



What is your best advice on property submission entry?

- 1. Understand the insured risk prior to entry so all information can be entered accurately.
- 2. Include years of updates for all buildings especially for RC coverage or special form.
- Double check before binding:
 —Is the valuation in line with insured's needs? (TIP: The value shown in Express is not an official replacement cost estimator.)
- —Is all pre-filled information accurate?
- —Are detached structures scheduled if coverage is desired?
- —Is the building class accurate?
- —Are loss history and loss runs included?
- —Is coverage history accurate? (TIP: New purchase option for a new purchase for the insured)

When an account is bind eligible, what is the protocol for underwriting upon bind?

- 1. Underwriting review typically takes place within 24 hours of binding (1 business day)
- 2. Loss runs will likely be requested
- 3. May request additional information,
- especially in the event of an unresolved underwriting concern from the summary page.
- 4. Uprates and coverage changes will be presented to agent prior to implementation

What action can be taken, as an agent, to improve the bind process?

- Remember, the bindable quote is only as accurate as the information provided
- 2. Bind before the account effective date
- 3. Provide requested documentation ASAP:
- policy issuance does not move forward until all required documentation is received.
- 4. Always review and adhere to terms and conditions in quote packet (for new business and renewals)

What services are available via the portal?

- 1. Online Raters
- 2. Manage your Policy
 - —Policy documents
 - —Billing information
 - —Endorsement requests
- 3. Loss Runs (for the agency of record)
- 4. Forms Library
- 5. Commissions Statements for appointed accounting contact
- 6. Online Admin Portal for appointed IT/Web Admin

Your main contact is your marketing rep.

Berkshire Hathaway Homestate Insurance Company • BHHC Special Risks Insurance Company • Continental Divide Insurance Company

Cypress Insurance Company • Oak River Insurance Company • Redwood Fire and Casualty Insurance Company