



TOKIOMARINE
HCC

Tokio Marine HCC – Public Risk Group

PRIME User Guide



CONTENTS

PRIME Login & Support	1
Dashboard.....	2
Dashboard – Business Information, Metric Section.....	2
Dashboard – Application in Progress Grids/Tabs.....	3
Application WIP.....	3
Application Submitted	3
Open Quotes	3
Endorsement Processing	3
Upcoming Renewals	3
Global Header/Footer	4
Advanced Search	5
Common System Features & Functions.....	7
Display Grids	7
Application Screens.....	8
Other Buttons	9
Create a New Business Application.....	10
Launching the Create New Application Process	10
Selecting or Creating an Entity	10
New Business Stepper Popup Flow	11
Select Policy Effective Date	11
Select Program.....	12
Qualify Submission.....	12
Application Screens.....	13
Application Header Information	13
Action Menu	15
Endorse Policy.....	15
Renewal Policy.....	15
Delete Transaction	15
Option Menu.....	16
Copy the Application	16
Download Documents.....	17
Upload Documents	19
Transaction History	20
Notes	20
Navigation Pane	21
Application Data (Subtab Screens)	24

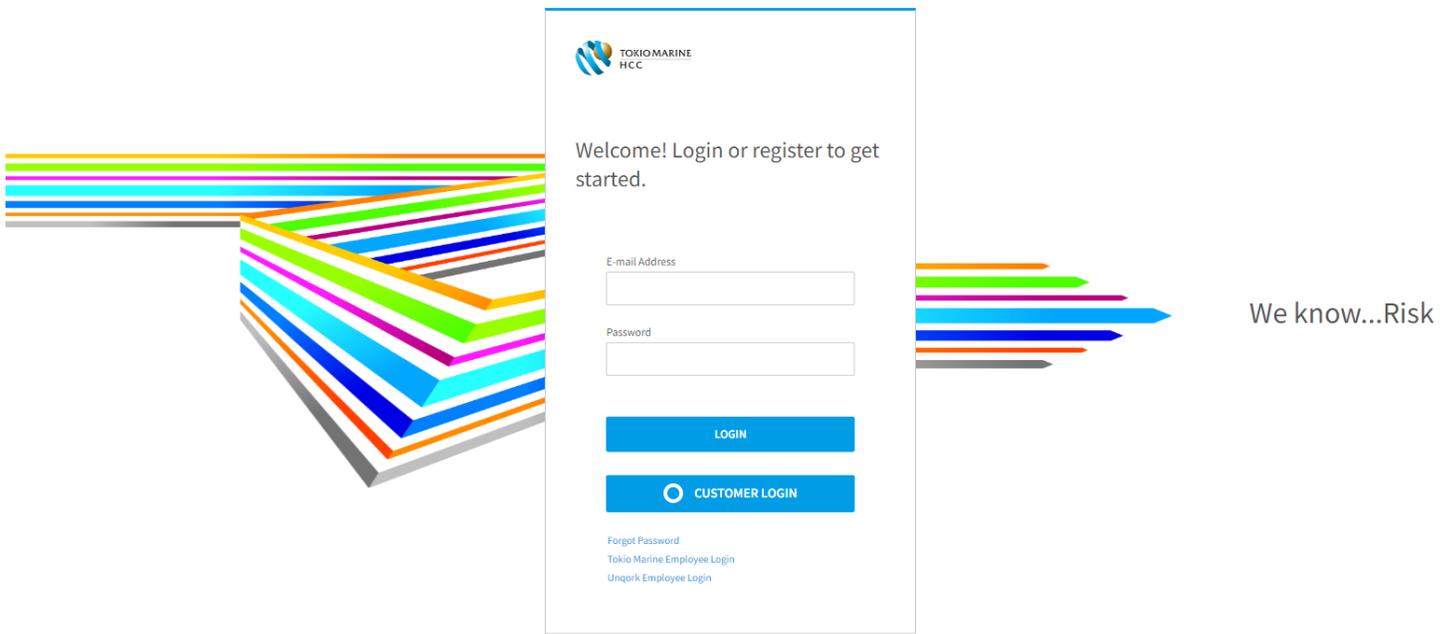
Login Information

PRIME URL: <https://prime.tmhcc.com>

User ID: email address provided (e.g., cgonzalez@tmhcc.com)

Do not use Internet Explorer to access PRIME. Use other browsers.

Note: If you have an issue with your password, please click the Forgot Password link and enter your email address. You will receive an email with a link to reset your password.



PRIME Support

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cgonzalez@tmhcc.com
914-218-9755

Karen Pilipovich
kpilipovich@tmhcc.com
248-371-3117

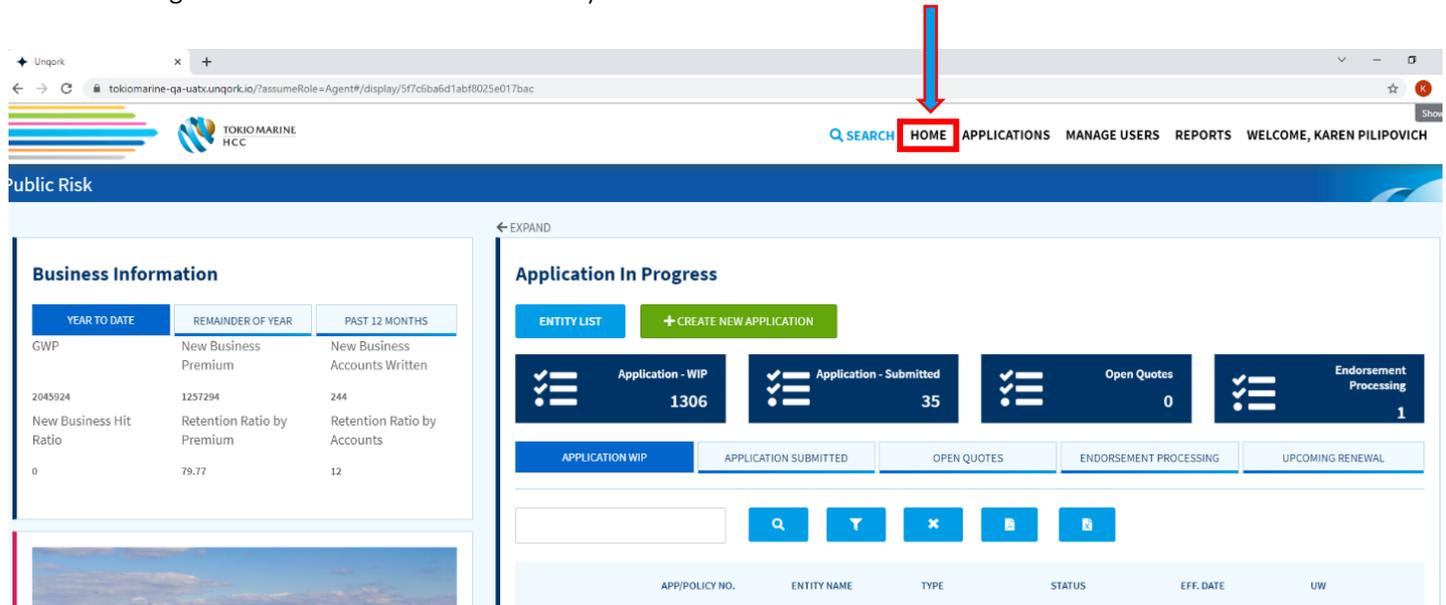
Dashboard

The Dashboard is the first page you will see after successfully logging into the system. The dashboard provides a snapshot of your applications' activity and quick access to your applications when you need them.

There are two primary components to the Dashboard:

1. Business Information/Metrics Section
2. Application In Progress Grids/Tabs

Note: Clicking HOME in the Header will always redirect to the Dashboard.



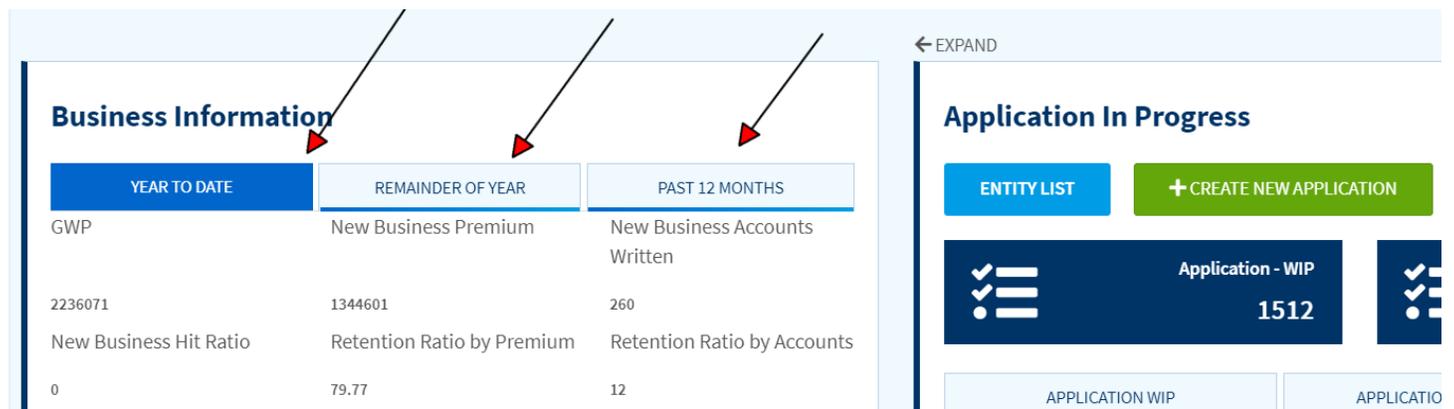
The screenshot shows the Tokio Marine HCC dashboard interface. The top navigation bar includes a search icon, a 'HOME' button (highlighted with a red box and a red arrow pointing to it from above), and other menu items: 'APPLICATIONS', 'MANAGE USERS', 'REPORTS', and 'WELCOME, KAREN PILIPOVICH'. The main content area is titled 'Public Risk' and is divided into two main sections: 'Business Information' and 'Application In Progress'. The 'Business Information' section has three tabs: 'YEAR TO DATE', 'REMAINDER OF YEAR', and 'PAST 12 MONTHS'. The 'Application In Progress' section features a '+ CREATE NEW APPLICATION' button and several summary cards for 'Application - WIP' (1306), 'Application - Submitted' (35), 'Open Quotes' (0), and 'Endorsement Processing' (1). Below these are tabs for 'APPLICATION WIP', 'APPLICATION SUBMITTED', 'OPEN QUOTES', 'ENDORSEMENT PROCESSING', and 'UPCOMING RENEWAL'. A table header is visible at the bottom with columns: APP/POLICY NO., ENTITY NAME, TYPE, STATUS, EFF. DATE, and UW.

Dashboard – Business Information/Metric Section

The business information/metric section displays some key metrics for your agency. There are three tabs that can be selected to update the date basis for these metrics. These include:

- YEAR TO DATE – Starting 1/1/YYYY to today's date
- REMAINDER OF THE YEAR – Starting today's date to 12/31/YYYY
- PAST 12 MONTHS – Ending on today's date and looking back 12 months.

Note: These metrics are agency specific and do not reflect the metrics of any individual agent/CSR.



This close-up screenshot focuses on the 'Business Information' section. Three red arrows point to the three tabs: 'YEAR TO DATE', 'REMAINDER OF YEAR', and 'PAST 12 MONTHS'. The data displayed in the table below is as follows:

YEAR TO DATE	REMAINDER OF YEAR	PAST 12 MONTHS
GWP	New Business Premium	New Business Accounts Written
2045924	1257294	244
New Business Hit Ratio	Retention Ratio by Premium	Retention Ratio by Accounts
0	79.77	12

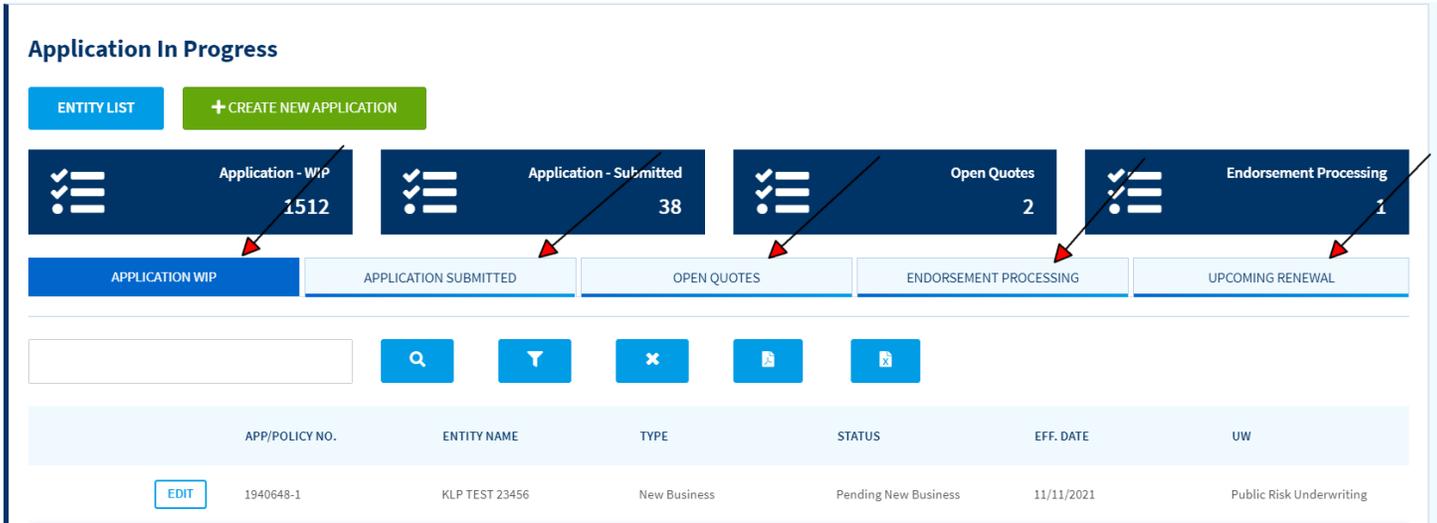
The 'Application In Progress' section is partially visible on the right, showing the 'Application - WIP' card with a value of 1512.

Dashboard – Application in Progress Grids/Tabs

This section provides lists of applications based on how they are progressing through the application entry workflow.

Clicking the EDIT button will open the selected application. It's subdivided into five subtabs, each representing applications that are in a different stage of this workflow.

These subtabs can be selected by clicking on the tab header for each respective section.



The screenshot shows the 'Application In Progress' dashboard. At the top, there are buttons for 'ENTITY LIST' and '+ CREATE NEW APPLICATION'. Below these are four main navigation tabs: 'Application - WIP' (1512), 'Application - Submitted' (38), 'Open Quotes' (2), and 'Endorsement Processing' (1). Below these are five sub-tab headers: 'APPLICATION WIP', 'APPLICATION SUBMITTED', 'OPEN QUOTES', 'ENDORSEMENT PROCESSING', and 'UPCOMING RENEWAL'. A search bar and several filter icons are present. Below the search bar is a table with the following data:

APP/POLICY NO.	ENTITY NAME	TYPE	STATUS	EFF. DATE	UW
1940648-1	KLP TEST 23456	New Business	Pending New Business	11/11/2021	Public Risk Underwriting

Application WIP

The Application WIP tab displays all the applications that are in Work in Progress status. This is defined as applications that have been created, but not yet completed or submitted to the Underwriting Department for review.

Application Submitted

The Application Submitted tab displays all the applications that have been submitted for underwriting review. This is defined as applications that have been completed and the Submit to UW button has been clicked.

Note: Once an application is submitted, it will not be editable unless the underwriter sends it back to the agent. Applications in this tab can be opened and viewed, but they are not editable.

Open Quotes

The Open Quotes tab displays all the applications that have been quoted by the underwriter.

Note: Once an application is submitted, it will not be editable unless the underwriter sends it back to the agent. Applications in this tab can be opened and viewed, but they are not editable.

Endorsement Processing

The Endorsement Processing tab displays all pending endorsement transactions. This is defined as endorsement transactions initiated by either the agent or the underwriter that have not yet been issued.

Note: This means **ALL** endorsements in progress will appear here, including those that are pending or being reviewed by the underwriter. Once the endorsement is bound, it no longer appears in this tab.

Upcoming Renewals

The Upcoming Renewals tab displays a list of all upcoming renewals. There is an additional drop down to define how many days from expiration you wish the list to load (30-, 60- and 90-day options available).



Global Header & Footer

Throughout the application, there is a global header and footer that include links and information.

Header

The header includes:

Search – This link directs you to the Advanced Search page. See the Advanced Search section of this guide for more information.

Home – This link directs you back to the Dashboard.

Applications – This link directs you to the Bound Policies or Declined Applications page which lists recent application that meet those criteria.

Manage Users – This link directs you to the Manage Users page. See the Manage Users section of this guide for more information.

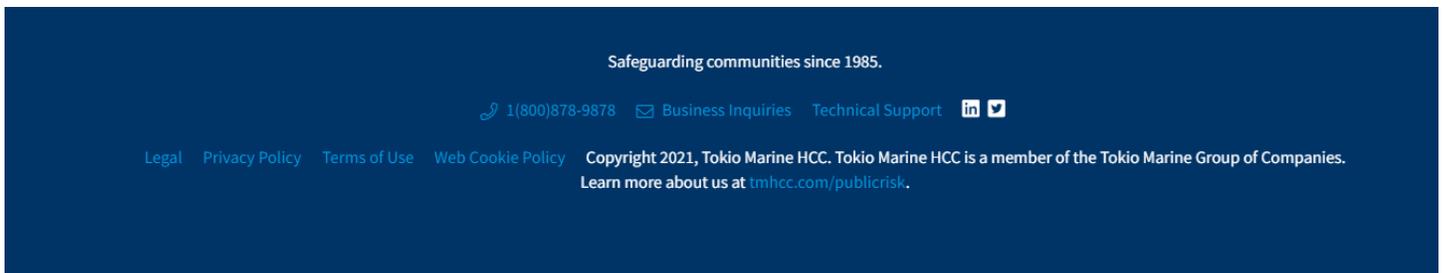
Reports – This link is available only to underwriters.

Welcome, "User's Name" – This link allows you to log out of PRIME.



Footer

The footer includes the Tokio Marine HCC – Public Risk Group phone number, email links and social media links.



