CONVERTING THE QUICK QUOTE TO AN APPLICATION

- Select “Convert to Application” button.
- The converted application will pre-populate the information that was submitted as a Quick Quote.
- The remainder of the application will need to be completed before submitting to underwriting.
- Each tab within the application workflow needs to be completed. If the information is not completed within each tab, a validation message will appear in red to the left, advising of the information needed. See example below:

INSURED TAB

- Complete all yellow shaded areas below on the Insured tab and add the following if applicable:
  o Additional Named Insured
  o Additional Insured
  o Mortgage Company, Contract Buyer/Seller, Additional Interest
- When adding a mortgagee, select “payor” if the premium is to be escrow billed.

When completed proceed to the Dwelling tab or select “Continue”.
**DWELLING TAB**

Complete all yellow shaded areas.

When completed proceed to the Survey tab or select “Continue”.

![Image of Dwelling Tab interface with filled out fields](image-url)
SURVEY TAB

- Complete all yellow shaded areas.
- Additional pop-up boxes may need to be completed based upon the initial response.

Example of Pop-Up Boxes

When completed proceed to the Coverages tab or select “Continue”.
COVERAGES TAB

- Complete all yellow shaded areas.

Above you will notice the manuals that are available for viewing. Click on the manual of your choice to view underwriting guidelines and rules.

When completed proceed to the Forms tab or select “Continue”.

FORMS TAB

- Risks located in a qualified mine subsidence county automatically receive mine subsidence coverage unless coverage is rejected.
- Mine Subsidence coverage can be rejected by clicking the box next to “Yes”.
- Selecting “Yes” to the question: Do you wish to reject mine subsidence coverage? will enable the mine subsidence rejection form. Signatures are required in order to reject mine subsidence coverage.
Selecting Earthquake Coverage

- Earthquake coverage may be added by endorsement only for Dwelling and Homeowners.
- Select the box and select “Add Selected Endorsements”.

- Choose the deductible options available from the drop down box.
• **Deductible Options**

When completed proceed to the Claims tab or select “Continue”.

**CLAIMS TAB**

• If there are no claims, indicate same and proceed to the Pricing tab or select “Continue”.
- If there are claims, select “Yes” from the drop down box and complete the claims history.

- Add loss history.
• Enter loss history information

![Add Loss Form]

• To add additional losses, once the first is saved, select the “Add Loss” button again.

When completed proceed to the Pricing tab or select “Continue”.

Pricing Tab

• Selecting the Pricing tab calculates the total Estimated Policy Premium.
• If any corrections or revisions are made after selecting the Pricing tab, YOU MUST SELECT THE PRICING TAB AGAIN TO RERATE THE POLICY.
When completed proceed to the Attachments tab or select “Continue”.

ATTACHMENTS TAB

- Select “Upload” to attach items such as photos, appraisals and/or purchase documentation.
- Select box below shaded in yellow, if supporting documentation will be mailed.
When completed proceed to the Payment tab or select “Continue”.

**PAYMENT TAB**

Applying a payment:

- Choose Primary Payor – Named Insured &/or Mortgage Company if escrow bill.
- Select box that is appropriate for the desired payment plan. This will provide the installment premium that is applicable, including the installment fee.
- Select the green box “Add Payment”.
- A pop-up payment box will appear.
Pop-Up Payment Box

- Enter the “Payment Amount” provided, based on the payment plan desired.
- Select the “Payment Method”.

- If Check Payment is selected, the amount entered in the “Payment Amount” box will default to $0. You will need to mail the check along with the application to the Kentucky FAIR Plan. The underwriter will apply the check to the policy at the time coverage is bound.
Important Note: You must complete each tab before you can proceed to the Signature tab. If any tabs remain red, you will need to revisit the tab and complete the required information.

After you have signed the application you cannot modify the information on the application.

SIGNATURE TAB

- Select the green “Sign Document” button to sign the application.

Follow the steps to complete a successful signing of the application.
Follow these steps to complete the digital signature process for your application:

Step #1: Please select the YELLOW CONTINUE button to begin; the applicant will electronically sign the form first.
Step #2: The applicant will then select the YELLOW button titled START.
Step #3: After selecting a signature font, the applicant will select "Sign" to execute the document.
Step #4: Select the YELLOW FINISH at the bottom of the window.
Step #5: The applicant will lastly select the "Proceed" button to continue.
Step #6: The producer will now electronically sign the form following the same steps as the applicant.

- Once all tabs are green, you may select ‘Proceed” and continue to the “Submit Referral” button.

**SUBMIT REFERRAL**

- Select the “Submit Referral” button.

The application process is now complete. You will receive notification once the policy has been bound, if additional information is needed or if the application has been returned or declined.