down box, select the appropriate **State** and **Type**. In the **Lines of Business** drop-down box select the appropriate ACE International Advantage application(s) from the list:
 - Cargo
 - Casualty International
 - Property International
 - Special Risk
 - Workers Comp International

| New Application Se | lection | ne su e | | | | | |
|---|---|-----------------------|--|--|--|--|--|
| | | ↓ | | | | | |
| Form Standard: | ACE | ~ | | | | | |
| State: | California | ~ | | | | | |
| Type: | Commercial Lines | ~ | | | | | |
| Lines of Business: Casualty - International | | | | | | | |
| Available Applicatio | ns: | | | | | | |
| Description:ACE Int | Advantage Casualty [UWN, 12 | 25, CINT] | | | | | |
| | Nexsure Application Helper | | | | | | |
| Basic Pr | e-fill: Producer and Applicant I | nformation prefilled. | | | | | |
| O Pre-fill fr | Pre-fill from other application: Producer, Applicant and other policy detail prefilled. | | | | | | |
| 0 | Blank Application: Nothing prefilled. | | | | | | |
| | | Next Cancel | | | | | |

7. In the Nexsure Application Helper section, the Basic Pre-fill: Producer and Applicant Information prefilled option is selected by default. Click Next to add the application(s).





9. On the navigation toolbar, click **Print** to generate a preview of the application. The stored client data will pre-fill the application data fields and the CSR simply needs to answer the remaining questions to complete the new business transaction in list view or the **navigation** tab.

| underwriting policy info assi | gnment Yattachments Yactions Yqualific | it n history (tansactions) claims) summary of insurance) | | |
|--|--|--|----------------------------|---|
| Branch: Policy Type: Issuing Co: Billing Co: Policy Number: Policy Description: | -Annapolis Insurors Package Unassigned Unassigned Unassigned | Policy Term: 07/12/2004 Coverage Term: 07/12/2005 State: Marketing Molos: New Status: Pending Outsito: Pending Outsito: Status: | 12:01AM PST 12:01AM PST | avigation instruction Underwriting Base Requirements Apartments Casulty - International CUSTOM0177 |
| List | Rate Bridge | Print Compare Policy: [On] [C | Off] Save Changes | Applicant |
| Save a Copy 🚔 💺 | 🐏 🏟 Search 🚺 🕩 Select 📷 | € - 1 - 0 75% - 0 B - 5 Ø | ■ ✓ 📄 🖉 Sign - 🛛 🏹 | General Information General Liability Contingent Auto Employers Responsibility Payroll Info |
| Pages | ace usa | Fill out application online by factors through the fields. Files Marcu-S and to -MAI Respect (as attachment) • The Marcu-S and to -MAI Respect (as attachment) • The Marcu-S and the Marcu-S attachment). (c) Fac: • Call Analog S attachment (as a strain attachment) • Call Call Call Call Call Call Call Cal | | Employers Liability Emp. Med, and AD&D instruction navigation |
| ments | Casualty Ap | plication | | |
| tach | Customer 1-2 Testing | Broker/Agent -Annapolis Insurors | - | |
| A | Atlanta GA 30305 | Waterford HI 48328 | | |
| 7 | Contact | Contact | | |
| hents | E-mail | E-mail | _ | |
| Com | Phone | Phone (562) 928-0431 | - | |
| | Quote Needed By | Fax (714) 672-8908 | - | |
| | Intended Inception | | - | |
| | SS# or Dunn & Bradstreet# | | - | |
| | | 1 of 2 🕨 🚺 😋 💿 | | |



| 10. To deliver the f | orm, on the Client men | u, click DELIVER | Y. In the delivery ta | ab, click [Add New]. | |
|---|---|---|---|----------------------|---|
| | RGANIZATION REPORTS | | | Bookmarks: | HOME HELP SETUP LOGOL Expand Add Remot a Selecti |
| delivery | MARKETING POLICIES CLAIMS SERVICI | Showing Page 0 | | | Commercial Account |
| From Name From Email | To Name Sent To No re | Client Name Created By cords found. Please modify sea | Title Regarding rch criteria and try again. | Status Message | Date Created Date Delivered Via |
| 11. In the email to Information see | ab, on the right next t ction, click Add next to I | o the E-Mail Policies. | | | |
| CLIENT PROFILE OPPORTUNITIES | RGANIZATION REPORTS MARKETING POLICIES CLAIMS SERVIC | ING ATTACHMENTS ACTION | IS TRANSACTIONS DELIVERY | Bookmarks: | HOME HELP S TUP LOGO Expand Add R imove Select |
| delivery | | | | | Comme cial Accour |
| email tax | | | [Send] [Save Draft] [Print] [Clo | sel | |
| | E-Mail Informa | tion | | Policies | Add + |
| Title: | * 🙋 | 1 | | Cancellations | Add I |
| From: | * | | | Certificates | Add |
| From Email Address: | * | | | Binders | Add |
| To: | * | | | Others | Total Attachments: 0 |
| To Email Address: | * | | | | |
| cc: | | | | | |
| BCC: | | | | | |
| Regarding: | * | | | | |
| Messaget | | S | • | | |
| * Re | quired Field | | | | |
| | | | [Send] [Save Draft] [Print] [Clo | se] | |