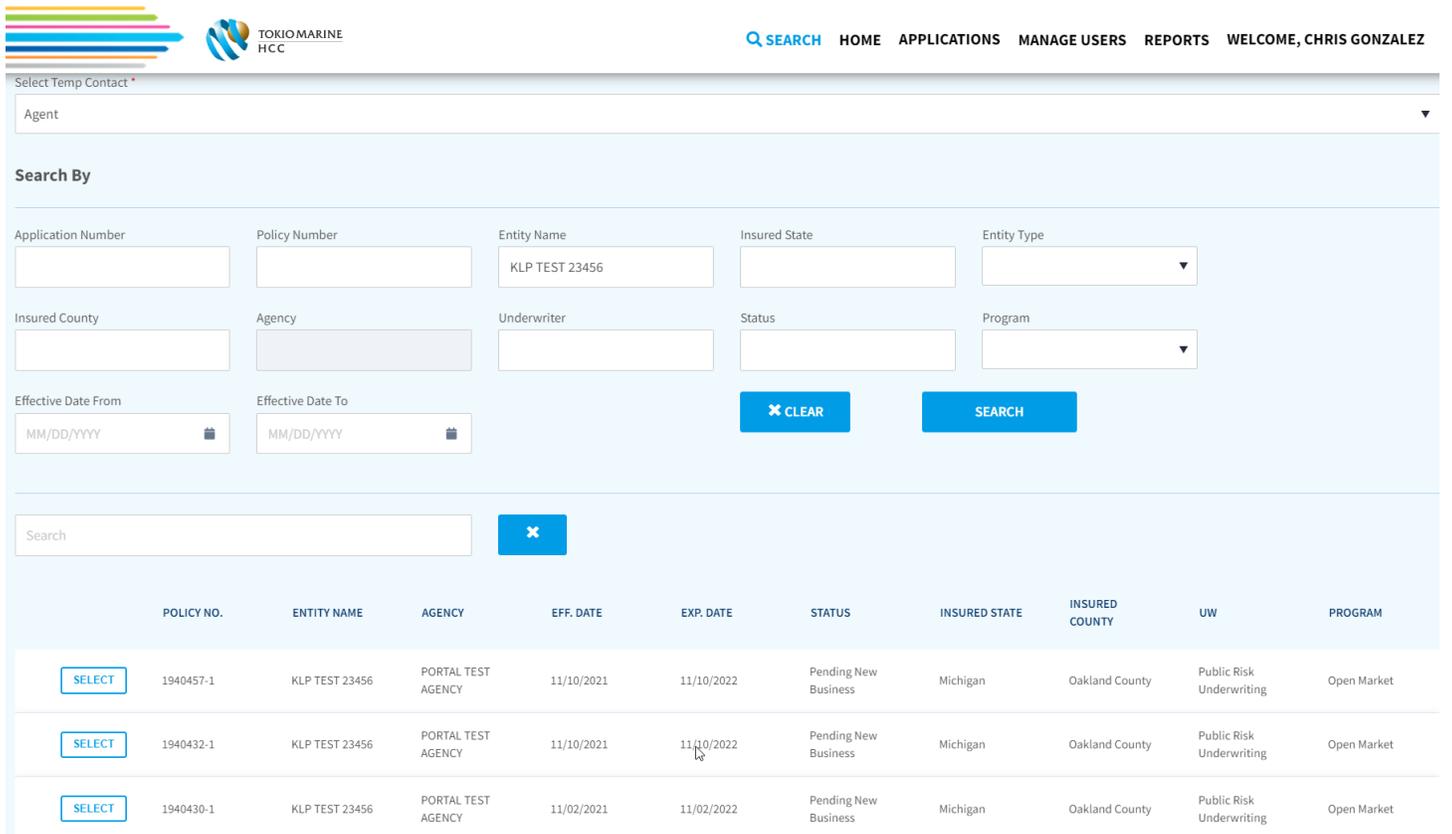
Advanced Search

Advanced Search can be accessed by clicking on the SEARCH link in the global header. This search allows you to search of any application or policy written by your agency.

Advanced Search



Application Number: **1930914-1** Policy Number: **1930914-1** Status: **PendingNB** Product Type: **Open Market** Effective Date: **11/27/2021** Expiration Date: **11/27/2022**



Select Temp Contact *
Agent

Search By

Application Number: Policy Number: Entity Name: Insured State: Entity Type:

Insured County: Agency: Underwriter: Status: Program:

Effective Date From: Effective Date To:

Search

	POLICY NO.	ENTITY NAME	AGENCY	EFF. DATE	EXP. DATE	STATUS	INSURED STATE	INSURED COUNTY	UW	PROGRAM
<input type="button" value="SELECT"/>	1940457-1	KLP TEST 23456	PORTAL TEST AGENCY	11/10/2021	11/10/2022	Pending New Business	Michigan	Oakland County	Public Risk Underwriting	Open Market
<input type="button" value="SELECT"/>	1940432-1	KLP TEST 23456	PORTAL TEST AGENCY	11/10/2021	11/10/2022	Pending New Business	Michigan	Oakland County	Public Risk Underwriting	Open Market
<input type="button" value="SELECT"/>	1940430-1	KLP TEST 23456	PORTAL TEST AGENCY	11/02/2021	11/02/2022	Pending New Business	Michigan	Oakland County	Public Risk Underwriting	Open Market

The Advanced Search page allows you to search for these applications/policies multiple optional criteria. These options include:

- Application Number
- Policy Number
- Entity Name
- Insured State
- Entity Type
- Effective Date
- Expiration Date

Note: At least one criterion must be populated for the search to be executed successfully.

Search By

Application Number	Policy Number	Entity Name	Insured State	Entity Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Insured County	Agency	Underwriter	Status	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Effective Date From	Effective Date To	<input type="button" value="✕ CLEAR"/>		<input type="button" value="SEARCH"/>
<input type="text" value="MM/DD/YYYY"/> <input type="calendar"/>	<input type="text" value="MM/DD/YYYY"/> <input type="calendar"/>			
<input type="text" value="Search"/>		<input type="button" value="✕"/>		

You can design your search by multiple criteria (e.g., state and city, entity name and state, entity type and program). After your options are entered, click the SEARCH button.

Search By

Application Number	Policy Number	Entity Name	Insured State	Entity Type
<input type="text"/>	<input type="text"/>	Test Entity	MI	<input type="text" value="▼"/>
Insured County	Agency	Underwriter	Status	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Effective Date From	Effective Date To	<input type="button" value="✕ CLEAR"/>		<input type="button" value="SEARCH"/>
<input type="text" value="MM/DD/YYYY"/> <input type="calendar"/>	<input type="text" value="MM/DD/YYYY"/> <input type="calendar"/>			

↗

Your results will display in a grid under the search criteria fields. You can choose the policy/application from the list by clicking the SELECT button for the respective row. This directs you to the application selected.

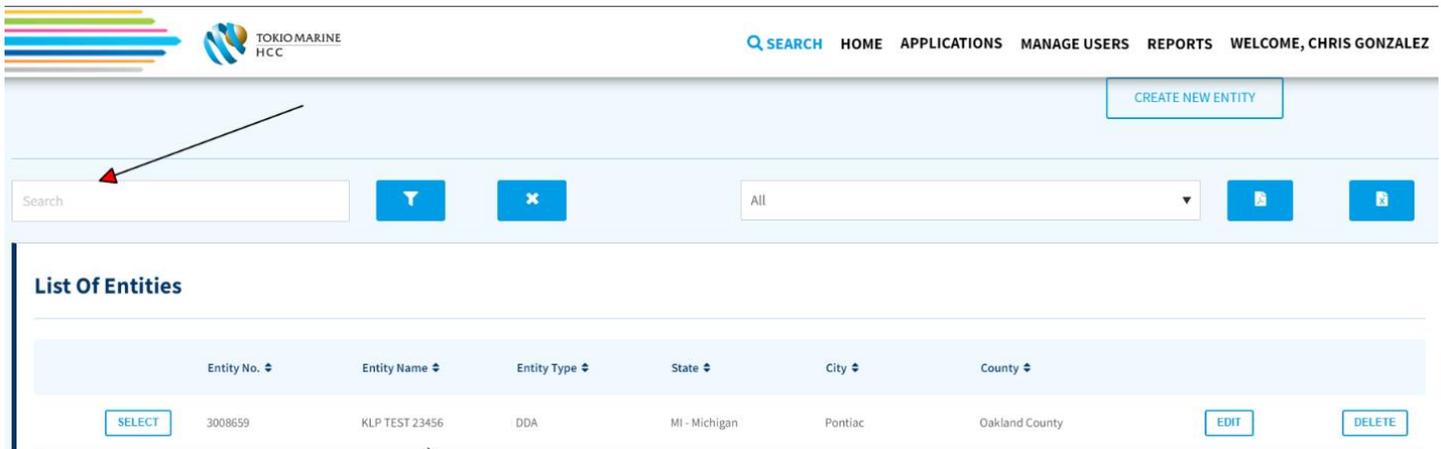
	POLICY NO.	ENTITY NAME	AGENCY	EFF. DATE	EXP. DATE	STATUS	INSURED STATE	INSURED COUNTY	UW	PROGRAM
<input type="button" value="SELECT"/>	U21PKG80158-00	WHITEFORD TOWNSHIP SPRINT 6 AGENT	PORTAL TEST AGENCY	10/13/2021	10/13/2022	Pending New Business	New York	Westchester County	Public Risk Underwriting	Open Market

Common System Features & Functions

Display Grids

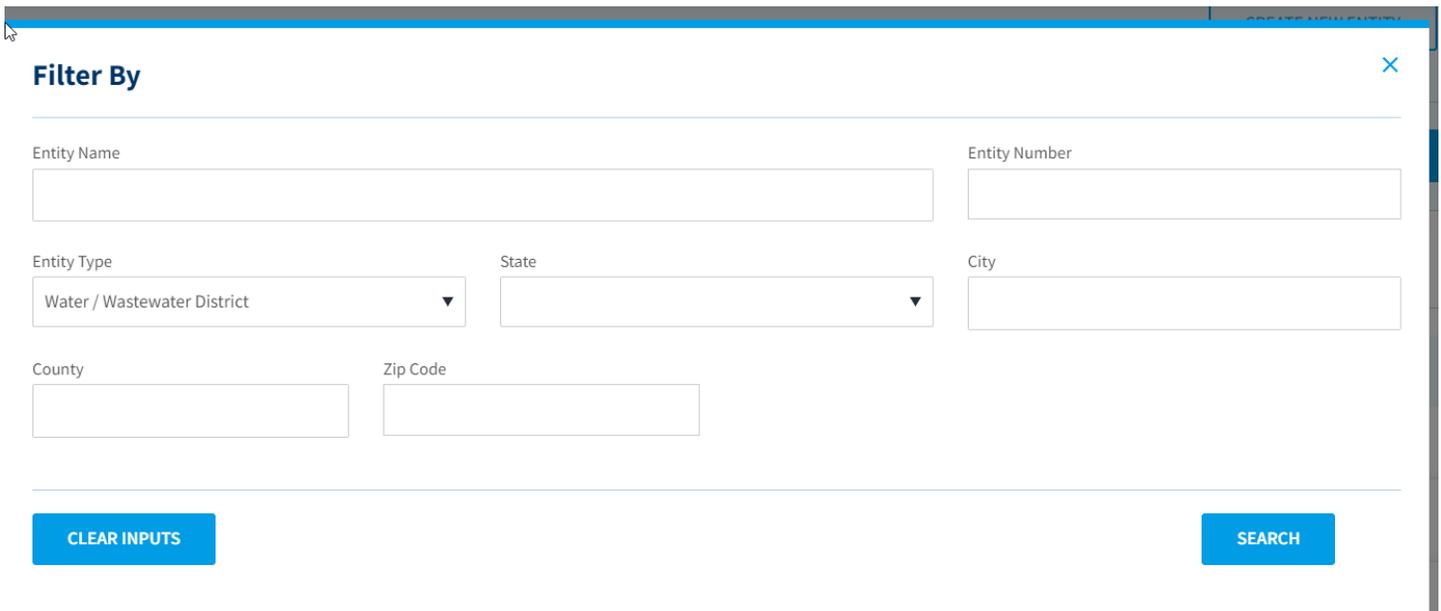
The following is a partial list of the common types of items that are common across grids used throughout the application (e.g., Dashboard, Entity List, Property Schedule, Inland Marine Schedule, etc.).

Search Bar – This bar allows for wild card searching (i.e., partial entry) across all rows and all columns in the grid. The typical behavior is for the search to dynamically update with each keystroke. To remove the search criteria, simply use the backspace to delete text entry.



The screenshot shows the application header with navigation links: SEARCH, HOME, APPLICATIONS, MANAGE USERS, REPORTS, and WELCOME, CHRIS GONZALEZ. A 'CREATE NEW ENTITY' button is visible in the top right. Below the header is a search bar with a search icon, a clear icon, and a dropdown menu set to 'All'. Below the search bar is a table titled 'List Of Entities' with columns: Entity No., Entity Name, Entity Type, State, City, and County. A row of data is shown with the following values: Entity No. 3008659, Entity Name KLP TEST 23456, Entity Type DDA, State MI - Michigan, City Pontiac, and County Oakland County. Action buttons 'SELECT', 'EDIT', and 'DELETE' are present for each row.

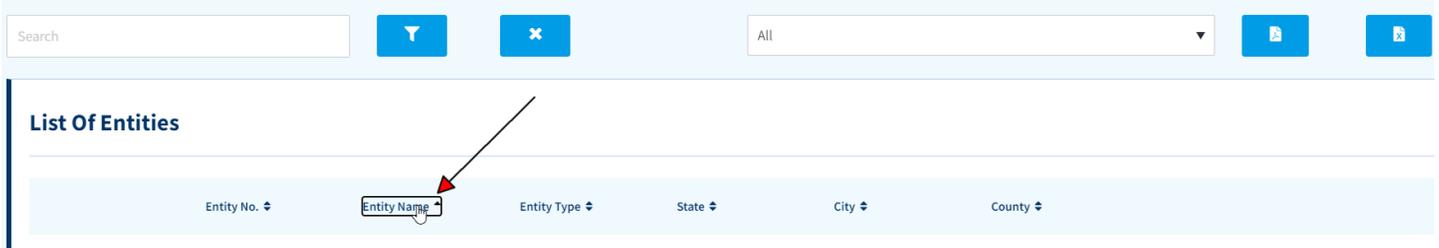
Filter Search  – Allows searching on single or multiple parameters. It is typically used if you wish to search a specific column or a combination of conditions.



The 'Filter By' dialog box contains the following fields and controls:

- Entity Name: Text input field
- Entity Number: Text input field
- Entity Type: Dropdown menu (selected: Water / Wastewater District)
- State: Dropdown menu
- City: Text input field
- County: Text input field
- Zip Code: Text input field
- CLEAR INPUTS button
- SEARCH button

Sorting by Columns – Clicking on the column header sorts the grid by the column. To toggle between ascending and descending order, click the header.



Download to PDF  – Grid entries (as they are filtered) are exported to a PDF document and formatted in the same manner as the grid is displayed in the user interface.

Download to Excel  – Grid entries (as they are filtered) are exported to an Excel document and formatted in the same manner as the grid is displayed in the user interface.

Reset/Clear Entry  or  – These remove any filters or search parameters and restore the unfiltered view.

Application Screens

This is a partial list of the application screen functions and business logic used to facilitate simpler, faster and accurate data entry:

Required/Option Fields – Whether a field is required (flagged with an asterisk) or not required to complete the application and submit to an underwriter.

Dynamic Display of Fields – Throughout the application, fields are dynamically displayed or hidden, given the selection on a page (typically the answer to a Yes/No question).

Field/Screen Availability Logic – Similar to dynamic display, there are screens and fields visible/available only if the application in progress requires them.

This includes:

- Fields/Screens by Insured State

- Fields/Screens by Program (e.g., Open Market, MTPP, etc.)

- Fields/Screen by User Role (i.e., agent vs underwriter)

Default Values – Many fields will default to common values to avoid repetitive user entry. For this reason, when an application is initially created, it will have several fields across the application pre-selected or defaulted.

Other Buttons

These buttons appear throughout PRIME:

Enter 

Go Back 

Search 

While most searches are dynamic and update in real time with each keystroke, there are occasions when you must click a Search button.

Save Button 

The Save button is optional. Navigating away from the page also saves the page.

Next Button 

The Next button advances to the next page in the application and saves the current page.

Previous Button 

The Previous button directs to the prior page and saves the current page.

Create a New Business Application

The creation of a new application guides you through the steps required to create the application. This section describes this process.

Launching the Create New Application Process

1. Create New Application – From the Dashboard, click this button to create a new business application.

Application In Progress



ENTITY LIST + CREATE NEW APPLICATION

Application - WIP: 1393 Application - Submitted: 36 Open Quotes: 0 Endorsement Processing: 1

Selecting or Creating an Entity

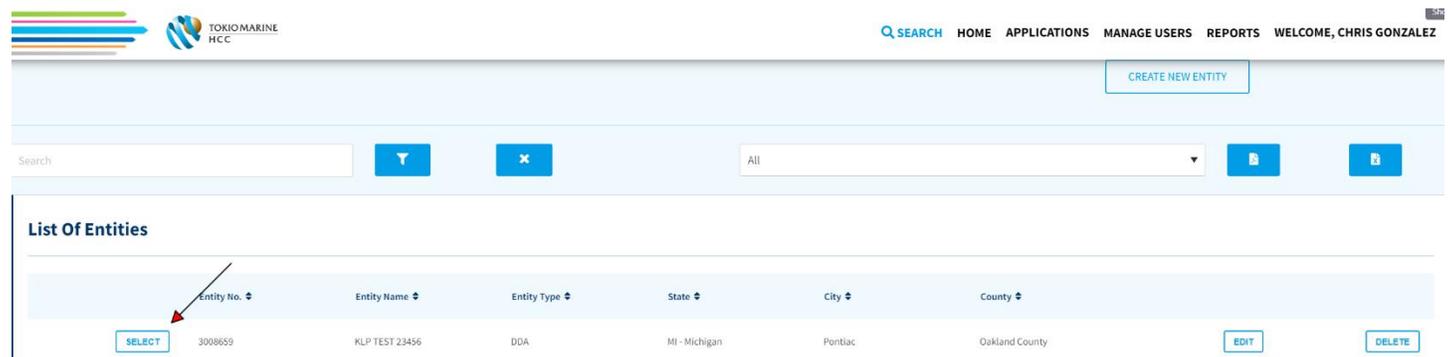
2. Create Application Stepper – List of Entities – The system prompts you to select the entity for which you wish to create the new business application. You can search the list by entering the name in the Search field. The system dynamically searches as you enter the entity name or any other value within the grid. Once you find the entity, click the Select button.

Note: If the entity does not yet exist, click the Create New Entity button to create the entity and select it for the new business application.



Search: urch Filter: All CREATE NEW ENTITY

List Of Entities



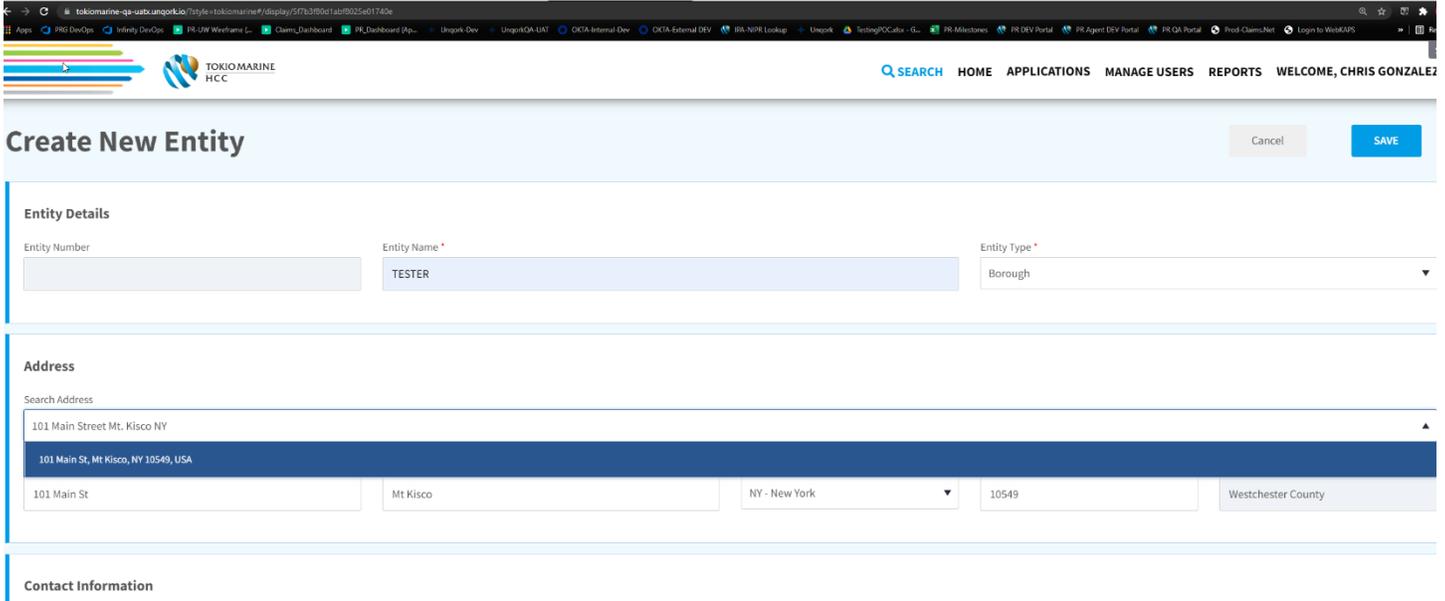
Entity No. Entity Name Entity Type State City County

3008659	KLP TEST 23456	DDA	MI - Michigan	Pontiac	Oakland County
---------	----------------	-----	---------------	---------	----------------

Buttons: SELECT, EDIT, DELETE

3. Click the Create New Entity button to open the Create New Entity screen and populate the fields.

The Search Address field allows you to automatically search and select addresses using Google API. The result set will display as a drop-down value and you can accept the address results. If accepted, all address fields auto populate. If necessary, you can manually amend these fields and overwrite the Google API selections. Once all data is entered, hit SAVE at the top or bottom of the page.



