Chapter 5

Color Schemes and Blank Forms

IN THIS CHAPTER

- ***** Changing Nexsure Color Schemes
- * Adding Your Own Logo
- * Printing Blank Forms

Changing Nexsure Color Schemes

If the current color scheme does not match your Organizations look and feel, there are some color options available. Access Nexsure Color Schemes by clicking on the **SETUP** link located on the Utility menu and then clicking the **Color Schemes** link located on the Setup Console.

nexsure				HOME HELP SETUP LOGOUT
SEARCH Use the navigation below to access Nexsure setup information. Setup Console	ORGANIZATION REPORTS			Bookmarks: Expand Add Remove Selected
Expand Minimize Actions Color Schemes	Color Schemes Color Schemes	[A	dd Image]	Preview
Lookup Margement Opportunities	Description	Preview	Delete	Stark (South Control (South
Print Blank Forms	O Blue Nexsure	nevsure	B	
Programs Document Templates	Deep Blue Nexsure	nessure		Welcome to XD11. Please login.
Security Administration	Gold Nexsure	ne sure	E:	ight :
	Light Blue Nexsure	nevsure		EI IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	C Red Nexsure	nevsure		
	 Silver Nexsure 		E:	
	Teal Nexsure		E:	
		Change Sc	heme	coler schemes 🗸

CHAPTER 5

The Nexsure logo default color is Nexsure Red, but may be changed to any of the following:

- Blue Nexsure
- Deep Blue Nexsure
- Gold Nexsure
- Light Blue Nexsure
- Red Nexsure
- Silver Nexsure
- Teal Nexsure

The Nexsure default color scheme is Nexsure Default, a burgundy color like the "X" in the Nexsure Red logo. The scheme may be changed to any of the following:

- Nexsure Default
- Rich Gold
- Bright Blue
- Miami Teal
- Ghost Silver
- Sky Blue
- Deep Blue

To change to one of the other Nexsure logo colors and color scheme, click the Color Scheme drop-down box and choose the menu colors first, then click the radio button by the desired logo and finally click the Change Scheme button for the changes to take place. As the different selections are made they may be previewed on the right side of the screen before making the final decision. Change the colors as often as needed.

Notes

Adding Your Own Logo

If it is preferred to have your own logo instead of the Nexsure logo when in Nexsure use the following instructions:

Before attempting to add a logo, make sure the dimensions and format are correct.

- The logo must have a gif extension.
- The logo must not be larger than 135 X 58 pixels or a file size larger than 10KB.

Note: To resize a logo use a graphics program such as Microsoft Photo Editor.

Once the size and formatting are correct:

Click the Add image link located at the top of the color scheme page to display the Company Logo Upload pop-up window.

Color	Schemes	[4	idd Image]
🗿 Upload Im	age - Microsoft	Internet Explorer	
Company	Logo Upload	ı	ne sure
File			Browse
Description			
		Clos	e Upload

Click the **Browse** link to display locations on your computer and/or network. After locating the logo, click the file to select and then the Open button to display the Company Logo Upload again.

Choose file					? 🛛
Look in:	icons		•	🗢 🗈 💣 📰 •	
My Recent Documents Desktop My Documents	N icons.bmp				
My Computer					
My Network	File name:			•	Open
Flaces	Files of type:	All Files (*.*)		•	Cancel

A description of the logo is required, so enter a description. The description will not be a part of the logo.

Click the Upload button to add the logo to Nexsure. If Close is selected instead, the process is aborted.



As long as the newly added logo is in use it cannot be removed. Change the logo and the **Remove** icon for the added logo becomes active. Click the **Remove** icon to remove from the scheme list. No prompt will display, the logo will be removed.

Note: To resize a logo use a graphics program such as Microsoft Photo Editor.

_

Notes

Printing Blank Forms

Sometimes it is necessary just to have a blank form not from a specific clients account. To print a blank form, follow the instructions below:

Access Print Blank Forms by clicking on the **SETUP** link located on the Utility menu and then clicking the **Lines of Business** link located on the Setup Console. By default all the forms are available.