| 12. In the A | dd Deliv | very Attachm | ient dialog k | oox, click the | [Show] link. |
|---------------------|-----------------|---|-----------------------|----------------------|--|
| policies claims | cancellations | invoices certificate | es Verification V b | inders other | nevsure |
| | | Showing | pPage 1 of 1 | ► N | Filters: [Show] |
| Policy No | Stage Status | Issuing Carrier | Cov Term | Policy Term | Last Updated |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | Cancel Next |
| | ot | her λ binders λ verific | cation 人 certificates | 人 invoices 人 cancell | ations λ claims λ policies |

| | | | | | ne sur | e |
|----------------------|--------------|--------------|---------------------|-------------|--|----|
| rch Filters | | N Showing Pa | age i ori // | | Filters: [Hid Save Filter Setti: gs | e] |
| Policy No: | | | Issuing Carrier | | | |
| Policy Type: | Policy | ~ | Policy Status | In Force | ~ | |
| Eff. Date (Fr): | All Audit | | Eff. Date (To) | | 20 | |
| Exp. Date (Fr): | dit | | Exp. Date (To) | | | |
| Cov. Eff. Date (Fr): | History | | Cov. Eff. Date (To) | : | | |
| Last Updated (Fr): | Policy | | Last Updated (To) | | | |
| t Filters | | | | | | |
| Sort Field 1: Last | Updated | Sort C | order 1: Descending | v | | |
| Sort Field 2: Polic | cy No | Sort C | order 2: Ascending | Y Files pe | r Page: 50 💌 | |
| | | | | | Clear Search | |
| Policy No St | age Iss | uing Carrier | Cov Term | Policy Term | Last Updated | |
| | | | | | | |
| | | | | | | |



| 14. Select the policy | and click Nex | t. | | | 1 |
|--|---|---|---|----------------------------|---|
| pol cies claims cancellations | invoices 🍸 certificates | verification v bind | ders (other) | ne si | ire |
| | Showing P | age 1 of 1 | K | Filters: [9 | how] |
| Policy No Stage Status | Issuing Carrier | Cov Term | Policy Term | Last Updated | |
| ACE test Marketing Pending | | 02/06/2009 | 02/06/2008 | 02/07/2008 | |
| othe | er ∕, binders ∕, verificat | ion \ certificates \ | invoices / cancella | Cancel N | ext olicies |
| 15. Select the appro ACE Internationa | priate ACE Int I Advantage C | ternational <i>A</i> Casualty App | Advantage a | application s used) and | (in this examp click Attach . |
| pol cies claims cancellations | invoices Y certificates | verification bind | ers other | ne si | re |
| Title Descriptio | in | uge of y | | _ | |
| CUSTOM0177 ACE Interr | | | | | |
| | national Advantage Ca | sualty Application | | | |
| CUSTOM0178 ACE Interr | national Advantage Ca national Advantage Co | sualty Application | Extortion Applicatio | n | |
| CUSTOM0178 ACE Interr | national Advantage Ca national Advantage Co national Advantage De | sualty Application rporate Kidnap and fense Base Act Appl | Extortion Applicatic | n | |
| CUSTOM0178 ACE Inter | national Advantage Ca national Advantage Co national Advantage De tional Institutions S | sualty Application rporate Kidnap and fense Base Act Appl tudents and Chaper | Extortion Applicatic ication rone | 'n | |
| CUSTOM0178 ACE Interr CUSTOM0179 ACE Interr CUSTOM0180 ACE Educa CUSTOM0181 ACE Interr CUSTOM0182 ACE Interr | ational Advantage Ca hational Advantage Co hational Institutions S hational Advantage Ma hational Advantage Pro | sualty Application rporate Kidnap and fense Base Act Appl tudents and Chaper rine Cargo Applicati operty Application | Extortion Applicatio ication on | on Incel Back Att | ach |

le,



16. The application is now attached to be sent via email and is visible under **Policies**. Fill-in all required fields with a red asterisk * (the **To Email Address** should be entered as: <u>AdvantagePartners@ace-ina.com</u>) and click **[Send]** to deliver the email to an ACE Advantage Underwriter.