Create New Entity Cancel SAVE

Entity Details

Entity Number

Entity Name *

Entity Type *

Address

Search Address

101 Main Street Mt. Kisco NY

101 Main St, Mt Kisco, NY 10549, USA

101 Main St

Mt Kisco

NY - New York

10549

Westchester County

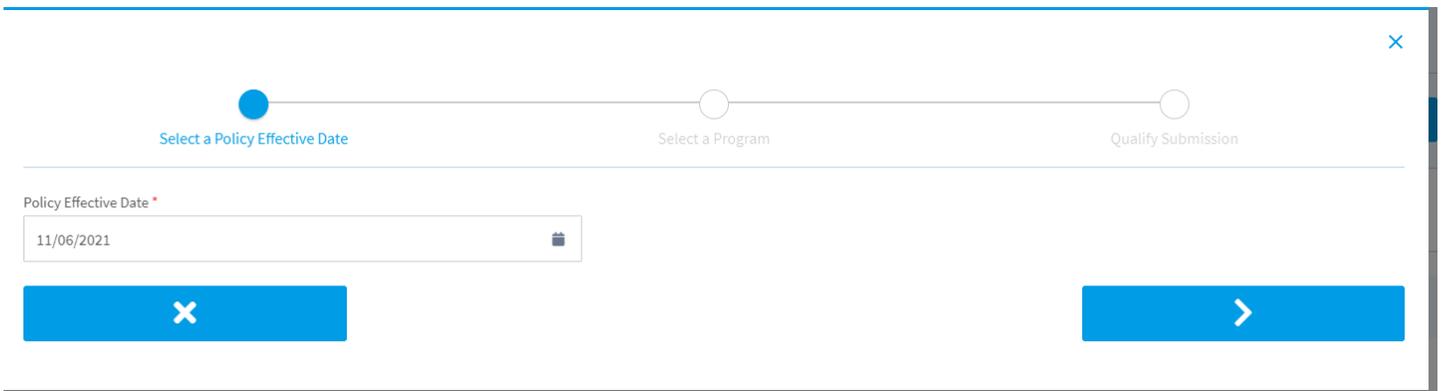
Contact Information

New Business Stepper Popup Flow

4. Upon selecting an entity from the Entity List or creating a new entity, the New Business Stepper popup appears.

Select Policy Effective Date

5. Select the Policy Effective Date field and enter the requested policy effective date and click the Enter button.



×

Select a Policy Effective Date ○ Select a Program ○ Quality Submission ○

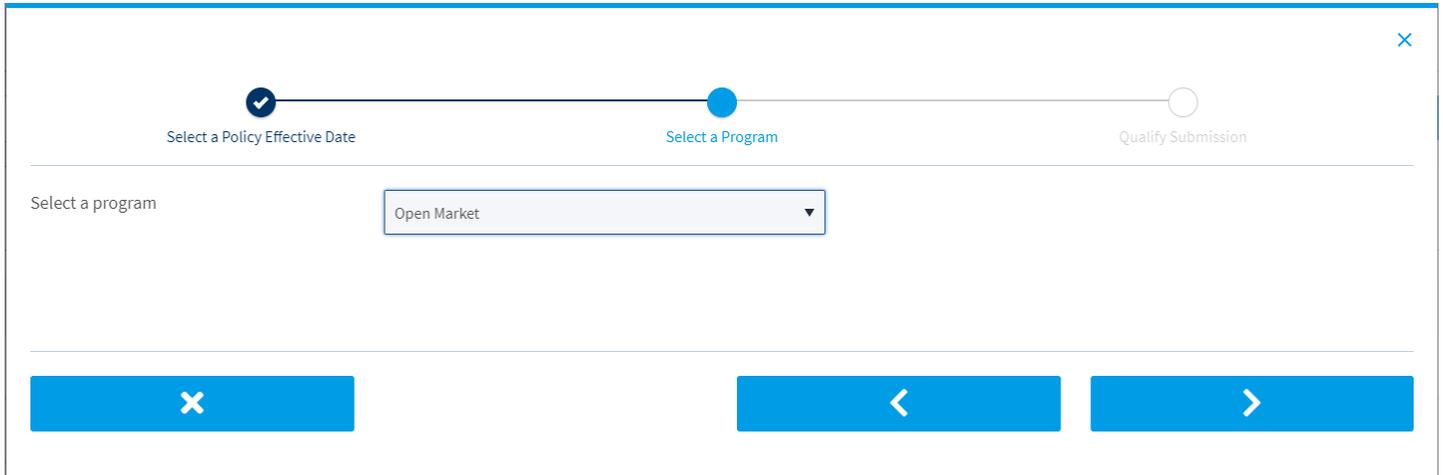
Policy Effective Date *

11/06/2021

× >

Select Program

6. Select a program – This list is prepopulated to show only the programs available for the entity selected based on the insured state and for the agency.



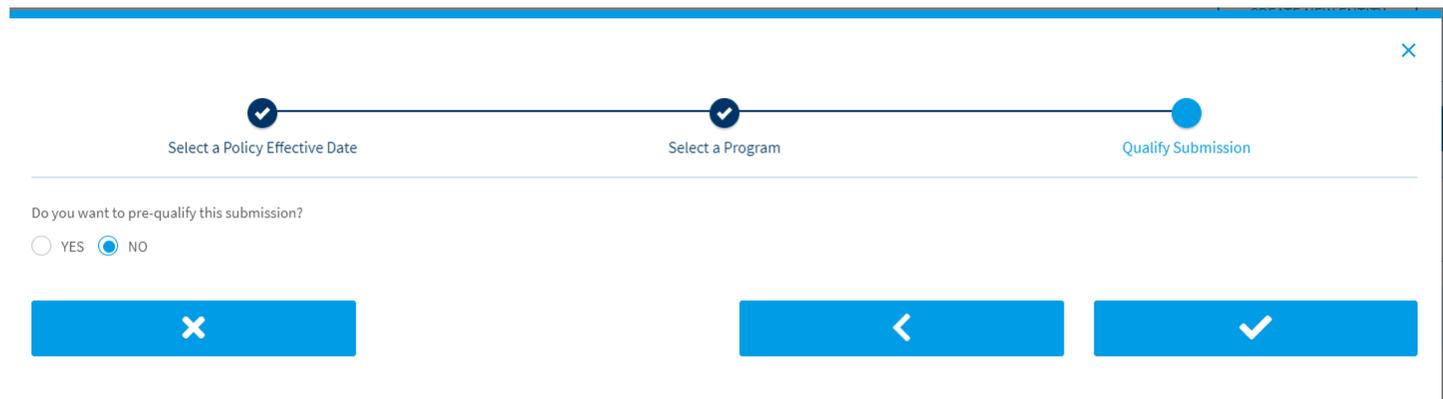
Progress indicator: Select a Policy Effective Date (checked), Select a Program (active), Qualify Submission (not started).

Select a program: Open Market

Buttons: Close (X), Back (<), Forward (>)

Qualify Submission

7. Qualify Submission – Qualify submission allows the agent to upload documents (e.g., Accord applications, loss runs, etc.) and request the underwriting team review and provide feedback on whether there is business appetite. If there is, the underwriter requests the agent submit the full application in the system. If not, the underwriter indicates this to the agent and the application is completed. This process is designed to save the agent’s time in instances when it’s unclear if the application fits the Tokio Marine HCC – Public Risk Group underwriting profile.



Progress indicator: Select a Policy Effective Date (checked), Select a Program (checked), Qualify Submission (active).

Do you want to pre-qualify this submission?
 YES NO

Buttons: Close (X), Back (<), Forward (> with checkmark)

8. Clicking Enter completes the Create New Business Application process is complete. The system will then launch the Application screens for full data entry.

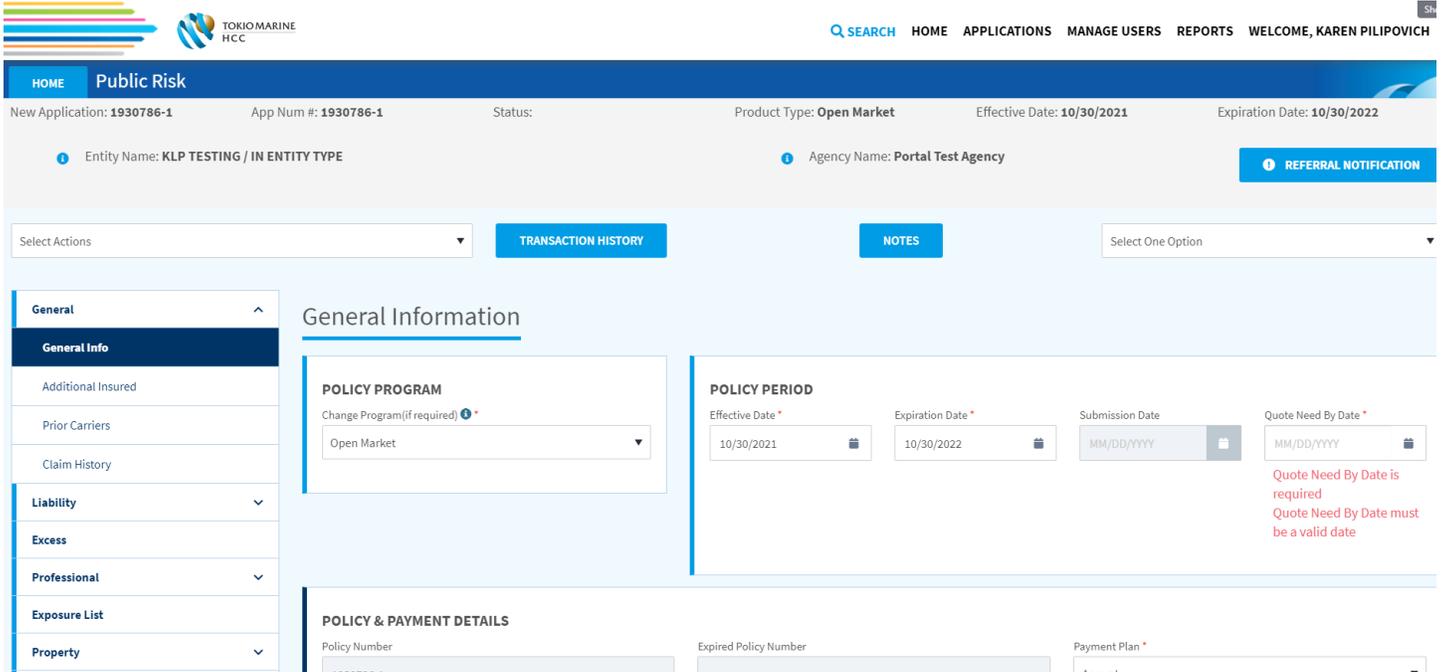
Application Screens

Once an application is successfully created, the system opens the application screens for the entity. This is the standard view whenever an application is selected to be opened, whether it's from the dashboard grids, advanced search, etc.).

The application screens have several components, including:

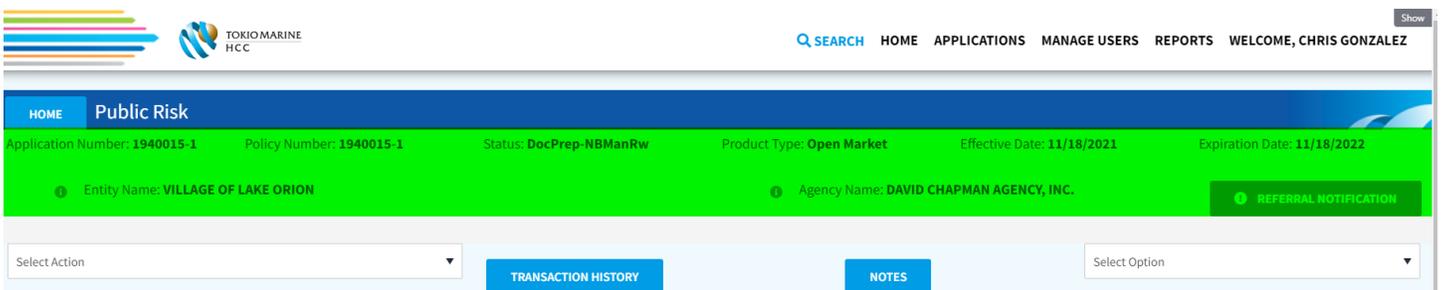
- Application Header Information
- Action Menu
- Option Menu
- Transaction History
- Notes
- Navigation Pane

All of these components persist no matter which application page you navigate to within the application screens.



Application Header Information

The application header information displays basic information associated with the application.



Application Number – The application number that is system generated and assigned to the application

Policy Number – The policy number that is system generated and assigned to the application (If the application is **not yet bound**, the placeholder will be the application number.)

Program – The program selected for the application (e.g., open market)

Txn Eff Date – The effective date of the transaction (could be different for endorsements)

Effective Date – The effective date of the application

Expiration Date – The expiration date of the application

Entity Name – The entity selected for the application (The information button to the left of this field provides a popup with additional entity details.)

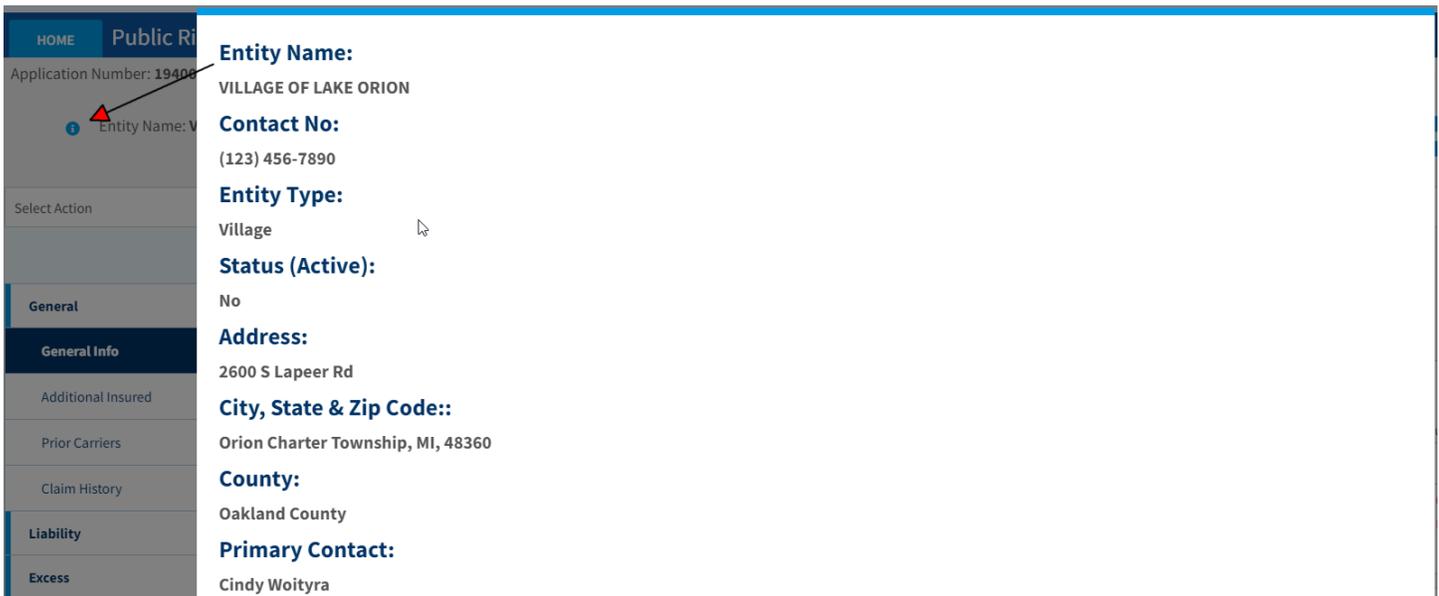
Agency – The agency on the application (The information button to the left of this field provides a popup with additional agency details.)

Txn Type – The type of transaction (e.g., new business)

Status – The status of the application

The statuses visible in this field for agencies are:

- Pending New Business
- Pending Renewal
- Submitted for UW Review
- Quote Ready for Review
- Pending Endorsement
- Declined - Endorsement
- Endorsement Bound
- Policy Bound
- Canceled Policy
- Declined - New Business
- Declined - Renewal



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar has a 'HOME' button and a 'Public Risk' tab. Below the sidebar, there are several tabs: 'General', 'General Info', 'Additional Insured', 'Prior Carriers', 'Claim History', 'Liability', and 'Excess'. The 'General Info' tab is selected. The main content area displays the following information:

- Entity Name:** VILLAGE OF LAKE ORION
- Contact No:** (123) 456-7890
- Entity Type:** Village
- Status (Active):** No
- Address:** 2600 S Lapeer Rd
- City, State & Zip Code::** Orion Charter Township, MI, 48360
- County:** Oakland County
- Primary Contact:** Cindy Woityra

Action Menu

A screenshot of a dropdown menu with a light blue background. The menu is currently closed, showing the text "Select Action" and a downward-pointing triangle icon on the right side.

Endorse Policy

This is where you start the process of endorsement changes on bound policies.

Important Note: Endorsements should be created on the latest issued/bound transaction (i.e., If there is a new business transaction with three endorsements on it, then select transaction #3 to create the newest endorsement).

Renewal Policy

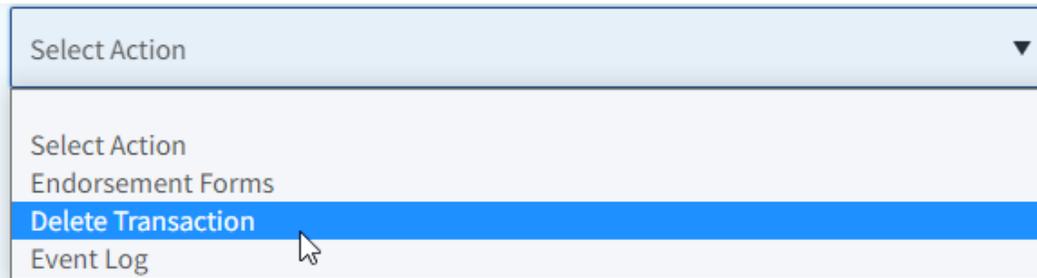
This is where you start the process of a renewal policy. This is contextually available if the policy that is selected is bound and able to be renewed.

Important Note: A renewal should be created on the latest issued/bound transaction (i.e., If there is a new NB transaction with three endorsements on it, then you should select transaction #3 to create the newest RN).

Delete Transaction

Deletes the application or transaction that you are currently working on.

Note: Only applications which are in Pending status can be deleted. Any application that has been rated or submitted cannot be deleted.

A screenshot of the Action Menu dropdown menu. The menu is open, showing four options: "Select Action", "Endorsement Forms", "Delete Transaction", and "Event Log". The "Delete Transaction" option is highlighted in blue, and a mouse cursor is pointing at it.

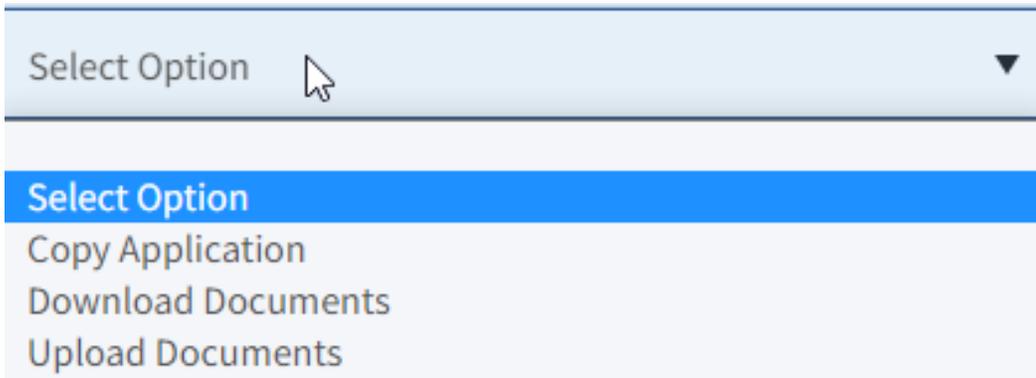
Clicking the Delete Transaction option generates a popup window asking if you'd like to delete the transaction. Clicking the Yes button deletes the transaction and redirects the system to the dashboard.

