## QUICK ACCESS EMAIL GUIDE



## NEW BUSINESS

## Auto New Business Submissions

AUTO@bhhomestate.com
Information to include:

- Prospective named insured in subject line
- Application of any kind
- Target price
- MVRs and loss runs if on hand


## Property New Business Submissions

PROPERTY@bhhomestate.com
Information to include:

- Prospective named insured in subject line
- Application and any supplements (including square footage and year built)
- Target price
- Photographs
- Loss runs if on hand


## CLAIMS OPERATIONS

## Client Services - Claims

(available 7:30 AM - 4:30 PM CST)
800.356.5750 or

ClientServicesClaims@bhhomestate.com

- Collects new loss reports via phone
- Provides support for agent questions, status, etc. throughout the duration of claim handling
- Supports claim examiners by researching policy discrepancies
- Email new losses or additional documentation (i.e. photos, estimates, etc.) to BHHCClaim@bhhomestate.com


## OTHER BHHC DEPARTMENTS

Endorsements, Cancellations, Driver Changes, Mid-Term Quotes, Filings, Loss Run Requests
BHSERVICES@bhhhomestate.com
Information to include:

- Prospective named insured in subject line
- Application of any kind
- Target price
- MVRs and loss runs if on hand


## Billing

877.680.2442 or BILLING@bhhomestate.com

- Installment plan changes or questions
- Account status inquiries
- Include policy number or account number in subject line


## Online Access Questions

877.680.2442 or

PCCLIENTSERVICES@bhhomestate.com

- Add or delete online users
- Technical support for online access


## Agency Appointments

AGENCY@bhhomestate.com
Questions about agency \& agent appointments

## Other questions?

Contact your marketing representative or call us at 800.488.2930 \& follow the appropriate prompts for assistance.