| SEARCH | ORGANIZATION REPORTS | | | | | Bookmarks: Expand | Add R <u>em</u> | iove |
|--------------------------------|-------------------------------|--------------------|---------------------------|---------------------------|----------|---|-------------------|------|
| ROFILE OPPORTUNITIES | MARKETING POLICIES CLAIMS | SERVICING ATTACH | MENTS ACTIONS TRANSAC | TIONS DELIVERY T- | LOG | | | |
| | | | | | | \rightarrow | Commercia | al A |
| | | | | | | | | |
| fax | | | | | | | | |
| | | | [Send] [Say | ve Draft] [Print] [Close] | | | | |
| | E-Mail I | Information | | | | Policies | Add | E |
| | | | | | Title 🔶 | Description | | |
| Title: | | * 📴 | | | CUSTOM01 | 77 ACE International Advantage (Application | Casualty | |
| _ | 1 | 7. | | | | Claims | Add | ÷ |
| From: | | * | | | | Cancellations | Add | + |
| From Front Address | | ٦. | | | | Invoices/Reconciliations | Add | ÷ |
| From Email Address: | | * | | | | Certificates | Add | + |
| To: | | 7. | | | | Verification | Add | + |
| | | | | | | Binders | Add | + |
| To Email Address: | AdvantagePartners@ace-ina.com | * | | | | Others | Add | + |
| BCC: Regarding: Message: | | • | < × | | | | | |
| | * Required Field | | [Send] [Sav | ve Draft] [Print] [Close] | | | fax | en |



Using Coverage Templates for Standard Coverage Limits

The Nexsure Coverage Template functionality allows for the creation of application templates that include standardized information (such as default coverage limits) in order to save application population time. The use of Coverage Templates allows an agency to access their pre-created templates and begin the application process with default limits already entered.

To Add a Marketing Policy

Applications are added and completed for submission to carriers on either the Marketing or Opportunities screens.

| sur | e 🔶 | | | | | | | ном | ie Help S | ETUP L |
|----------------|--------------------|-------------------------------------|---|--------------------|-----------|-------------------|------------|-------------|---------------|----------|
| - | SEARCH | ORGANIZATION R | EPORTS | | | | Boo | kmarks: Exp | and Add R | emove S |
| h | | | | | | | | | | |
| must search | for a record prior | to entering a new o | one. After the results are returned you will be given the c | ption to add a nev | v record. | | | | | |
| | Client | HISTORY RES | IIII TS - CI TENT | | | | | | | |
| r. :h Type: | Contains | 8 Record(s) For | ound M 4 | Showing Pa | ge 1 of 1 | ► N | | | Go To P | age 1 🗸 |
| ch: | All Branches | V Details | Name | Client Type | Stane | Location Name | City | St /Prov | 7in/Postal | Remove |
| t Stage: | All | | Audit Customer | Personal | Client | Location Manie | city | 50, PTOV. | cip, Postal | |
| :Туре: | All | × | William Idol & Associates | Commercial | Client | Corporate office | Brea | CA | 92821 | Re- |
| Class: | All | ✓ | Cathy Smith | Commercial | Client | 234 George Way | Calera | AL | 35040 | R- |
| nation: | All | ✓ | Bob Smith | Commercial | Client | primary residence | Brookfield | WI | 53045 | |
| S: | All | ✓ | Ateam Auto | Commercial | Prospect | Ateam Auto | Fullerton | CA | 92831 | E |
| | | - | Henderson Hardware & Supply Company & Electronics | Commercial | Client | Winston location | Brea | CA | 92821 | |
| Number: | | - | Chris D Critter | Personal | Prospect | Home | Fullerton | CA | 92831 | |
| ription: | | B | 1-2 Tasting | Commercial | Client | | Atlanta | GA | 30305 | |
| e Number: | | | 1 L resting | Connercial | Chene | | Addito | | | |
| ion Name: | | | | | | | | | Search | Clear |
| ion Address: | | | | | | | | | | |
| tion City: | | | | | | | | | | |
| ion ostal: | | | | | | | | | | |
| Name: | | | | | | | | | | |
| Name: | | | | | | | | | | |
| prise Code: | | | | | | | | | | |
| nust search | for a record prior | to entering a new (| one. After the results are returned you will be given the c | ntion to add a new | record. | | | | | |
| | | a non a | | | | | | | | sear |
| | | | | | | | | _ | | Jean |