A screenshot of a confirmation popup window. The window has a white background and a blue border. It contains the text "Do you Want to Delete this transaction?" and two buttons: "YES" and "NO".

Option Menu

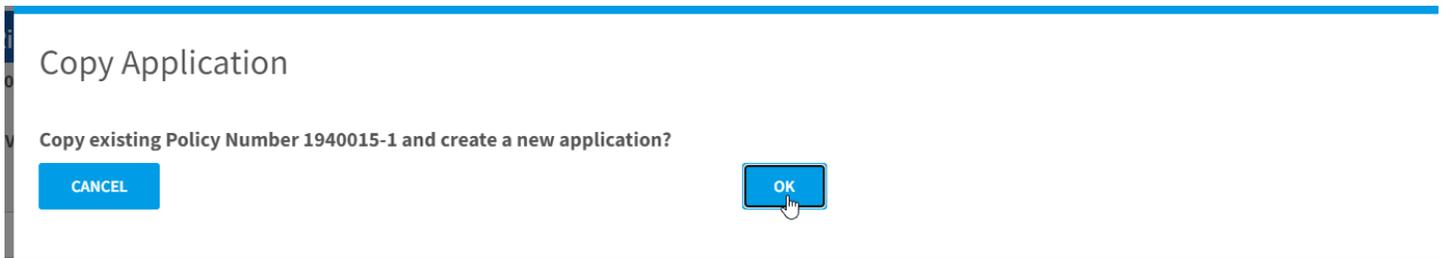
These actions are available from the Options Menu:

- Copy the Application
- Download Documents
- Upload Documents

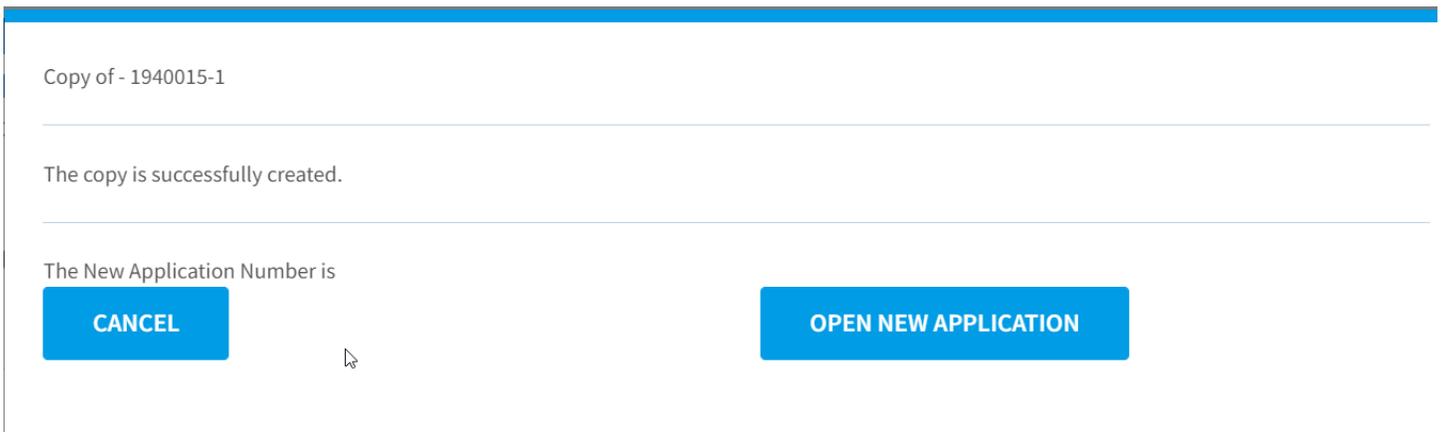


Copy the Application

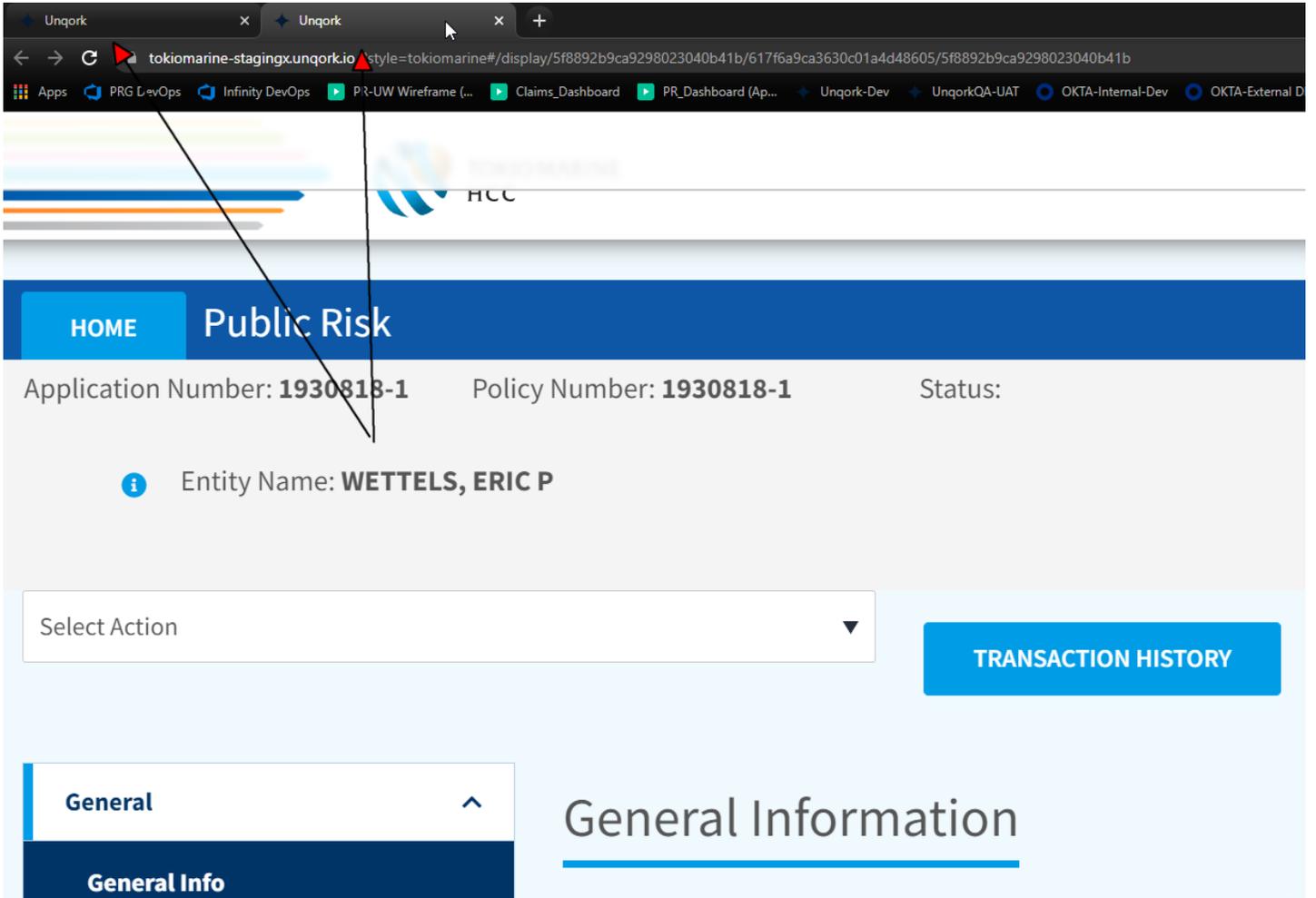
This produces a copy of the application. Clicking the Copy Application option generates a popup window asking you to confirm the copy.



Clicking the Cancel button results in the application NOT being copied and redirects to the original application. Clicking the OK button generates a popup window confirming the application was copied.



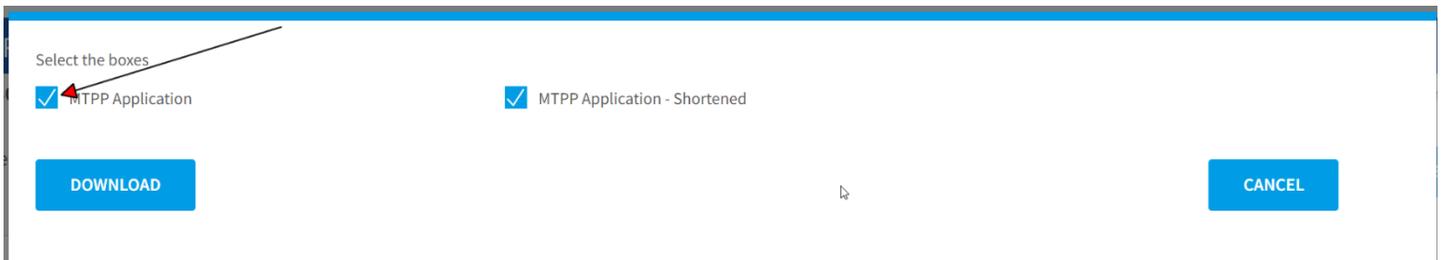
Clicking the OPEN NEW APPLICATION button launches the copied application in a **new tab** and directs to the new tab. Note: The original application is still available in another tab of the browser. To return to the original application, navigate back to the original tab.



The screenshot shows a browser window with two tabs. The active tab is titled 'Unqork' and displays the URL 'tokiomarine-stagingx.unqork.io'. The browser's address bar contains a long alphanumeric string. Below the browser, the application interface is visible. It features a blue header with 'HOME' and 'Public Risk'. Below the header, there are fields for 'Application Number: 1930818-1', 'Policy Number: 1930818-1', and 'Status:'. An information icon is followed by 'Entity Name: WETTELS, ERIC P'. A 'Select Action' dropdown menu is present, and a blue button labeled 'TRANSACTION HISTORY' is on the right. At the bottom, there is a 'General' tab with a sub-tab 'General Info' and a section titled 'General Information'.

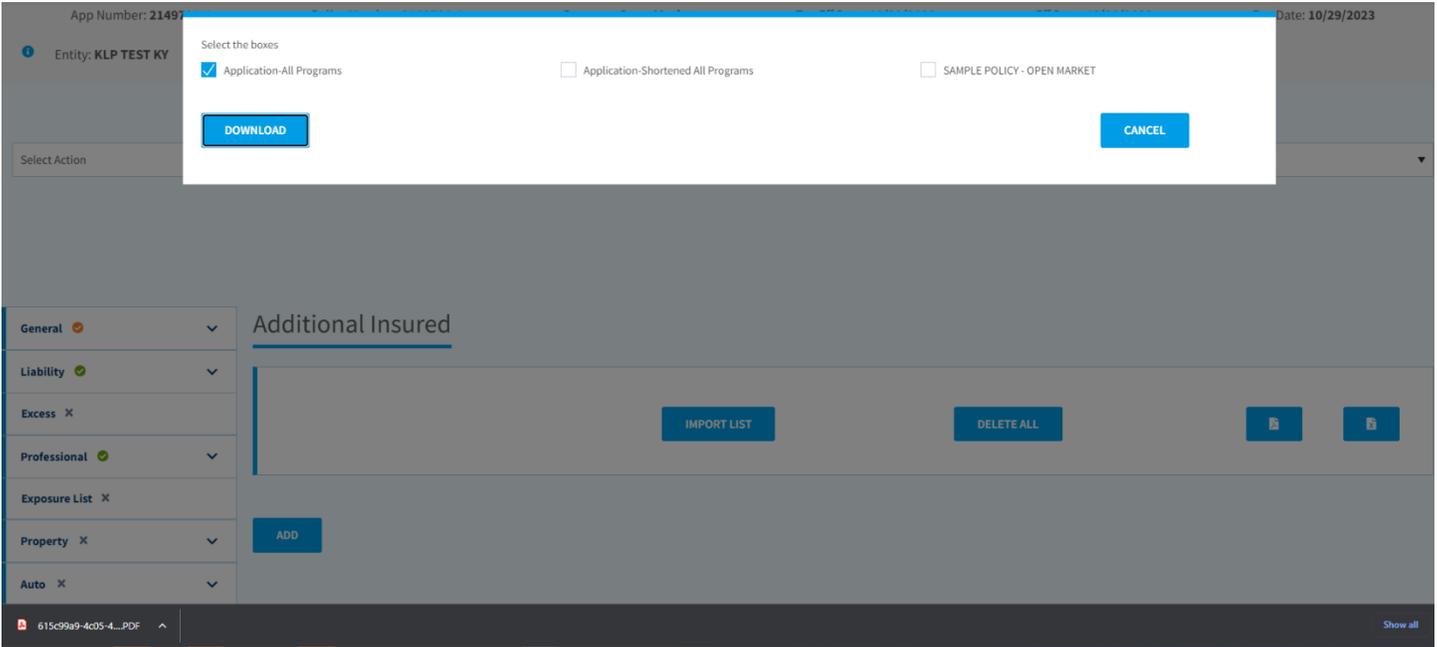
Download Documents

You can download certain documents for the application you are currently in (e.g., printed application). Clicking the Download Documents button generates a popup window of the documents available for download. Click the checkbox for the document(s) you wish to download.



The screenshot shows a popup window titled 'Select the boxes'. It contains two checkboxes, both of which are checked. The first checkbox is labeled 'MTPP Application' and the second is labeled 'MTPP Application - Shortened'. At the bottom of the popup, there are two blue buttons: 'DOWNLOAD' on the left and 'CANCEL' on the right.

Clicking the DOWNLOAD button creates the document(s) that is downloaded via your browser. Clicking the CANCEL button closes the popup window and the documents do not download.



App Number: 21497 Date: 10/29/2023

Entity: KLP TEST KY

Select the boxes

Application-All Programs Application-Shortened All Programs SAMPLE POLICY - OPEN MARKET

DOWNLOAD **CANCEL**

Select Action

General **Additional Insured**

Liability

Excess

Professional

Exposure List

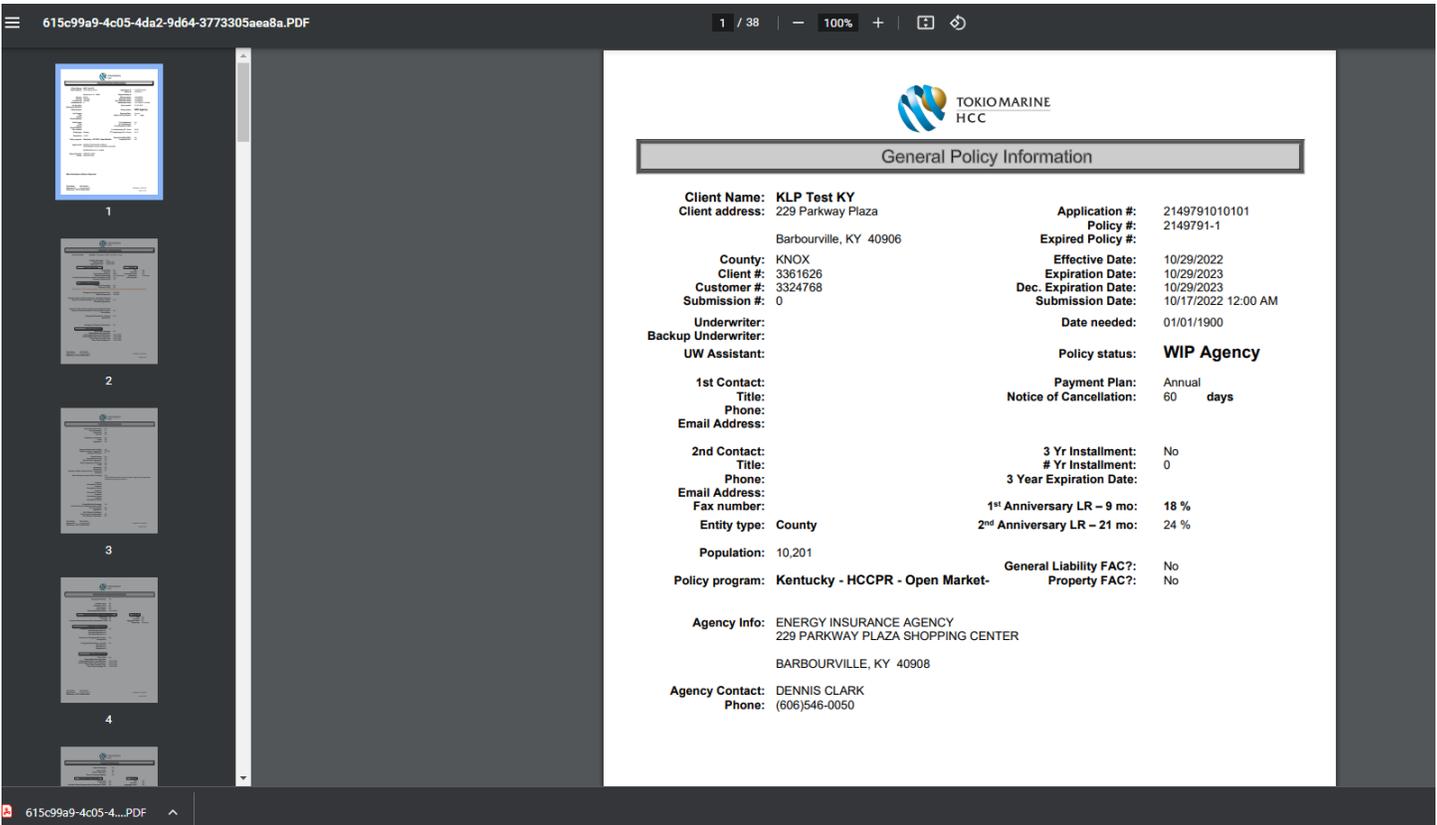
Property

Auto

IMPORT LIST **DELETE ALL** **ADD**

615c99a9-4c05-4...PDF Show all

Opening the downloaded document provides access to the document.