If searching for state specific forms such as Personal or commercial auto use the Sate/Province drop-down box to choose the state.

nevsure	DOCANTZATION D		INDATONS	F1 TAI/A	HOME	HELP SETUP SUPPORT
Service of the servic	e blank form:	s summary	ofinsurance	rating forms	Doormaiks:	Expand Add Kemove Ser
Actions Client Access Retail Agent Access Color Schemes Integration Downloads	Form St State/Pr Type: Lines of	andard: rovince: Business:	ACORD ALL All All	V V List	Suppress page number (# of ##) when printing	g/delivering forms.
Lookup Management	View	Fo	rm		Description	Type 🔨
Opportunities	Q	ACO	RD 1	Pro	operty Loss Notice 1	Claim
Lines Of Business	Q	ACOR	D 125	Comr	mercial Application 125	Application
Document Templates	Q	ACOR	D 126	Commercial	General Liability Section 126	Application
Security Administration	Q	ACORD	127 AK	Business/Comr	mercial Auto Section 127-137 AK	Application
	Q	ACORD	127 AL	Business/Com	mercial Auto Section 127-137 AL	Application
	Q	ACORD	127 AR	Business/Comr	mercial Auto Section 127-137 AR	Application
	Q	ACORD	127 AZ	Business/Comr	mercial Auto Section 127-137 AZ	Application
	Q	ACORD	127 CA	Business/Comr	mercial Auto Section 127-137 CA	Application
	Q	ACORD	127 CO	Business/Comr	mercial Auto Section 127-137 CO	Application
	Q	ACORD	127 CT	Business/Comr	mercial Auto Section 127-137 CT	Application
	9	ACORD	127 DC	Business/Comr	nercial Auto Section 127-137 DC	Application
	9	ACORD	127 DE	Business/Comr	mercial Auto Section 137-127 DE	Application
	9	ACORD	127 FL	Business/Com	mercial Auto Section 127-137 FL	Application
	9	ACORD	127 GA	Business/Comr	mercial Auto Section 127-137 GA	Application
	9	ACORD	127 HI	Business/Com	mercial Auto Section 127-137 HI	Application
	Q	ACORD	127 IA	Business/Com	mercial Auto Section 127-137 IA	Application
	9	ACORD	127 ID	Business/Com	mercial Auto Section 127-137 ID	Application

Use the Type drop-down box to select the type of form such as Commercial lines.

Use the **Lines of Business** drop-down box to select a specific line of business within the other selected search topics such as in the screen below.

olank forms					
Form Standard:	ACORD	~]		
State/Province:	ALL	~	Suppress page number (# of # printing/delivering forms.	#) when	
Type:	All	~			
Lines of Business:	All	~	List		
View For	= All "Package Total	<u>^</u>	iption	Туре	7
	Accidental Death		ss Notice 1	Claim	
	Agriculture Liability Agriculture Package		pplication 125	Application	
	Agriculture Pers. Property Agriculture Property		Liability Section 126	Application	

After finding the form to be printed, click the **View** icon to display the form.

Click the **Printer** icon to display printer options for printing.