3. On the **Client** menu, click **MARKETING**. If no marketing policies exist, a dialog box will display.

| IEXSL | lre | | | | | | | HOME HEL | p setup loc |
|--------------|------------|--|-------------------------|-------------------|----------------------------|-------------------------|--------------------------|------------------------------------|------------------|
| | | SEARCH ORGA ATION RE | PORTS | | | | | Bookmarks: Expand Ad | ld Remove Sele |
| LIENT PROFIL | E OPPOR | TUNITIES MARKETING POL | ICIES CLAIMS SERVIC | ING ATTACHMENTS | 6 ACTIONS TRANSAC | TIONS DELIVERY T-LO | OG | | |
| | | | | | | | | ► Pe | ersonal Accou |
| arketing hi | story mark | et analysis | | | | | | | |
| | | | | Showing P | age 1 of 1 🕨 | 1 💌 | | | Filters: [Show] |
| Details | Assign | Line of Business Policy Number Policy Description Policy Type | Stage Status | Mode | Updated By Updated Date | Estimated Premium | Policy Term | Issuing Carrier Billing Carrier | Remove |
| > | 2 | None Unassigned | Marketing Empty | New | 05/18/2006 | \$0.00 D | 05/18/2006 05/18/2007 | Progressive Progressive | Ŀ |
| | 6 | No Message(s). | | | | | | | |

4. Click **OK** to check for marketing history. Or, click **Cancel** to add a new marketing policy.



Note: If marketing policies are available, a new marketing policy can be added through **SERVICING** > **Marketing**. If the correct marketing policy is not found on the **history** tab, click **MARKETING** on the **Client** menu again. The dialog box is displayed again, click **Cancel**.

| 5. Once the n | ew market | ing policy is op | pen, the unde | erwriti | ng tab is displa | ayed. | | |
|--------------------|----------------------|------------------|----------------------|-----------|------------------|--------------------------|----------------------------------|------------|
| underwriting polic | y info 💙 assiç | gnment attachme | ents actions | qualifica | tion history t | ransactions clai | ims sumi | mary of ir |
| Branch: | E | Brea Branch | | Policy | Term: | 09/19/2006 09/19/2007 | 12:01AM PST 12:01AM PST | B |
| Policy Type: | ٩ | 10noline | | Covera | ige Term: | | | |
| Issuing Co: | | Unassigned | ✓ >> | Stage: | | Marketing | | |
| Billing Co: | Billing Co: Unassign | | ✓ >> | Mode: | | New | | |
| Policy Number: | | Unassigned | | Status: | | Pending | • | - |
| Policy Description | | | | Origina | ation Date: | | | |
| List | Rate | Bridge | Prin | it | History | In Force | Save Ch | anges |



Tips & Facts Volume 4, Issue 2

- 6. In the policy header, contains each of the following:
 - **Issuing Co**: Select the issuing company name from the list box if known.
 - Billing Co: Select the billing company name from the list box if known.

Note: Click the >>> button to expand the Issuing Co and Billing Co field to view full names.

- Policy Number: Leave the policy number as unassigned as the policy does not yet exist.
- Policy Description: Enter a description to categorize the policy. This description can only be modified from the underwriting tab and will remain with the policy.
- Policy Term: The policy term defaults to one year from today's date. To change the policy term dates, click the Calendar icon to select new dates. Use the Selecting a Policy Term guidelines to complete the Assign Date and Time dialog box.
- **Coverage Term**: Coverage term dates are not active in marketing.
- Stage: Identifies the current stage of the policy. Nexsure defines the Stage automatically, such as: Marketing or Policy stage.
- Mode: The Mode identifies the policy as: New, Renew, or Re-New-Co.
- Status: Once the policy has been submitted to the carrier, use the Status type to denote where in the quoting process the application stands.
- Origination Date: The policy term effective date is displayed as the Origination Date upon placing the policy in force or binding the policy. Once the policy is placed in force, the Origination Date will remain static throughout the life of the policy. This date can assist in the tracking of the retention of existing customers as they are migrated to new divisions within a customer's organization as well as tracking the retention of acquisition business.