615c99a9-4c05-4da2-9d64-3773305aea8a.PDF 1 / 38 100%

TOKIOMARINE HCC

General Policy Information

Client Name: KLP Test KY
Client address: 229 Parkway Plaza
 Barbourville, KY 40906
 County: KNOX
 Client #: 3361628
 Customer #: 3324768
 Submission #: 0

Application #: 2149791010101
Policy #: 2149791-1
Expired Policy #:
Effective Date: 10/29/2022
Expiration Date: 10/29/2023
Dec. Expiration Date: 10/29/2023
Submission Date: 10/17/2022 12:00 AM
Date needed: 01/01/1900

Underwriter:
Backup Underwriter:
UW Assistant:
1st Contact:
 Title:
 Phone:
Email Address:
2nd Contact:
 Title:
 Phone:
Email Address:
 Fax number:
Entity type: County
 Population: 10,201

Policy program: Kentucky - HCCPR - Open Market-

Agency Info: ENERGY INSURANCE AGENCY
 229 PARKWAY PLAZA SHOPPING CENTER
 BARBOURVILLE, KY 40908

Agency Contact: DENNIS CLARK
 (606)546-0050

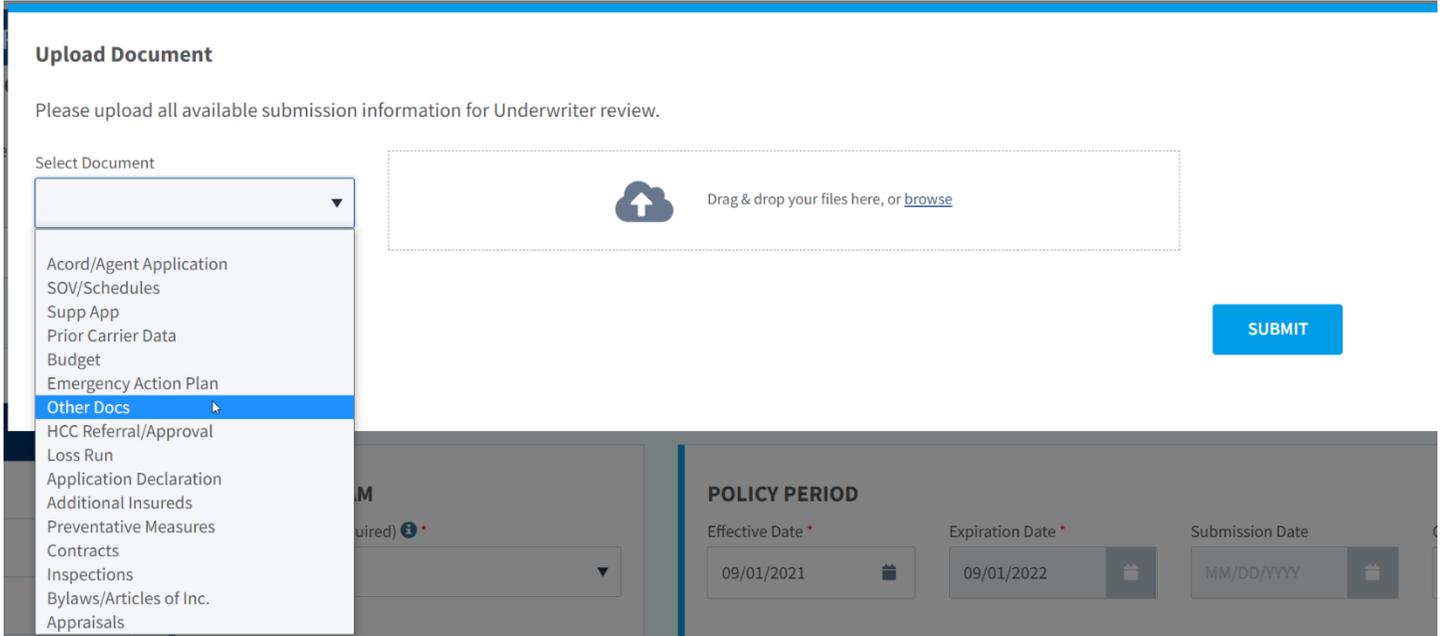
Policy status: **WIP Agency**
Payment Plan: Annual
Notice of Cancellation: 60 days
3 Yr Installment: No
Yr Installment: 0
3 Year Expiration Date:
1st Anniversary LR - 9 mo: 18 %
2nd Anniversary LR - 21 mo: 24 %
General Liability FAC?: No
Property FAC?: No

615c99a9-4c05-4...PDF

Upload Documents

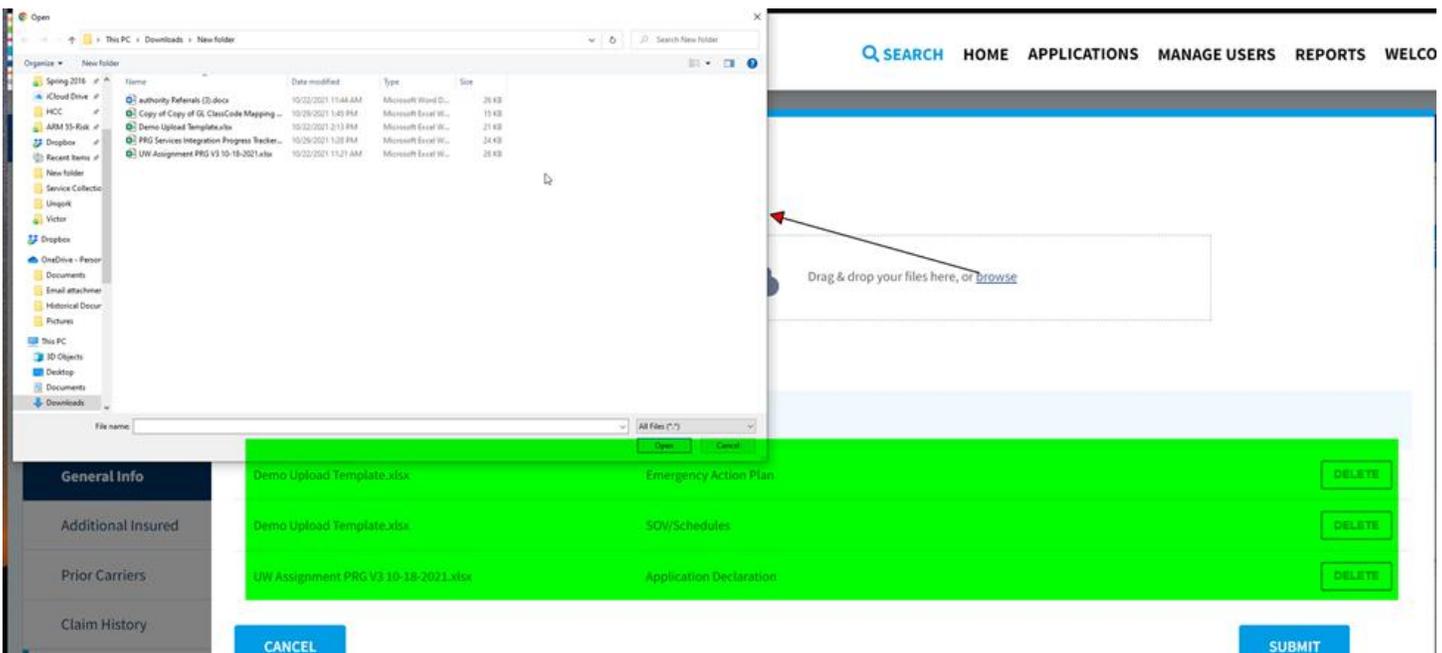
You can upload documents into the system for the application you are currently in (e.g., supplemental applications, budget, loss runs, etc.). These documents are submitted to the Underwriting Department with notification that the documents are available for review.

Upon selecting the Upload Documents option, a popup appears to attach documents to be uploaded.



Select Document – You can select the type of document you are uploading (e.g., budget, loss runs, etc.). If the type of document is not specified in the list, select Other Docs.

You can then either drag and drop the file into the area or click on the browse link to select the file you wish to upload. Upon selection of file, it will be listed below. You can upload multiple files at one time.



If you click the Cancel button, the popup will close and no documents will upload to the Underwriting Department. If you click the Submit button, the documents are sent to the Underwriting Department with notification that the documents are available for review.

Transaction History

All transactions for the policy will display in a popup. For example, if the entity has a bound new business application in 2021, multiple endorsements on that transaction, and a pending renewal in 2022, each one of those will be listed as a distinct row in this popup.

POLICY NO.	TRANSACTION TYPE	STATUS	EFFECTIVE DATE	EXPIRATION DATE	PREMIUM
1	New Business	In Process	09/01/2021	09/01/2022	

▼

TRANSACTION HISTORY

NOTES

Select Option

Note: An easy way to navigate to historical policies for review is to open the chosen transaction/application from this popup by clicking on the link in the first column to navigate to that transaction.

Notes

The NOTES button allows the agent and underwriter to send each other messages and retain those messages in a central location. Note: This is **only** available for updates by an agent when an application is available for update by an agent (e.g., if the policy is bound, the agent is **not** able to enter new notes).

HOME Public Risk

Application Number: 1930818-1
Policy Number: 1930818-1
Status:
Product Type: MTTP
Effective Date: 09/01/2021
Expiration Date: 09/01/2022

Entity Name: WETTELS, ERIC P

Agency Name: Portal Test Agency

REFERRAL NOTIFICATION

▼

TRANSACTION HISTORY

NOTES

Select Option
▼

Clicking the NOTES button generates a popup with fields for a note subject and note text. Any existing notes on the application are displayed at the top of the popup.

Clicking the CANCEL button closes the popup without creating a new note. Clicking the SEND button adds the newly created note to the NOTES section. To view or update historical notes, click the VIEW button.

NAME	NOTE SUBJECT	NOTE	MODIFIED DATE
Agent	New Note Subject	Text with ...	11/11/2021 5:17:40 PM

Note Subject

New Note Subject

Note Text

Text within the new note

SEND CANCEL VIEW

Historical notes include the names of the people who created them, the note subjects, note text, and the dates they were created/last modified.

Navigation Pane

Navigation is on the left side of the screen. This is the primary method of navigating between all of the application screens that are required to complete an application.

The navigation contains the available lines of business for the respective application. The top-level categories expand and collapse additional subtabs, if applicable, when clicked. In the example below, the General category tab is collapsed.

- General ▼
- Liability ▼
- Cyber
- Professional ▼
- Exposure List

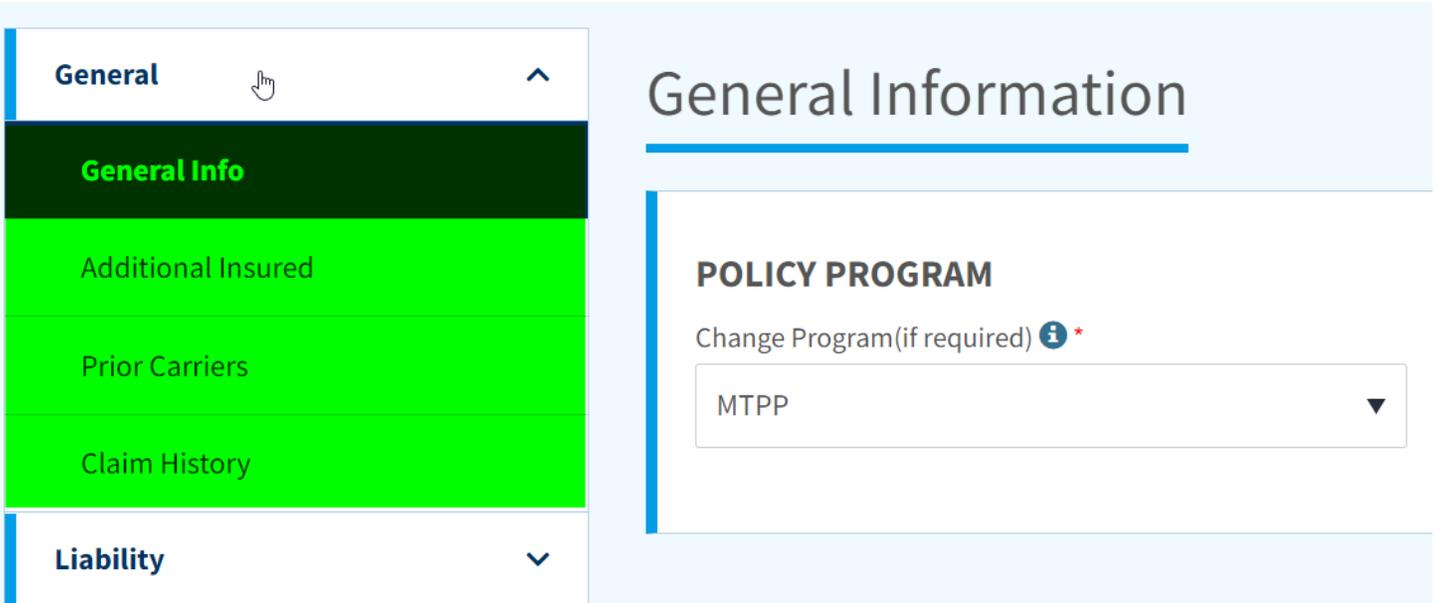
General Information

POLICY PROGRAM

Change Program(if required) i *

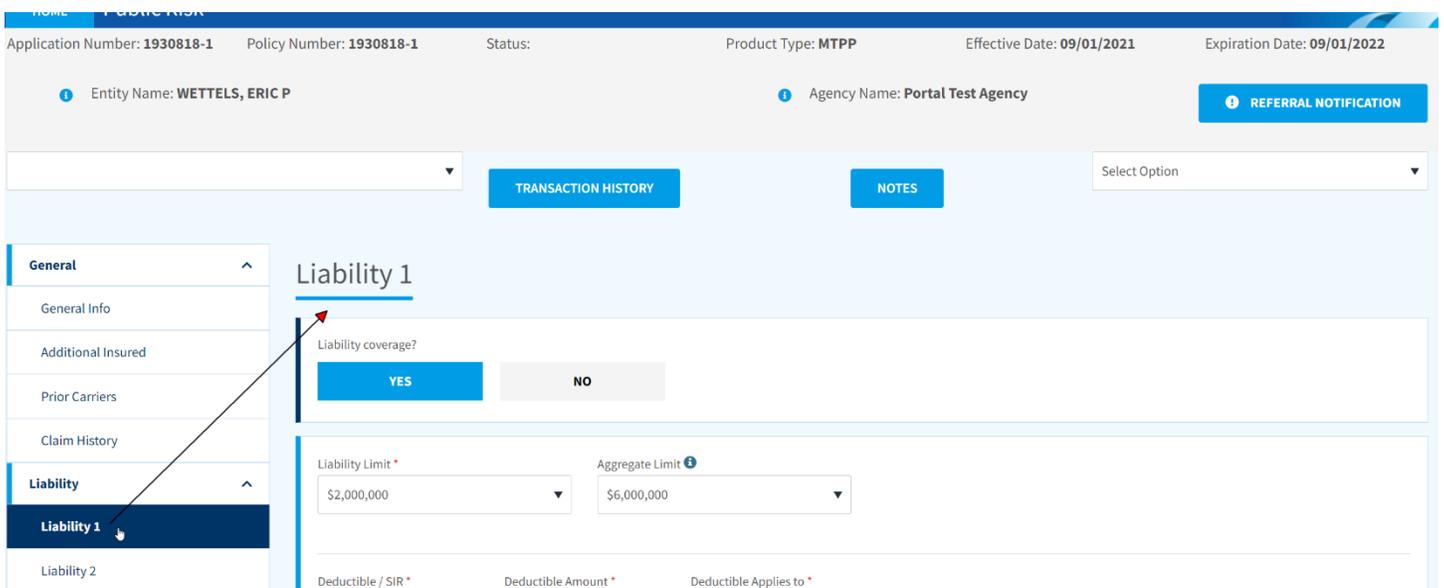
MTPP ▼

In the example below, clicking the General category tab displays all the pages in the General category.



The screenshot shows a sidebar on the left with a 'General' category selected. Under 'General', the subtab 'General Info' is highlighted in green. Other subtabs include 'Additional Insured', 'Prior Carriers', and 'Claim History'. Below the 'General' category is a 'Liability' category. The main content area is titled 'General Information' and features a 'POLICY PROGRAM' section with a dropdown menu currently set to 'MTPP'.

Note: Clicking the category only expands it to display the subtabs (pages) in the category or collapses the category to hide the subtabs. You must click a subtab to navigate to and load that page.



This screenshot shows the full application interface. At the top, it displays application details: Application Number: 1930818-1, Policy Number: 1930818-1, Status, Product Type: MTPP, Effective Date: 09/01/2021, and Expiration Date: 09/01/2022. Below this, it shows Entity Name: WETTELS, ERIC P and Agency Name: Portal Test Agency. A 'REFERRAL NOTIFICATION' button is visible. The sidebar on the left shows the 'Liability' category expanded, with 'Liability 1' selected. The main content area displays the 'Liability 1' details, including a 'Liability coverage?' section with 'YES' selected, and 'Liability Limit' and 'Aggregate Limit' dropdown menus.

See next page for another example of clicking a subtab to navigate to and load a page.

Application Number: 1930818-1 Policy Number: 1930818-1 Status: Product Type: MTPP Effective Date: 09/01/2021 Expiration Date: 09/01/2022

Entity Name: WETTELS, ERIC P

Agency Name: Portal Test Agency

REFERRAL NOTIFICATION

TRANSACTION HISTORY

NOTES

Select Option

General ^

General Info

Additional Insured

Prior Carriers

Claim History

Liability ^

Liability 1

Liability 2

Liability 2

Cemetery Professional

YES

NO

Deductible

YES

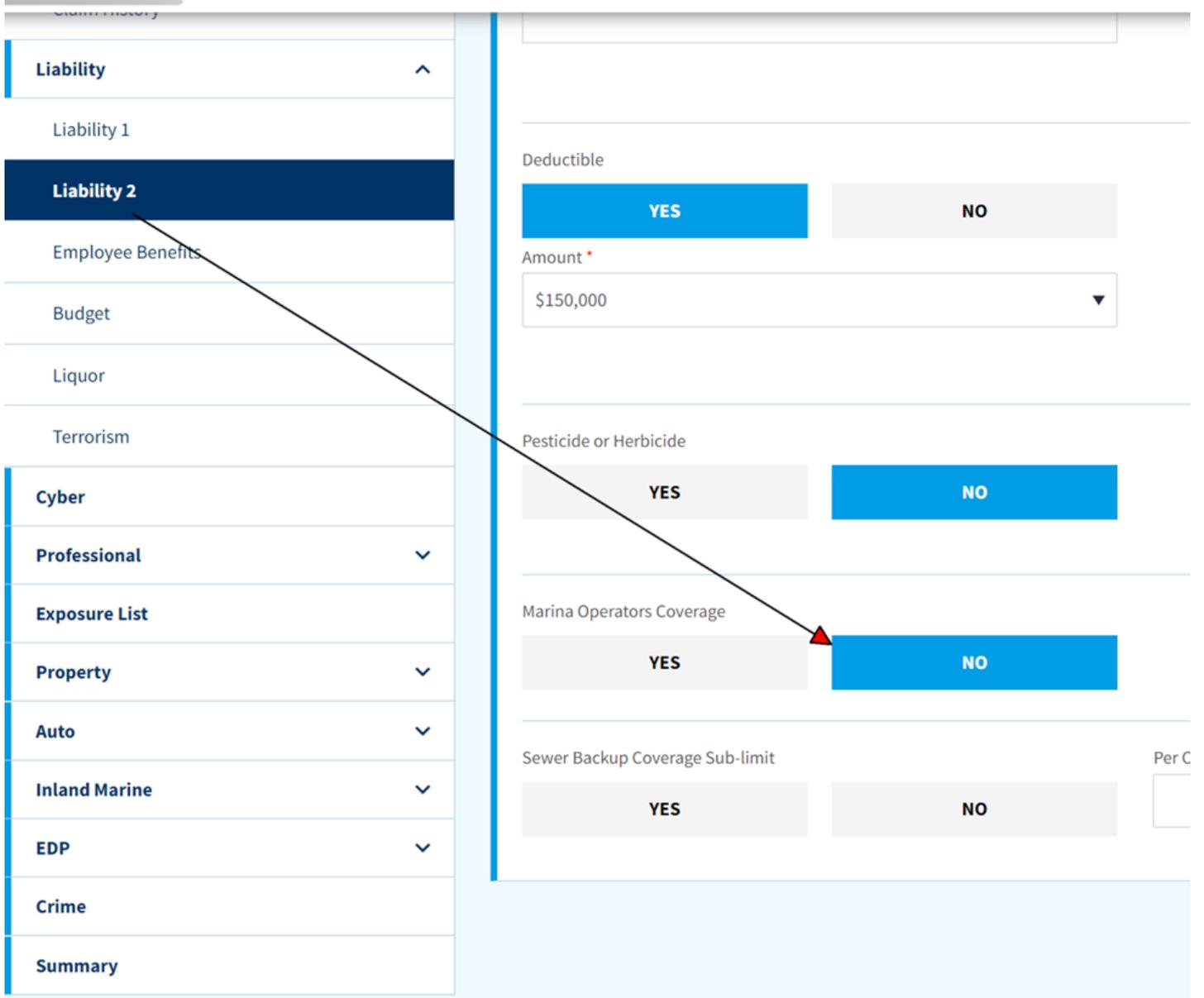
NO

Pesticide or Herbicide

Application Data (Subtab Screens)

These pages are where application data is entered. As referenced in the Common System Features & Functions section of this guide, these fields incorporate business logic to facilitate simpler and faster data entry. This includes dynamic display of fields, default values, required vs optional indicators, and screen/field availability logic.

An example of dynamic display can be seen by navigating to the Liability 2 page and looking at Marina Operators Coverage.



The screenshot shows a sidebar on the left with the following subtabs: Liability (expanded), Liability 1, **Liability 2** (selected), Employee Benefits, Budget, Liquor, Terrorism, Cyber, Professional, Exposure List, Property, Auto, Inland Marine, EDP, Crime, and Summary.

The main content area displays the following fields:

- Deductible:** YES (selected) / NO
- Amount *:** \$150,000
- Pesticide or Herbicide:** YES / NO (selected)
- Marina Operators Coverage:** YES / NO (selected)
- Sewer Backup Coverage Sub-limit:** YES / NO (selected) Per C

When NO is selected there are no additional fields present. When YES is selected, additional fields are displayed, and in this example, requesting additional information be entered for the Marina Operators Coverage (see next page for example).