Anttps://nexweb7.nexsure.com/efiles/clients/view.asp?FormId=1559 - M									×				
📔 📄 🌺 🧌 🔛 🔊 🔿 🗎 🎴 🏪 Review & Comment 🔹 🌽 Sign 🔹													
Print 📓 🔍 - 🗋 🗋 🕒 🙃 60% - 💿 📑 🛟										_			
	Г												Ы
IKS		<u>AC</u>	<u>ORD</u> , COMMER	CIAL (GENERALI	IABILI	TΥ	SECT	ION		DATE		^
Ĩ		PRODUCER	PHONE (AVC. Ho. Edi:		APPLICANT (First Harved Instants)								
<u>B</u>					EPPECTIVE DATE	EXPIRATION DATE	-	DIRECTOLL	PAN	MENT PLAN	AUDIT		
					FOR COMPANY OFFICIELY		Ľ						
[8]		COVERA	suscose:					0					=
latri					GENERAL AGGREGATE	NEEDA TOMO A SOL	MICATIF	1		PREMISES/OPE	RATIONS		
Sig		OWHE	R'S & CONTRACTOR'S PROTECTIVE		PERSONAL & ADVERTISING BACH OCCURRENCE	INJURY		1		PRODUCTS			
		PROFI	ERTY DAMAGE 5		DAMAGE TO RENTED PREM MEDICAL EXPENSE (Any on	1989 (each occurre spensor)	nce)	5 5		OTHER			
(s		BODIL	YINJURY S S	Alle C.J.M. Alle C.C.J.Titelece	EMPLOYEE BENEFITS			3		TOTAL			
Lay		OTHERCOM	SRAGES, RESTRICTIONS AND/OR ENDORS	EMENTS (For hire	dinon-owned auto coverages a	Hach the Businets /	Auto Secti	ion, ACORD 127					
Ges													
C SCHEDULE OF HAZARDS													
		LOCATION	CLASSIFICATION	CODE	PROMUM BASIN	EXPOSURE	TERR	PREWOPS	PRODUCTS	PREMOPS	PRODUCTS		
ett:													
E E													
Ŭ													
		<u> </u>											
		<u> </u>											
													~
	ψ	8.5	x 11 in 🔣									>	
				4	1 of 2				0 0				

Suppressing Page Numbers on Underwriting Forms

If the page numbers on forms found at the policy underwriting level need to be suppressed, this can be done by clicking the **SETUP** link on the **Utility** menu, the **Print Blank Forms** link on the Setup Console and checking the box beside **Suppress page number (# of ##) when printing/delivering forms.** Checking this box not only suppresses the page number when printing, but also on the Delivery screen in Nexsure. This is a global setting that affects the entire organization's forms.