| | assignment accaciments ac | tions qualification history | transactions claims sur | nary of insurance Classifieds |
|---------------------|---------------------------|-----------------------------|---|--|
| Branch: | Brea Branch | Policy Term: | 12:01AM 09/19/2006 PST 09/19/2007 12:01AM | navigation instruction |
| Policy Type: | Monoline | Coverage Term: | PST | Base Requirements Auto - Commercial instruction avigatio |
| Issuing Co: | SAFECO INS CO OF AMER | V >>> Stage: | Marketing | |
| Billing Co: | SAFECO INS CO OF AMER | V >>> Mode: | New | |
| Policy Number: | A023-8925-352 | Status: | Pending 🗸 | |
| Deline Descriptions | | Origination Date: | | |

- 8. The following options are available on the navigation toolbar:
 - Print: Print the marketing application once it has been added.
 - **History**: Move the marketing policy to history when the marketing policy is no longer active or needed.
 - In Force: This option moves the policy from marketing to active, making the policy a current In Force or Bound policy status. Once a policy is in force, changes may only be made through SERVICING.
 - Save Changes: Saves any additions or changes made to the underwriting tab.



- 9. The following links are available:
 - **[Import]**: Import the client's data into the file from outside programs such as rating vendors.
 - [ACORD XML]: Import or export XML data.
 - **Supplements**]: After all applications are added, any supplemental forms can then be added.
 - [Add Application]: New Application Selection dialog box will be displayed.

Note: The **[Template]** link becomes available once an application has been added and the form has been accessed. Templates can be created or used to help populate applications.





To Create a Coverage Template

Application templates can be created to save application population time. Templates can be created on any client account at the **marketing** > **underwriting** level. On state-specific forms, only templates for the same state as the target application may be used.





4. Enter a name to identify the **template**. Naming the **template** makes it easier to pick out of a list later.

| template | | | | ne sure |
|----------|----------------|---|---------|------------|
| | | | Back Ne | ext Cancel |
| | _ | _ | | template |
| 5. Clic | k Next. | | | |

6. The sections listed are the same sections found in the tree on the navigation tab. Select the sections to be used to create the **template** and click **Next**.

| ten plate | | | | | |
|--|------------------|--|--|--|--|
| | ne sure | | | | |
| | | | | | |
| Please select sections to save to the template, then cl to continue. | ck 'Next' button | | | | |
| Label | Type 📩 | | | | |
| Producer | Single | | | | |
| Applicant | Single | | | | |
| Other Named Insureds | Multi | | | | |
| Contact | Single | | | | |
| Billing | Single 🔤 | | | | |
| Attachments | Single | | | | |
| Premises Info | Multi | | | | |
| General Info | Single 🧹 | | | | |
| | | | | | |
| Back Next Cancel | | | | | |
| template | | | | | |



7. The drop-down box contains each section selected on the previous screen. Selecting the section displays the fields for each section. Select the needed fields. When all sections have been completed, click **Finish**.



OK



Using the Template

To Use a Coverage Template

1. Add the line of business to marketing and complete the application. Click the \pm beside the line of business and the
 beside the form number to activate the [Template] link. assignment attachments actions qualification policy info igation instruction Policy Term: Jay Branch 09/25/2003 12:01AM IDLW 09/25/2004 12:01AM IDLW Underwriting Coverage Term Polic Monoline Base Requirements Hartford V >>> Stage: Marketing [ssi Generic Application Billing V >>> Mode: Hartford New Producer olie Unassigned Status: Pending * Applicant Other Named Insureds Contact Origination Date: List Bridg Print In Force Save Changes Billing Attachments Rate History Action Attachments Premises Info General Info Prior Carrier - GL Deta Topic Type Status Ņ Closed Market policyCreated By: [Nexsure Admin] To: [Nexsure Admin] Date: [06/19/2007 5:37 PM IDLW] Marketing Annotation Prior Carrier - Auto [Ter olate] [Import] [ACORD XML] [Supplements] [Add Application] Prior Carrier - Prop Prior Carrier - Other Descripti Forms Remove Narrative Underwriting N En Loss/Incident History Remarks Line of Business: Lines of Bus instruction naviga Form Description move -Generic Application Ge c Application GAPP Othe 2. Click the [Template] link. Select the option button beside the template to use. You must 3. select a template for the Populate button to become available. ne sure Name Created By Date Created property-Comml Mary Oberleitner 4/19/2007 1:38:33 PM **E** Next Populate Cancel Add New temp 4. Click Populate. When populated, a message notifies you that the application was successfully populated from the template. Click Cancel to close the template screen.