Liability ^	
Liability 1	
Liability 2	
Employee Benefits	
Budget	
Liquor	
Terrorism	
Cyber	
Professional v	
Exposure List	
Property v	
Auto v	
Inland Marine v	
EDP v	
Crime	
Summary	

Deductible	
YES	NO
Amount *	
<input type="text" value="\$150,000"/>	
Pesticide or Herbicide	
YES	NO
Marina Operators Coverage	
YES	NO
Occurrence / Aggregate Limit	
<input type="text" value="\$10,000 / \$10,000"/>	
Deductible Amount	
<input type="text" value="\$25,000"/>	
Location	
<input type="text"/>	

No. of Slips/Storage Units-Combined
1

Sewer Backup Coverage Sub-limit	Per Claimant Deductible *
---------------------------------	---------------------------

These fields will default to values (typically minimum values).

These types of rules are implemented throughout all application screens to only show relevant information when its required and streamline the data entry process.

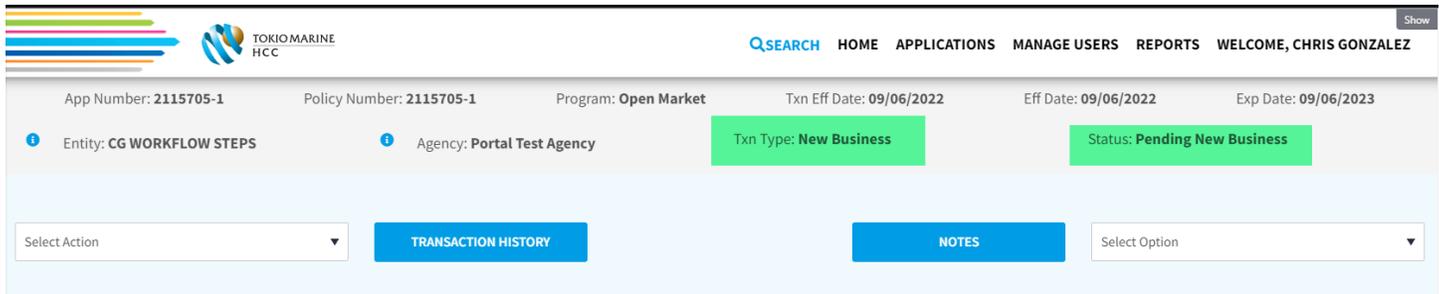
Transactional Processing

New Business

The new business process begins with the creation of a new business application by the agent. See the Create New Business Application section of this guide for details and screenshots. This flow begins after the creation of the new business application by the agent.

Step 1 - Pending New Business (PendingNB) Status

Primary Role: Agent

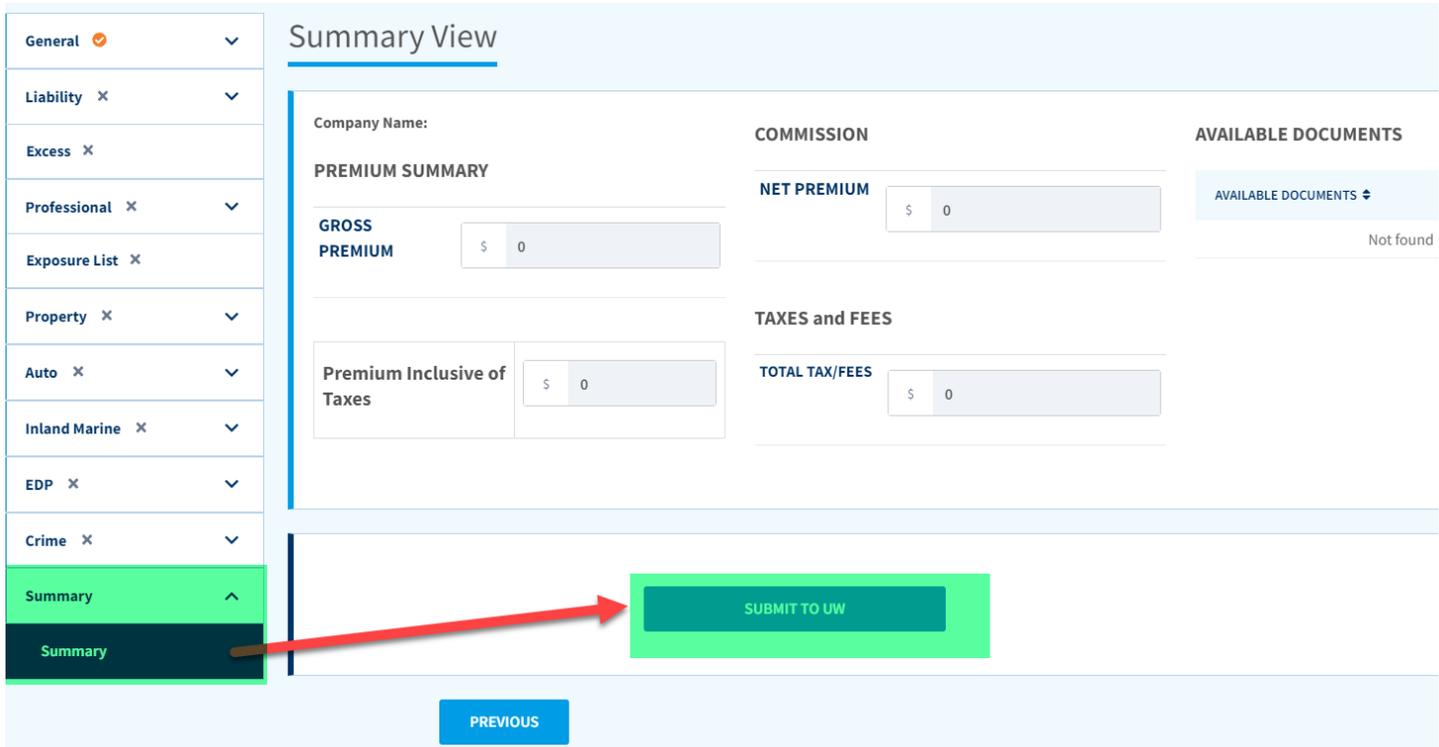


App Number: 2115705-1 Policy Number: 2115705-1 Program: Open Market Txn Eff Date: 09/06/2022 Eff Date: 09/06/2022 Exp Date: 09/06/2023

Entity: CG WORKFLOW STEPS Agency: Portal Test Agency Txn Type: New Business Status: Pending New Business

Select Action TRANSACTION HISTORY NOTES Select Option

- Purpose – Agent to enter application details into the system and submit to the Underwriting Department for review.
- Editability – Application fields and functions are editable by all users.
- Action to Trigger Next Step – Click the SUBMIT TO UW button on Summary > Summary page.



Summary View

Company Name:

PREMIUM SUMMARY

GROSS PREMIUM \$ 0

Premium Inclusive of Taxes \$ 0

COMMISSION

NET PREMIUM \$ 0

TAXES and FEES

TOTAL TAX/FEES \$ 0

AVAILABLE DOCUMENTS

AVAILABLE DOCUMENTS ↓
Not found

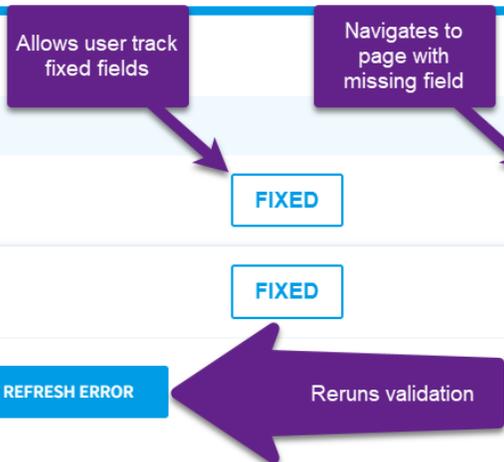
SUBMIT TO UW

PREVIOUS

Important Note: Clicking the SUBMIT TO UW button triggers a system validation that checks if all required fields are populated on the application. If required fields are missing, a popup appears indicating missing fields and requesting corrections.

Error Code: Please Complete Below Mandatory Fields

FIELD NAME ↕	ERRORS ↕	SCREEN NAME ↕		
Population	Population must be greater than 0	General Information	FIXED	GO
Total No. of All Employees	Total No. of All Employees is required	General Information	FIXED	GO



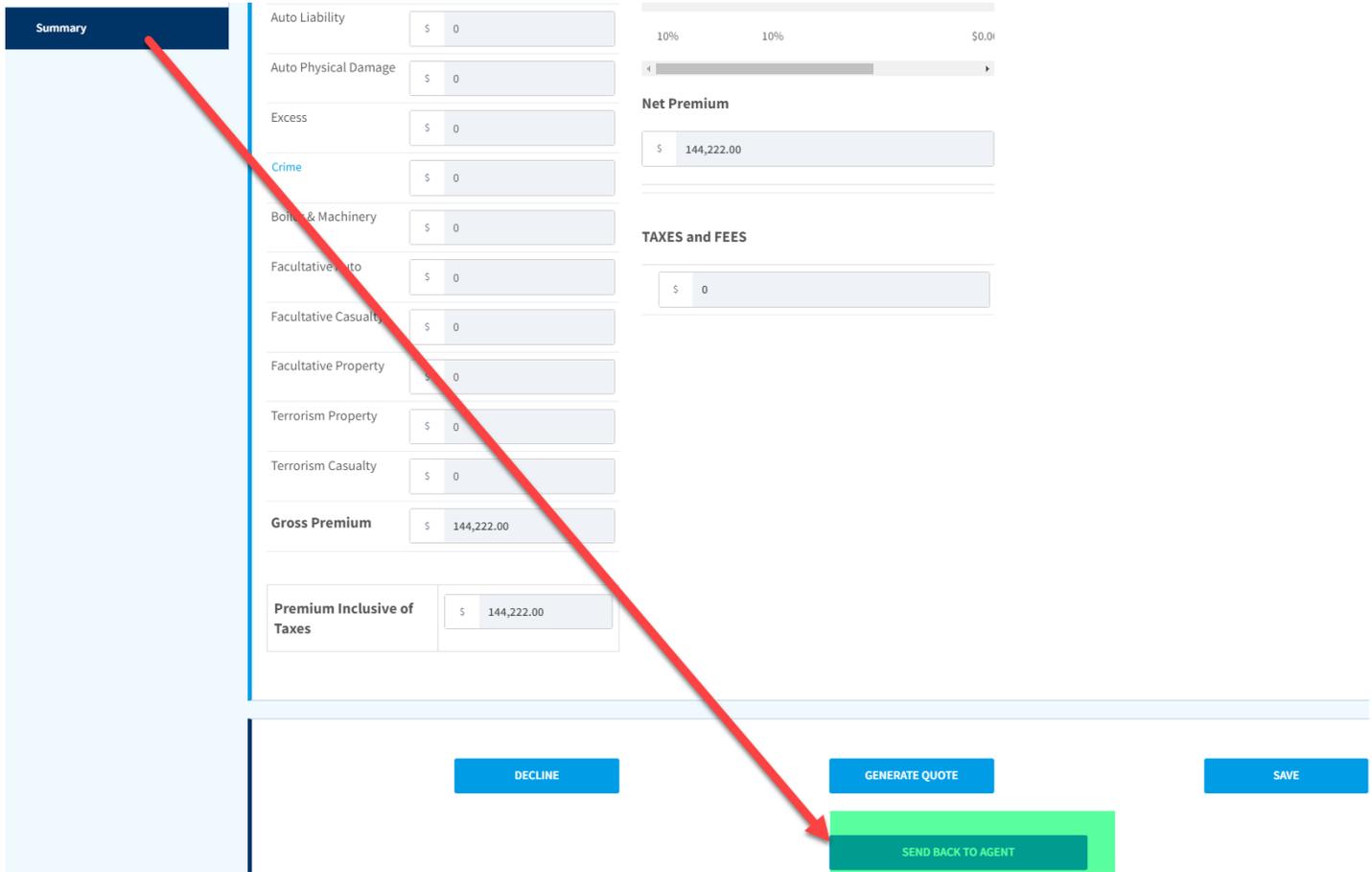
Once updated, click the SUBMIT TO UW button again.

Your transaction is complete.

Once complete, the system directs to the next step.

Step 2 – Send Back to Agent Path

If the underwriter needs the agent to update the application or provide additional information, the underwriter can navigate to the Summary page and click the SEND BACK TO AGENT button.

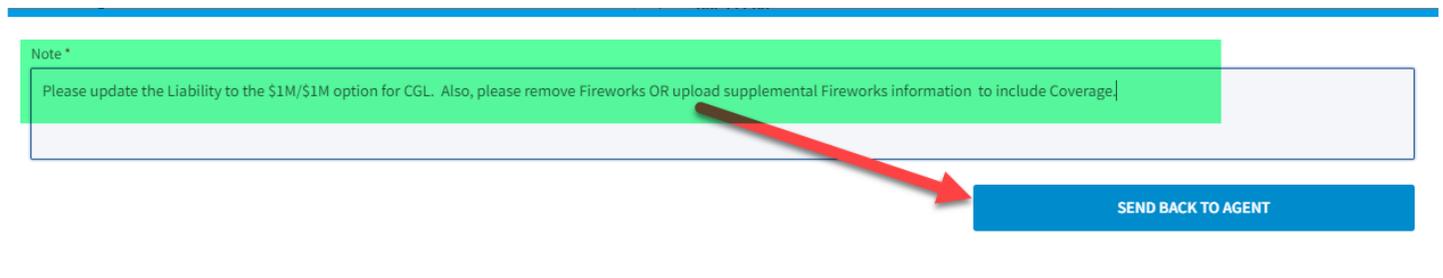


The screenshot displays the 'Summary' page of the Tokio Marine HCC system. The page is divided into several sections:

- Summary** (highlighted in a dark blue tab)
- Coverage Options:** A list of coverage types with corresponding dollar amounts in input fields:
 - Auto Liability: \$ 0
 - Auto Physical Damage: \$ 0
 - Excess: \$ 0
 - Crime: \$ 0
 - Boiler & Machinery: \$ 0
 - Facultative Auto: \$ 0
 - Facultative Casualty: \$ 0
 - Facultative Property: \$ 0
 - Terrorism Property: \$ 0
 - Terrorism Casualty: \$ 0
- Gross Premium:** \$ 144,222.00
- Net Premium:** \$ 144,222.00
- TAXES and FEES:** \$ 0
- Premium Inclusive of Taxes:** \$ 144,222.00

At the bottom of the page, there are four buttons: **DECLINE**, **GENERATE QUOTE**, **SEND BACK TO AGENT** (highlighted in green), and **SAVE**. A red arrow points from the 'Summary' tab to the 'SEND BACK TO AGENT' button.

A popup appears in which the underwriter can add notes to the agent.

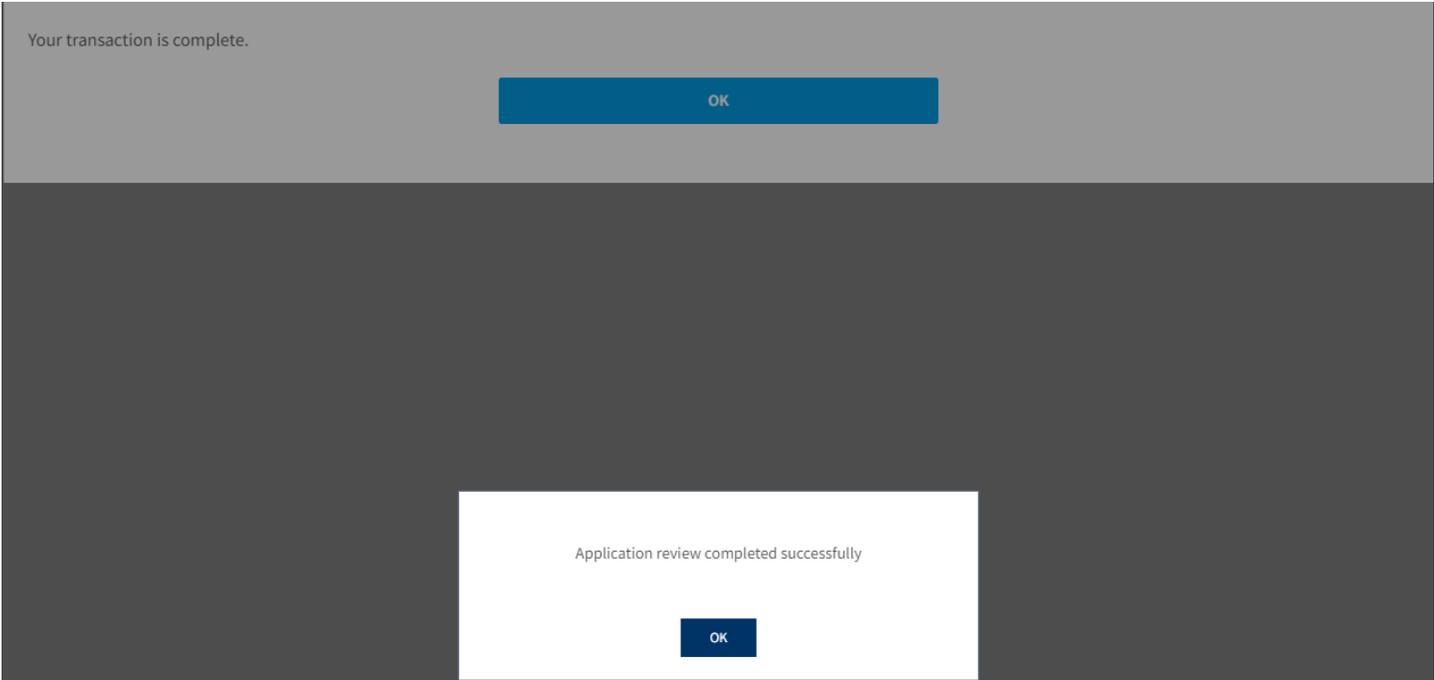


The screenshot shows a popup window for adding notes to the agent. The note text is highlighted in green:

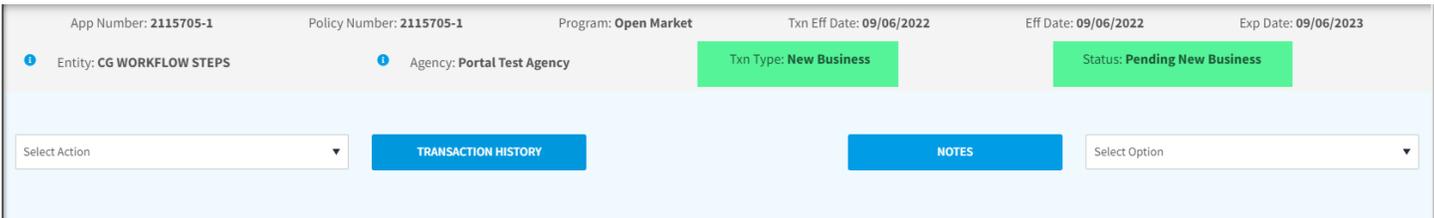
Note *

Please update the Liability to the \$1M/\$1M option for CGL. Also, please remove Fireworks OR upload supplemental Fireworks information to include Coverage.

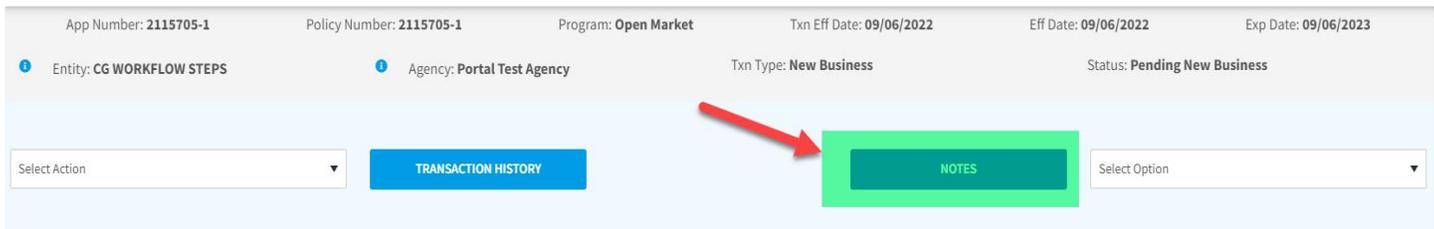
A red arrow points from the note text to the **SEND BACK TO AGENT** button at the bottom right of the popup.