Form Standard: ACORD Suppress page number (# of ##) when printing/delivering forms. State/Province: All Suppress page number (# of ##) when printing/delivering forms. Type: All Suppress page number (# of ##) when printing/delivering forms. Type: All Suppress page number (# of ##) when printing/delivering forms. Type: All Terrain Vehicle List Suppress page number (# of ##) when printing/delivering forms. Type Suppress page number (# of ##) when printing/delivering forms. Type Suppress page number (# of ##) when printing/delivering forms. Type Suppress page number (# of ##) when printing/delivering forms. Type Suppress page number (# of ##) when printing/delivering forms. Type Suppress page number (# of ##) when printing/delivering forms. Type Suppress page number (# of ##) when printing/delivering forms. Namestage forms. Suppress page number (# of ##) when printing/delivering forms. Namestage for training forms. Suppress page number (# of ##) when printing/delivering forms. Namestage for training for	ank forms					
State/Province: All Type: All Type: All Unes of All Terrain Vehicle Usiness; All Terrain Vehicle View Form Description Type: All View Form Description Type: List Statest // Form Description Type: Commental Add Pert Statest // Book Rest Policy Term: Statest // Book Rest Policy Term: Statest // Book Rest Policy Term: Billing Co: Unassigned Dispose // Book Rest Base Requirement: Billing Co: Unassigned Base Requirement: Billing Co: Corerages - Audor Corerages - Audor Corerages - Audor Corera	Form Standard:	ACORD		v		
Type: All Image: Substances Lines of business: All Terrain Vehicle List View Form Description Type ENVERTING: NAME: Expand LAdd Ref Status: Description Type ENVERTING: OPCANLEXTIN: REPORTS Status: Commercial Add Ref ENVERTING: OPCANLEXTIN: REPORTS Commercial Add Ref ENVERTING: OPCANLEXTIN: PEOLOGY TATALIMENTS ALTACHMENTS Commercial Add Ref ENVERTING: OPCANLEXTIN: PEOLOGY Transactions: Colorer PEOLOGY Colorer Brench: Deleging Minobis REPORTS Example: Transactions: Colorer PEOLOGY Peology: Colorer	State/Province:	ALL		Suppress p	age number (# of # livering forms.	#) when
Lines of business: All Terrain Vehicle List View Form Description Type View Form Description Type View Form Description Type View Contraction REPORT Report Report State(1) ORGANIZATION REPORTS Contraction Report State(1) ORGANIZATION REPORTS Contraction Topo State(1) ORGANIZATION REPORTS Contraction Topo State(1) ORGANIZATION REPORTS Contraction Topo State(2) OPORTINUITIES MARKETING POLICIES Contraction Topo State(2) OPORTINUITIES MARKETING POLICIES Contraction Policy Topo	Type:	All		,		
View Form Description Type EVEN Form Description Type EVEN SEARCH ORGANIZATION REPORTS Bookmarks: Expand Add Gen Search ORGANIZATION REPORTS Bookmarks: Expand Add Gen ENTITIES OPACHUE OPORTUNITIES MARKETING POLICIES CLAINS SERVICING ATTACHMENTS ACTIONS DELIVERY 1-LOC Ent PROPELLE OPORTUNITIES MARKETING POLICIES CLAINS SERVICING ATTACHMENTS ACTIONS DELIVERY 1-LOC Branch: Marketing Biling Co: Unassigned Stage: Marketing Biling Co: Unassigned Stage: Marketing Biling Co: Unassigned Stage: New Pending Commards Add Rev Commards Add Rev Commards Add Rev Visit Rate Bridge Print Compare Policy On Off Save thanges Coverages - Auto Vehiclas Interview Review & Commert Sign + Sign + Drivers Bookerasting Biling Entholds Entholds <t< td=""><td>Lines of Business:</td><td>All Terrain Vehicl</td><td>e</td><td>🗸 List</td><td></td><td></td></t<>	Lines of Business:	All Terrain Vehicl	e	🗸 List		
NUME HELE STATUL NUME HELE STATUL SARKI ORANIZATION REDORT Bookmarks Expand Add Ret SARKI OPORTUNITIES MARKETING POLICIES CALING SERVICING ALTICINENTS ACTIONS DELVERY TALO International control International	View For	n		Description		Туре
NUME Numerical Add Idea ENTROPILE OPPORTUNUITES MARKETING POLICIES CLAINS SERVICING ATTACHMENTS ACTIONS DELIVERY TAUGO Immedia Opportunuities MARKETING POLICIES CLAINS SERVICING ATTACHMENTS ACTIONS DELIVERY TAUGO Immedia Opportunuities MARKETING POLICIES CLAINS SERVICING Clains Tununum of numeric Immedia Immedia Marketing Policy Term: 09/20/2005 12/01AM PST Opportunuities Immedia Immedia Status: Compare Policy Term: 09/20/2005 12/01AM PST Opportunuities Actional Auto Opmore Opportunuities Actional Auto						
NUME ORCANIZATION REDRIF Deckmarks						
Basker Converges CALINE CALINE SERVICING ATTACHMENTS ACTIONS DELIVERY TANSACTIONS DELIVERY TAOS Bernardia OPPORTUNITIES MARKING POLICIES CALINE SERVICING ATTACHMENTS ACTIONS DELIVERY TAOSACTIONS DELIVERY DELIVERY DELIVERY DELIVERY DELIVERY DELI	suic				Bookmark	HOME HELP SETUP
And Policies Policies Charles Servicies Actions Actions Actions Delivery Fold ent Name: The Hinge Compare Policies Commercial Actions Commercial Actions Servicies Commercial Actions Servicies Barlyador		SEARCH URGANIZATI			Bookmark	ks: Expand Add Remov
	nt Name: The H		I POLICIES CLAIMS	SERVICING ATTACHMENTS ACTIONS	IRANSAUTIONS DEL	LIVERY I-LUG
envirting policy info assignment attachments actions qualification history transactions claims cummary of nummary ranch: Marys Branch Policy Term: 09/20/2005 12:01AM PST olicy Type: Package Coverage Term: 09/20/2005 12:01AM PST ssuing Co: Unassigned Stage: Marketing uling Co: Unassigned Mode: New ist Rate Bridge Print Compare Policy: Ion I Off Save thomeset Ist Rate Bridge Print Review & Comment Sign Image: Save a Copy Print Print Producer Applicant Billing Coverages - Auto Coverages - Auto Coverages - Auto Coverages Image: Save a Copy Print Producer Applicant Billing Image: Save a Copy Print Producer Applicant Billing Image: Save a Copy Image:	ent Name: The H	inge company				Commercial
ranch: Marys Branch Policy Term: 09/20/2004 12:01AM PST 09/20/2005 12:01AM PST 09/20/2005 12:01AM PST 09/20/2005 12:01AM PST 09/20/2005 12:01AM PST 09/20/2005 12:01AM PST 00/20 Unassigned Stage: Marketing Unassigned Mode: New 00/20 Unassigned Mod	erwriting Y policy info	γ assignment γ attachm	ents 丫 actions 🍸 qualification	history transactions claims su		
09/20/2005 12:01AM PST 00/cy Type: Package Ssuing Co: Unassigned Massigned Stage: Marketing Uling Co: Unassigned Massigned Stage: List Rate Bridge Print Compare Policy: [Di] [Diff] Save a Copy Print Sect Text Image: Print Sect Text Image: Print Producer Producer Accretor Text Image: Print Sect Text Image: Print Producer Image: Print Image: Print Producer Image: Print Print: Print	ranch:	Marys Branch	Policy Term:	09/20/2004 12:01AM PST	navigation	instruction
ssuing Co: Unassigned Unassi	olicy Type:	Package	Coverage Te	09/20/2005 12:01AM PST rm:	🗆 Underwri	ting
Standard Standard Outgain New Solid Status New Sol	ssuing Cor	Ilpassigned	Stager	Marketing	+ Base	Requirements
Oplicy Number: CPP-980987866 Status: Pending List Rate Bridge Print Compare Policy: [0n] [0ff] Save Changes Image: Status: Rate Bridge Print Compare Policy: [0n] [0ff] Save Changes Image: Status: Review & Comment Image: Status: Image: Status: Producer Image: Status:	illing Co:	Unassigned	Mode:	New	± AR/V.	aluable Papers mercial Auto
List Rate Bridge Print Compare Policy: [Un] Compare Policy:	olicy Number:	CPP-980987866	Status:	Pending		CORD 127 CA
ACRD 127 (200304) PLEASE COMPLETE REVERSE SIDE ACCRD CORPORATION 1993 B.5 x 11 in	List	Kate Bri	jge Print	compare Policy: [Un] [UTT] Save C	nanges 🔶	Producer
Save a Copy Print Enail Search Print Enail Search Print Enail Search Print Print Enail Search Print Print Enail Search Print Print <td></td> <td></td> <td></td> <td></td> <td></td> <td>Applicant Billing</td>						Applicant Billing
Coverages - Truckers Coverages - Motor Car Coverages - Motor Car	📔 Save a Copy 🍵	🚔 Print (🤗 Email 🏼 🎒	Search 🛛 🐯 🔊 🔿	📄 🛛 👎 Review & Comment 👻 🥖 Si	gn 👻	Coverages - Auto
Sytemation Sytem	Mb Tm cale at Ta					Coverages - Truckers
Structor Aver. New AveAccess Eventsoc.ex X Centrocate sequence Vehicles X Loss Aver. X Societa Astructure Societa Astructure Drivers X Loss Aver. Societa Astructure Societa Astructure Societa Astructure Drivers Y New Cores Esconta Astructure Societa Astructure Societa Astructure Drivers Y New Cores Esconta Astructure Societa Astructure Societa Astructure Drivers Y New Cores Esconta Societa Astructure Societa Astructure Drivers Y New Cores Esconta Onivers Societa Astructure Drivers Y New Cores Esconta Onivers Societa Astructure Drivers Y New Cores Esconta Onivers Societa Astructure Drivers Y New Cores Files Esconta Cores Astructure Societa Astructure Noncost REMARKS Please Complete Reverse Side © Accord Cores Ocieta Astructure Societa Astructure Societa Astructure <						Coverages - Motor Carrie Endorsements
Image: State of the state	ADDITIONAL INS	ANK: NAME AND ADDRESS REFE	tence #: X o	CERTIFICATE REQUIRED INTEREST IN ITEM NUMBER		Vehicles
Utswicker Device A 12800 Ower Been CA 32831 General Info Additional Interest Attachments Remarks Commercial Property Crime Gage and Dealers Beeneral Liability Burble Ower Beeneral Liability Umbrella - Commercial Workers Compensation Workers Compensation	LOSS PAYEE	An South Bank 870 West Drive		SCHEDULED ITEM NUMBER:		Drivers
Owner Interest Interest Additional Interest Interest Additional Interest Interest Attachments REMARKS Commercial Property Interest Commercial Property Interest Equipment Floater Interest Garage and Dealers Interest Interest Interest Workers Compensation	EMPLOYEE AS I	Brea CA 92821 ESSOR		OTHER		General Info
Important metroscoremote pord F150 King Cab Truck Remarks REMARKS Commercial Property Commercial Property Crime Equipment Floater Garage and Dealers General Liability Umbrelia - Commercial Workers Compensation Workers Compensation	OWNER				-	Additional Interest Attachments
REMARKS	TEGISTRANT	ITEM DESCRIPTION: Ford F	50 King Cab Truck	1		Remarks
ACORD 127 (2003/04) PLEASE COMPLETE REVERSE SIDE © ACORD CORPORATION 1993 ACORD 127 (2003/04) PLEASE COMPLETE REVERSE SIDE © ACORD CORPORATION 1993 Cime B Equipment Floater G Garage and Dealers B General Liability D Umbrella - Commercial Workers Compensation	REMARKS				E Comr	mercial Property
ACORD 127 (2003/04) PLEASE COMPLETE REVERSE SIDE © ACORD CORPORATION 1993					E Crime	e
ACORD 127 (2003/04) PLEASE COMPLETE REVERSE SIDE © ACORD CORPORATION 1993 © © © © © © © © © © © © © © © © © © ©					t Equip	ment Floater
Image: State of the state of t	ACORD 127 (20	03/04)	PLEASE COMPLETE REVERSE SID	© ACORD CORPORATION 199	B Garag	ral Liability
Workers Compensation	ð				Umbr	rella - Commercial
	🚥 🚸 8.5 x 11 in	<			+ Work	ers Compensation
1 of 5 N C C C C C C C C C C C C C C C C C C			4 1 of 5			instruction navigatio