This returns the application to Pending New Business status, which is editable by the agent.



Clicking the NOTES button in the application header displays the note sent by the underwriter to the agent.



NAME	NOTE SUBJECT	NOTE	MODIFIED DATE
 CGonzalez	Sent Back to Agent	Please upd...	09/06/2022 12:38:01 PM

Note Subject

Note Text

Once the requested updates are complete, click the SUBMIT TO UW button to send the application back into the underwriting workflow (see Step 2 – Send Back to Agent Path).

General ✓ ▾

Liability ✕ ▾

Excess ✕

Professional ✕ ▾

Exposure List ✕

Property ✕ ▾

Auto ✕ ▾

Inland Marine ✕ ▾

EDP ✕ ▾

Crime ✕ ▾

Summary ▲

Summary

Summary View

Company Name:

PREMIUM SUMMARY

GROSS PREMIUM \$ 0

Premium Inclusive of Taxes \$ 0

COMMISSION

NET PREMIUM \$ 0

TAXES and FEES

TOTAL TAX/FEES \$ 0

AVAILABLE DOCUMENTS

AVAILABLE DOCUMENTS ▾

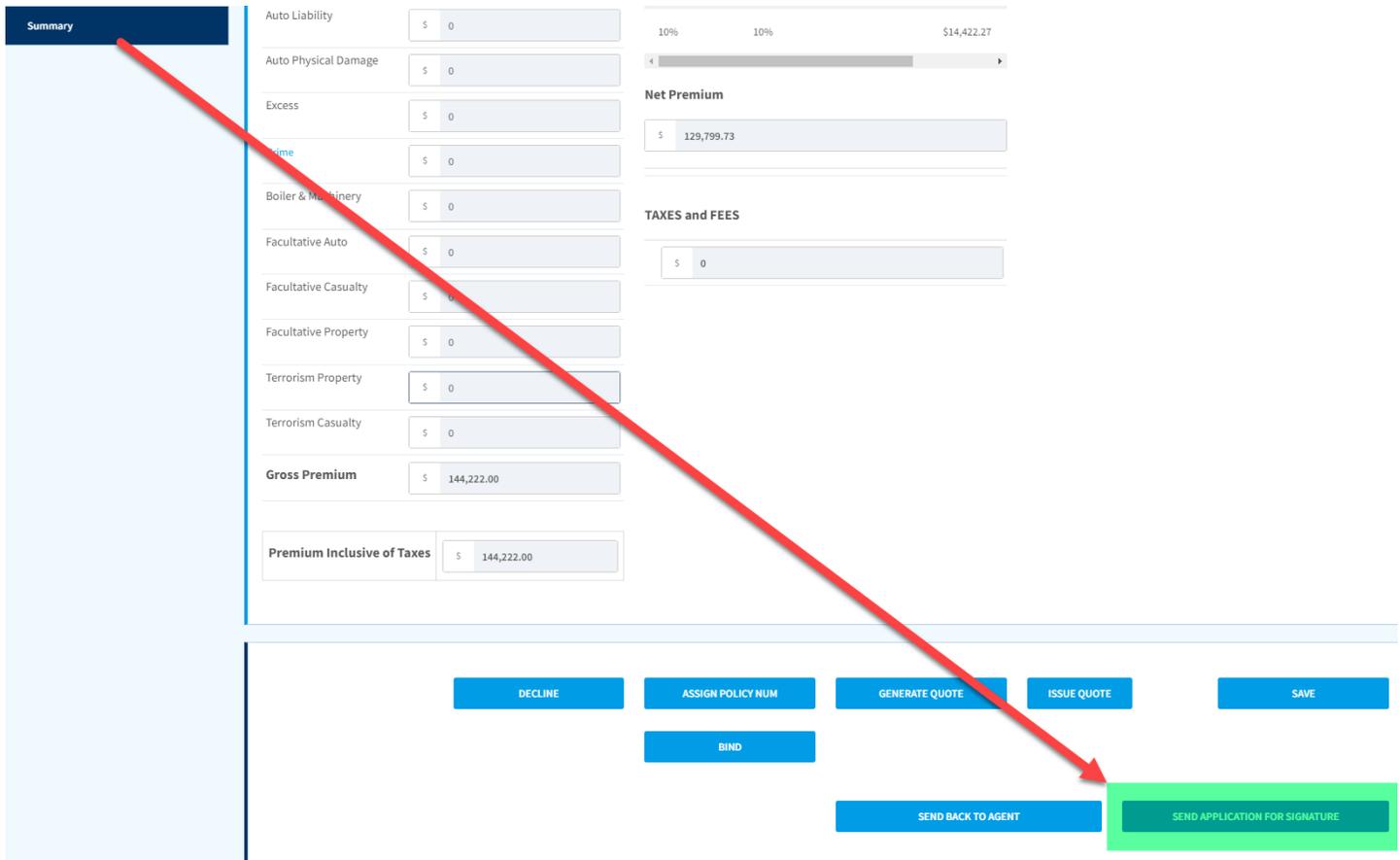
Not found

SUBMIT TO UW

PREVIOUS

Step 3 - Send Application for Signature

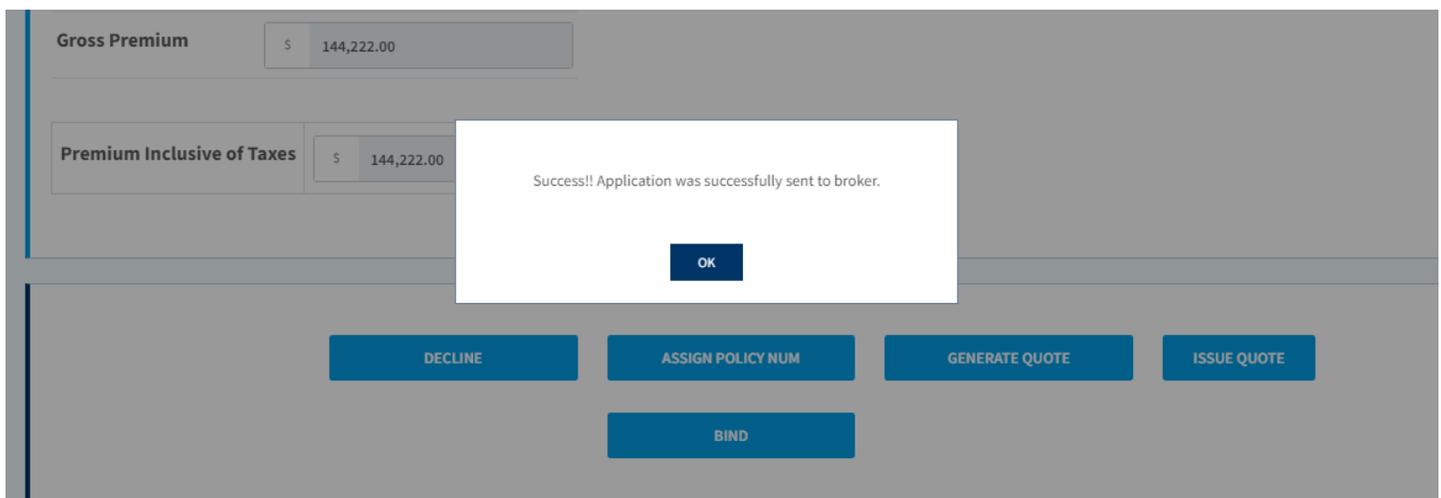
The underwriter can trigger a DocuSign document be generated and sent to the agent's email address to then be forwarded to the insured for signature. To do this, the underwriter navigates to the Summary > Summary page and clicks the SEND APPLICATION FOR SIGNATURE button.



The screenshot shows the 'Summary' page with various premium components. A red arrow points from the 'Summary' tab on the left to the 'SEND APPLICATION FOR SIGNATURE' button at the bottom right.

Component	Value	
Auto Liability	\$ 0	
Auto Physical Damage	\$ 0	
Excess	\$ 0	
Time	\$ 0	
Boiler & Machinery	\$ 0	
Facultative Auto	\$ 0	
Facultative Casualty	\$ 0	
Facultative Property	\$ 0	
Terrorism Property	\$ 0	
Terrorism Casualty	\$ 0	
Gross Premium	\$ 144,222.00	
Premium Inclusive of Taxes	\$ 144,222.00	
10%	10%	\$14,422.27
Net Premium	\$ 129,799.73	
TAXES and FEES	\$ 0	

Buttons: DECLINE, ASSIGN POLICY NUM, GENERATE QUOTE, ISSUE QUOTE, SAVE, BIND, SEND BACK TO AGENT, **SEND APPLICATION FOR SIGNATURE**



The screenshot shows the same Summary page as above, but with a success message dialog box overlaid in the center. The dialog box contains the text: "Success!! Application was successfully sent to broker." and an "OK" button.

Buttons: DECLINE, ASSIGN POLICY NUM, GENERATE QUOTE, ISSUE QUOTE, BIND

The agent receives an email with a link to the application PDF and a request for signature. The underwriter is copied on this email.

Please sign this document



DocuSign Demo System <dse_demo@docusign.net>

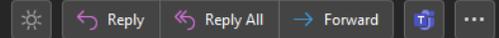
To Gonzalez, Chris

Retention Policy TMHCC - 6 Month Delete Policy Tag - Inbox (6 months)

Expires 3/5/2023

Tue 9/6/2022 4:07 PM

If there are problems with how this message is displayed, click here to view it in a web browser.



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

DocuSign



TMHCC PRG sent you a document to review and sign.

REVIEW DOCUMENT

Please review the documents below.

FINISH

OTHER ACTIONS

TokioMarine

38 of 39

START

DocuSign Envelope ID: 84FEDE1-A1A6-4E35-A516-93477652D5AF

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com



Applicant Name: **CG Workflow Steps - WESTCHESTER**
Policy Effective Date: 09/06/2022
Application Number: 2115705010101

**Tokio Marine HCC Public Risk
APPLICATION DECLARATION**

After complete investigation and inquiry, to the best of applicant's knowledge and belief, no principals, partners, directors, officers, employees, or insurance managers have knowledge of any act, error, omission, fact, incident, situation, unresolved job dispute, accident, or any other circumstance that is or could be the basis for a claim under this proposed insurance policy.

Report knowledge of all such incidents to your current carrier prior to your current policy expiration. The proposed insurance being applied for will not respond to incidents about which you had knowledge prior to the effective date of the policy nor will coverage apply to any claim or circumstance identified or that should have been identified in this application.

The applicant has read the foregoing and understands that completion of this Application does not bind the Underwriter or other party to provide coverage. It is agreed, however, that this Application is complete and correct to the best of applicant's knowledge and belief and that all particulars which may have a bearing upon acceptability as an insurance risk have been revealed. It is understood that this Application shall form the basis of the contract should the Underwriter approve coverage and should the applicant be satisfied with the Underwriter's quotation.

It is further agreed that, if in the time between submission of this Application and the requested date for coverage to be effective, the applicant becomes aware of any information which would change the answers furnished in response to any question of this Application, such information shall be revealed immediately in writing to the Underwriter.

Signature of authorized official: _____ Date _____

Print name of authorized official: _____

Title of authorized official: _____



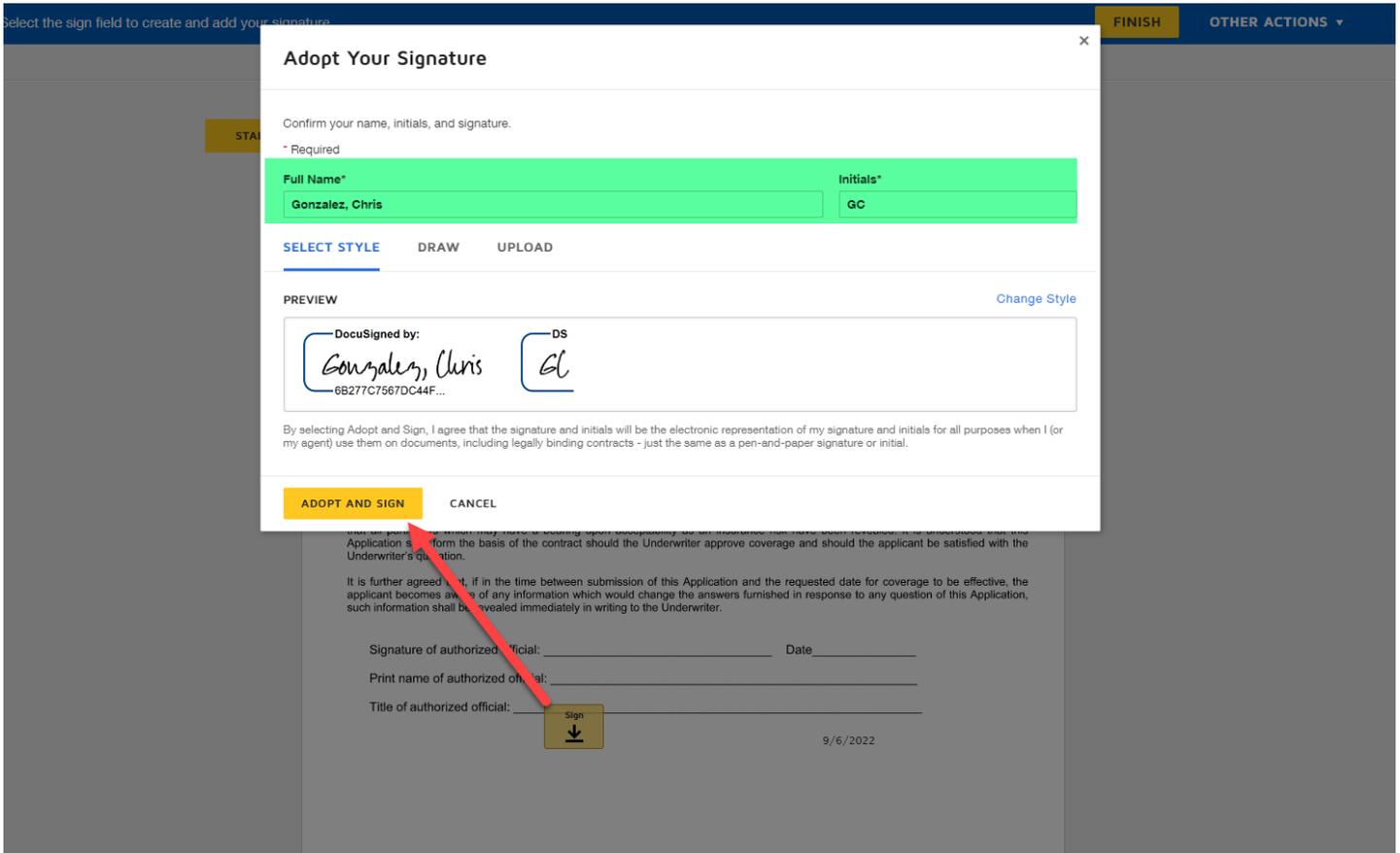
9/6/2022

Client Name: CG Workflow Steps
Application #: 2115705010101
New York - HCC Public Risk-

9/6/2022 4:06:31 PM

Page 39 of 39

Clicking the Sign tab allows the insured to complete the signature.



Select the sign field to create and add your signature

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW [Change Style](#)

DocuSigned by:  DS 
6B277C7567DC44F...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADOPT AND SIGN](#) [CANCEL](#)

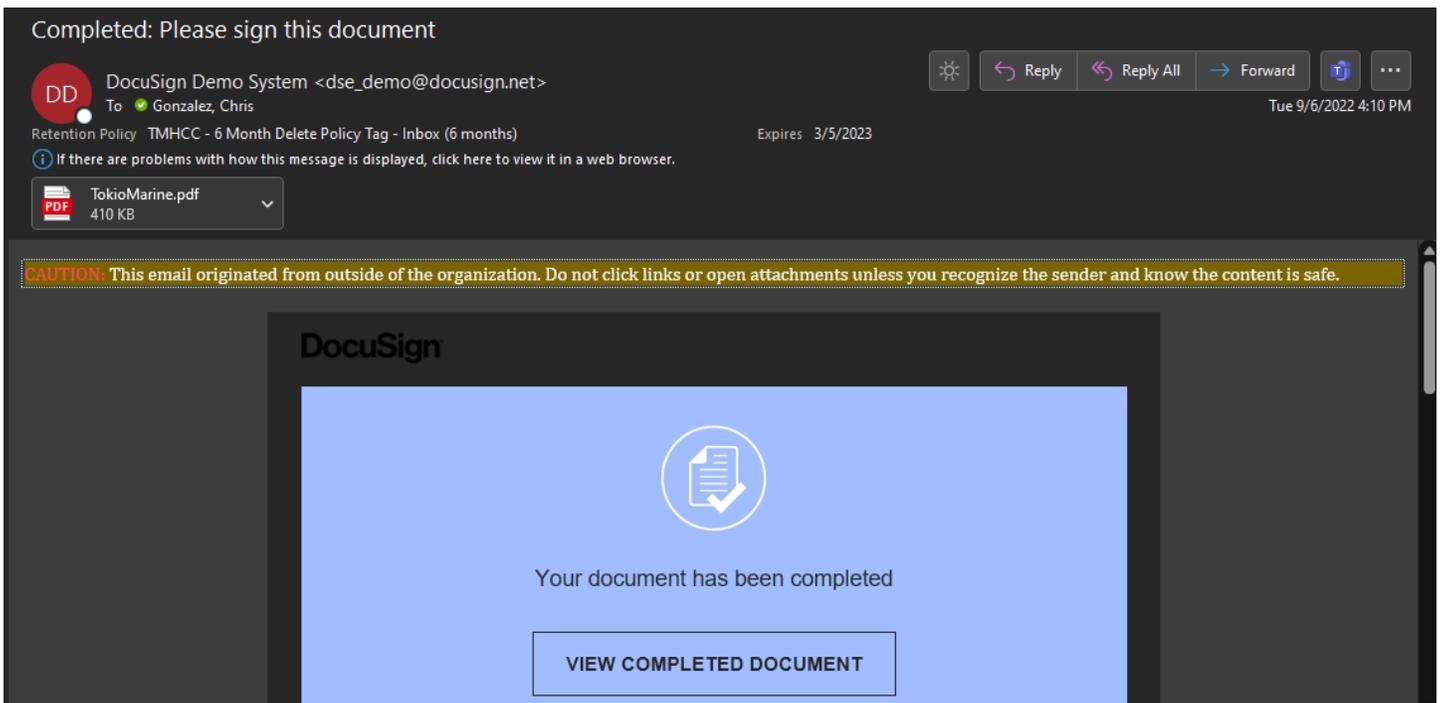
Application is formed on the basis of the contract should the Underwriter approve coverage and should the applicant be satisfied with the Underwriter's quotation.

It is further agreed that, if in the time between submission of this Application and the requested date for coverage to be effective, the applicant becomes aware of any information which would change the answers furnished in response to any question of this Application, such information shall be revealed immediately in writing to the Underwriter.

Signature of authorized official: _____ Date _____
Print name of authorized official: _____
Title of authorized official: _____

[Sign](#)
9/6/2022

Once the insured signs and clicks the FINISH button, the underwriter and agent receive a confirmation email indicating the document has been completed.