When the **Suppress page number (# of ##) when printing/delivering forms** box is unchecked, the page numbers print as shown below:

Suid		PORTS		HOME HELP SETUP LOGO
			ATTACHMENTS ACTIONS TRANS	ACTIONS DELIVERY TIOC
nt Name: The Hi				Commercial Accourt
sit Name. me H	inge company			Commercial Account
erwriting Y policy info	γ assignment γ attachments γ .	actions $ ightarrow$ qualification $ ightarrow$ history $ ightarrow$	transactions γ claims γ summary of in:	
				navigation instruction
ranch:	Marys Branch	Policy Term:	12:01AM	
			09/20/2005 12:01AM	🗆 Underwriting
			PST	+ Base Requirements
olicy Type:	Package	Coverage Term:	201	AR/Valuable Papers
			影	Commercial Auto
				E ACORD 127 CA
ssuing Co:	Unassigned	💙 Stage:	Marketing	Producer
illing Co:	Upassigned	Mode:	New	Applicant
ining oo.	onassigned	- Model		Billing
olicy Number:	CPP-980987866	Status:	Pending 💌	Coverages - Auto
List	Rate Bridge	Print History	In Force Save Changes	Coverages - Truckers
		-		Coverages - Motor Carrier
				Endorsements
🗐 Save a Conv 🧯	🖹 Print 🤷 Email 🏙 Search		eview & Comment 🔹 🥒 Sian 🔹	Vehicles
				Drivers
Con Tr Select Tex	t - 🐻 🔍 - 🗅 🗋			General Info
1				Additional Interest
			•	Recentle
ž			~	Commercial Property
Ë I				± Crime
2 (2003/04)	PLEASE	OMPLETE REVERSE SIDE	© ACORD CORPORA	🛨 Equipment Floater
ž 🛾		Page 1 of 5		+ Garage and Dealers
		raye 1 OI 5	~	🛨 General Liability
🚸 8.5 x 11 in	<	ш	>	🗄 Umbrella - Commercial
		1 of 5 📃 🔿		🗄 Workers Compensation
	19 9			instruction navigation

Notes