Completed: Please sign this document

DocuSign Demo System <dse_demo@docusign.net>
To: Gonzalez, Chris

Retention Policy: TMHCC - 6 Month Delete Policy Tag - Inbox (6 months) Expires: 3/5/2023

[TokioMarine.pdf](#) 410 KB

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

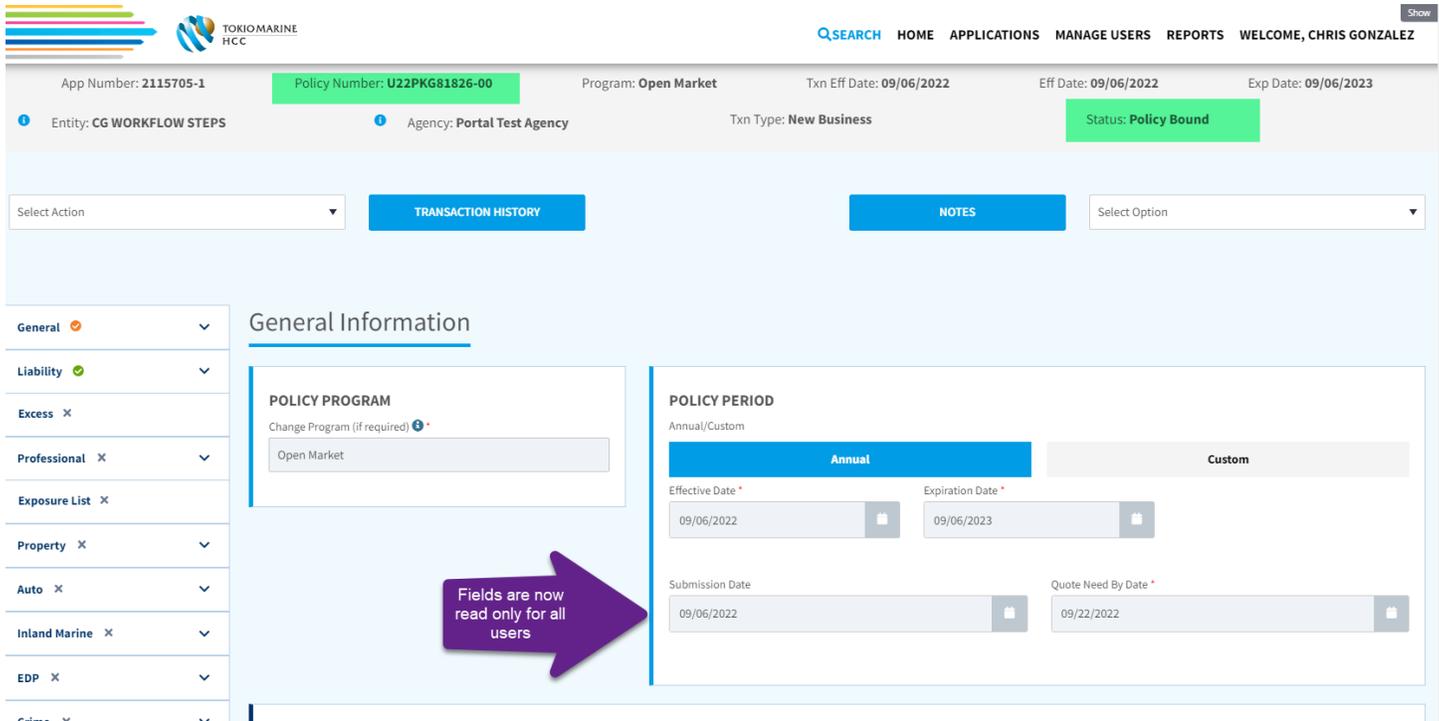
DocuSign



Your document has been completed

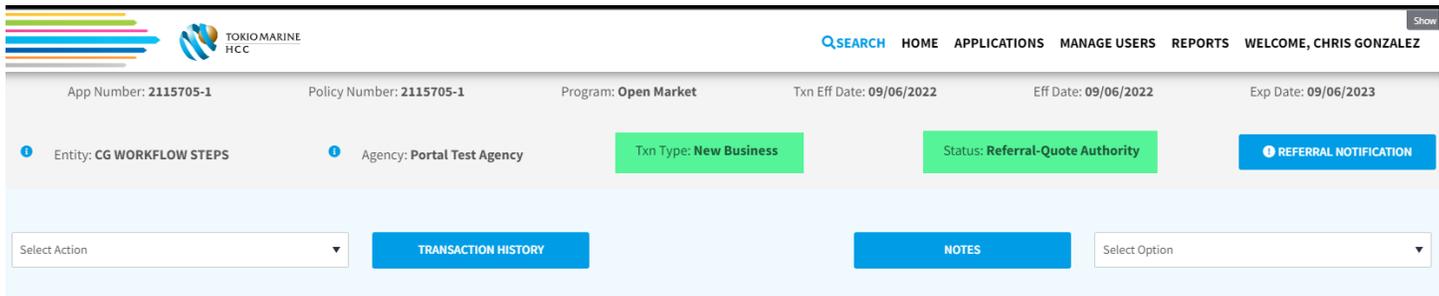
[VIEW COMPLETED DOCUMENT](#)

Once the policy is bound, the header is updated with a system-assigned policy number, the status is updated to Policy Bound, and the application cannot be edited.



The screenshot displays the application interface for a policy bound status. The header shows the following details: App Number: 2115705-1, Policy Number: U22PKG81826-00, Program: Open Market, Txn Eff Date: 09/06/2022, Eff Date: 09/06/2022, and Exp Date: 09/06/2023. The status is 'Policy Bound'. A purple arrow points to the 'POLICY PERIOD' section with the text 'Fields are now read only for all users'.

Step 4 – Policy Bound Status



The screenshot displays the application interface for a 'Referral-Quote Authority' status. The header shows the following details: App Number: 2115705-1, Policy Number: 2115705-1, Program: Open Market, Txn Eff Date: 09/06/2022, Eff Date: 09/06/2022, and Exp Date: 09/06/2023. The status is 'Referral-Quote Authority'.

- Purpose – This status indicates the application is bound. It allows for subsequent transactions to be created from it, but is otherwise read only.
- Editability – Application fields and functions are **not editable** by any user role.
- Action to Trigger Next Step – Click the Select Action option on the header and trigger a midterm transaction. See the Midterm Transactional Processing section of this guide.

The system allows midterm transactions to be processed on bound/issued policies. These are the supported midterm transactional processes:

- Cancellation
- Rewrite
- Reinstatements
- Renewals
- Endorsements

Important Note: Infinity requires all midterm transactions to be done on the latest issued transaction for the policy term (i.e., If there are three endorsements on a policy, then the third endorsement should be selected to process the midterm transaction.)

Renewal

Renewal transactions can be done if these conditions are met:

1. The policy selected is a Bound/Issued policy.
2. The transaction selected is the latest-issued transaction for the policy.

Note: Using the Transaction History button can assist in navigating to the latest transaction for a policy. Clicking on the link in the first column will navigate you to that transaction.

POLICY NO. ↓	TRANSACTION TYPE ↓	STATUS ↓	EFFECTIVE DATE ↓	EXPIRATION DATE ↓	PREMIUM ↓
1	New Business	PolicyBound	04/08/2022	04/08/2023	1055.4366
2	Cancellation	RWAppReview	05/17/2022	04/08/2023	-942.664
3	Rewrite	PolicyBound	04/08/2022	04/08/2023	1576.9261

[CLOSE](#)

Creating a Renewal Transaction

In an open policy that meets the above criteria, the Renew Policy transaction can be found in the Action Menu.

Select Action ▼

- Select Action
- Renew Policy
- Cancel Policy
- Endorse Policy
- Event Log

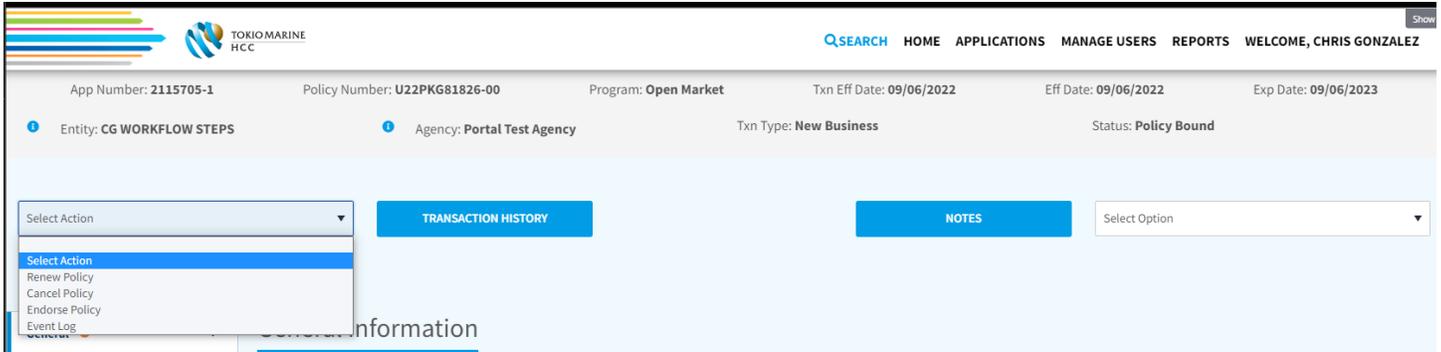
TRANSACTION HISTORY

Summary View

Renewal Application Data

Once in Upcoming Renewal Status, the renewal is fully editable. From here, the flow is the same as a New Business transaction.

1. Complete application – Navigating away from the page or clicking the Next / Previous / Save button will all trigger a save of the information after every line of business is entered (e.g., liability-save, property-save, etc.).
2. When the application is complete, click the Summary tab and click the SUBMIT TO UW button.



The screenshot shows the application interface with the following details:

- App Number: 2115705-1
- Policy Number: U22PKG81826-00
- Program: Open Market
- Txn Eff Date: 09/06/2022
- Eff Date: 09/06/2022
- Exp Date: 09/06/2023
- Entity: CG WORKFLOW STEPS
- Agency: Portal Test Agency
- Txn Type: New Business
- Status: Policy Bound

A dropdown menu is open under 'Select Action', showing the following options:

- Select Action
- Renew Policy
- Cancel Policy
- Endorse Policy
- Event Log

Buttons for 'TRANSACTION HISTORY' and 'NOTES' are visible.

Endorsement

Endorsement transactions can be done if the following conditions are met:

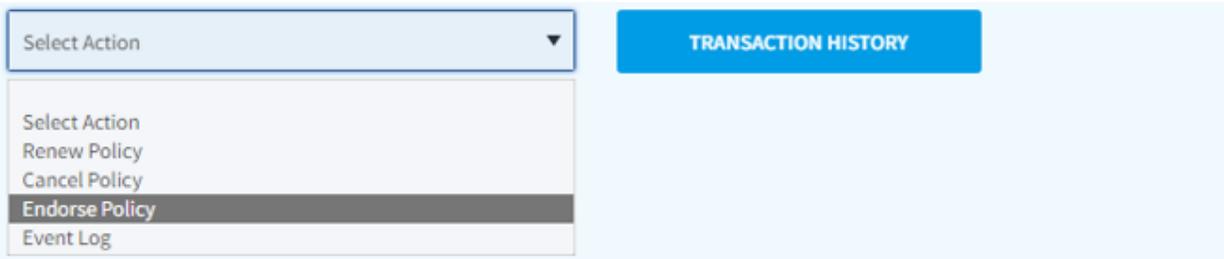
- The policy selected is a Bound/Issued policy.
 - The transaction selected is the latest issued transaction for the policy.
1. This is where you will start the process of endorsement changes on bound policies. Important Note: Endorsements should be created on the latest issued/bound transaction (i.e., If there is a new business transaction with three endorsements on it, then you should select transaction #3 to create the newest endorsement.)
 2. Utilizing the Transaction History button can assist in navigating to the latest transaction for a given policy. Clicking on the link in the first column will navigate you to that transaction.

POLICY NO. ⌵	TRANSACTION TYPE ⌵	STATUS ⌵	EFFECTIVE DATE ⌵	EXPIRATION DATE ⌵	PREMIUM ⌵
1	New Business	PolicyBound	04/08/2022	04/08/2023	1055.4366
2	Cancellation	RWAppReview	05/17/2022	04/08/2023	-942.664
3	Rewrite	PolicyBound	04/08/2022	04/08/2023	1576.9261

[CLOSE](#)

Creating an Endorsement Transaction

For an open policy that meets the above criteria, the Endorse Policy transaction can be found in the Action Menu.



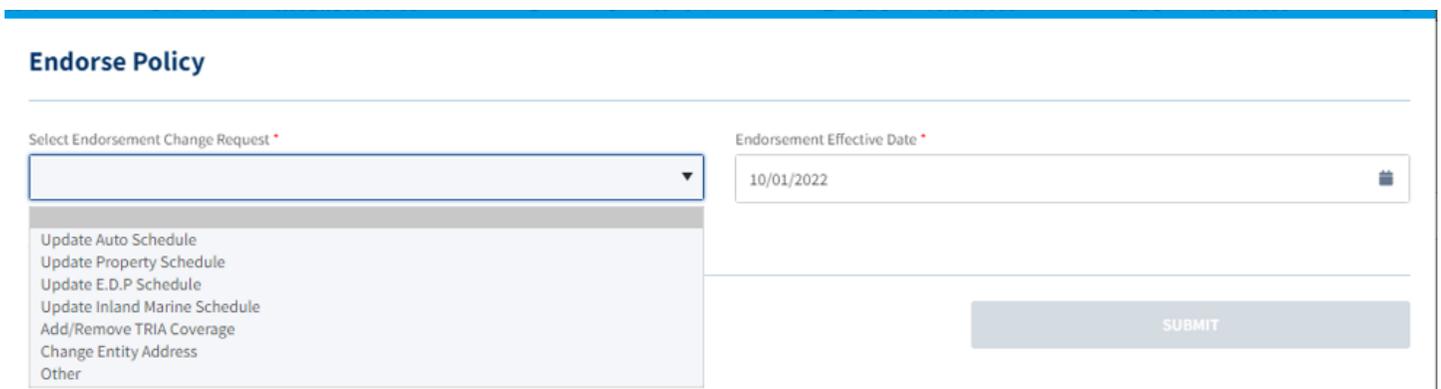
The screenshot shows a dropdown menu with the following options: Select Action, Renew Policy, Cancel Policy, Endorse Policy (highlighted), and Event Log. To the right of the dropdown is a blue button labeled 'TRANSACTION HISTORY'.

Endorsement Options

Clicking the Endorse Policy option launches the Endorsement Options popup. This is where you can add details regarding the endorsements:

- Select Endorsement Change Request** – This field captures the type of endorsement.
 - Update Property Schedule** – This endorsement will open custom flow in which you can make changes only to property schedule and additional insured.
 - Update Auto Schedule** - This endorsement will open custom flow in which you can make changes only to auto schedule and additional insured.
 - Update Inland Marine** - This endorsement will open custom flow in which you can make changes only to inland marine schedule and additional insured.
 - Update E.D.P Schedule** - This endorsement will open custom flow in which you can make changes only to E.D.P schedule and additional insured.
 - Add/Remove TRIA Coverage** - This endorsement will open custom flow in which you can make changes only to terrorism.
 - Change Entity Address** - This endorsement will open custom flow in which you can make changes only to entity address.
 - Others** – This endorsement creates an endorsement request form to underwriters and submit the request for underwriting processing.
- Endorsement Effective Date** – This field identifies the effective date of the endorsement. It **must** be within the policy term and it will default to policy inception date.

Upon completion of this popup, click the SUBMIT button to launch the next screen. Note: Programs will have respective individual LOB endorsement options.



The screenshot shows the 'Endorse Policy' popup form. It has a title 'Endorse Policy' and two main input fields: 'Select Endorsement Change Request' and 'Endorsement Effective Date'. The 'Select Endorsement Change Request' dropdown is open, showing options: Update Auto Schedule, Update Property Schedule, Update E.D.P Schedule, Update Inland Marine Schedule, Add/Remove TRIA Coverage, Change Entity Address, and Other. The 'Endorsement Effective Date' field contains '10/01/2022'. A 'SUBMIT' button is located at the bottom right of the form.

Create Endorsement Custom Flow

Upon election of the Custom Flow (other than the Other flow) - Select Endorsement Change Request and Endorsement Effective Date options, the endorsement is created as a copy of the most recent transactional information.

Endorse Policy

Select Endorsement Change Request *

▼

- Update Auto Schedule
- Update Property Schedule
- Update E.D.P Schedule
- Update Inland Marine Schedule
- Add/Remove TRIA Coverage
- Change Entity Address
- Other

Endorsement Effective Date *

📅

SUBMIT

After selecting an option (Update Auto Schedule, in the example below), you are directed to a custom endorsement screen specific to the entry selected. This allows users to see current data and add/edit/delete any new information. In the example below, the Auto Schedule is selected and therefore populates with existing schedule and allows modification as needed for this specific endorsement.



SEARCH HOME APPLICATIONS MANAGE USERS REPORTS WELCOME, CHRIS GONZALEZ

Policy Number: **2103674-3** Policy Number: **U22PKG81109-00** Status: **PendingEndr** Transaction Type: **EN** Product Type: **Open Market** Effective Date: **08/12/2022** Expiration Date: **01/12/2023**

Entity Name: **KLP TESTING GL CLASS CODE**

Agency Name: **Portal Test Agency**

Update Auto Schedule

ADD VEHICLE

✕
IMPORT LIST
DELETE ALL
📄
📄

	AUX RUNNING LIGHTS	ANTI-THEFT DEVICE	FIVE MPH BUMPER	TRACTION CONTROL	ANTI-LOCK	GARAGE ZIP CODE	ISO AUTOMOBILE TERRITORY	ACTION
es-	false	Passive Disabling Device	true	false	false	48326	24	EDIT DELETE

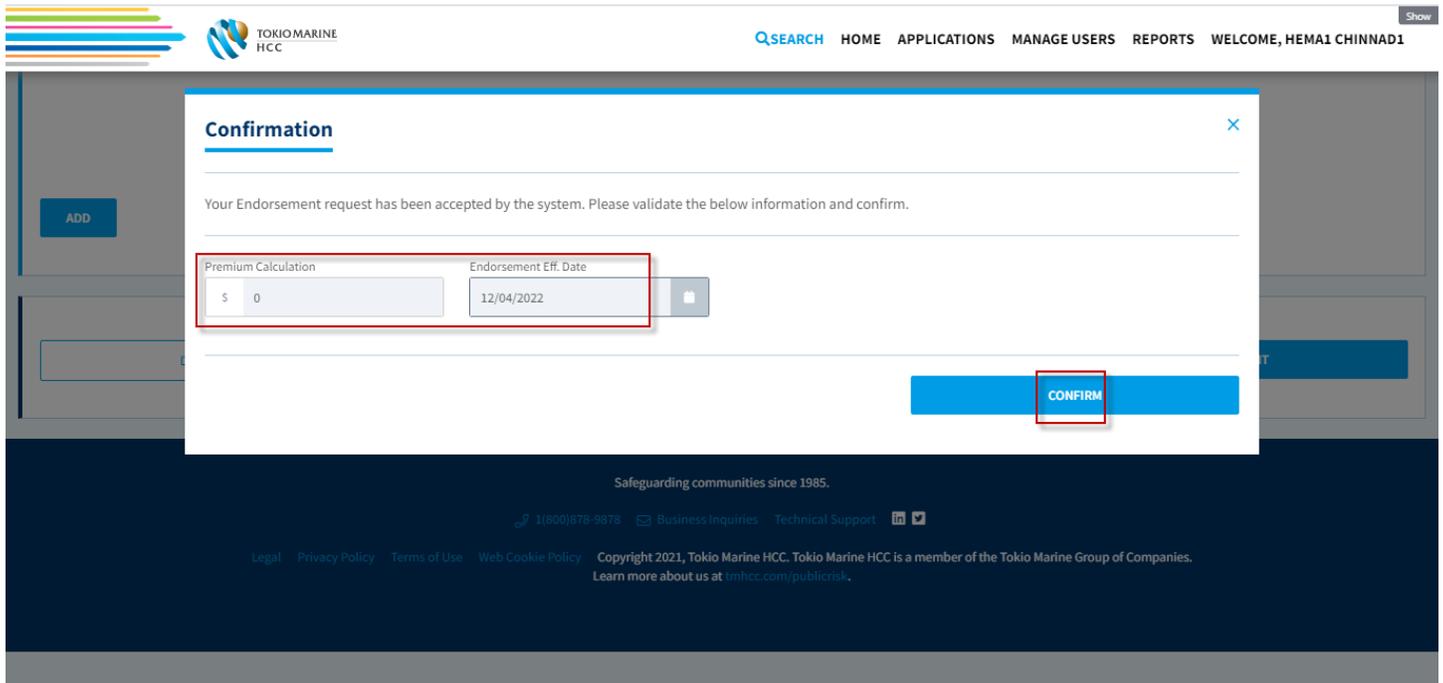
Once all updates are complete, click the SUBMIT button at the bottom of the screen.

ADD

DELETE
SUBMIT

38

Upon submitting, the system calculates all applicable premium and asks for confirmation of the endorsement effective date.



Confirmation ×

Your Endorsement request has been accepted by the system. Please validate the below information and confirm.

Premium Calculation	Endorsement Eff. Date
\$ 0	12/04/2022

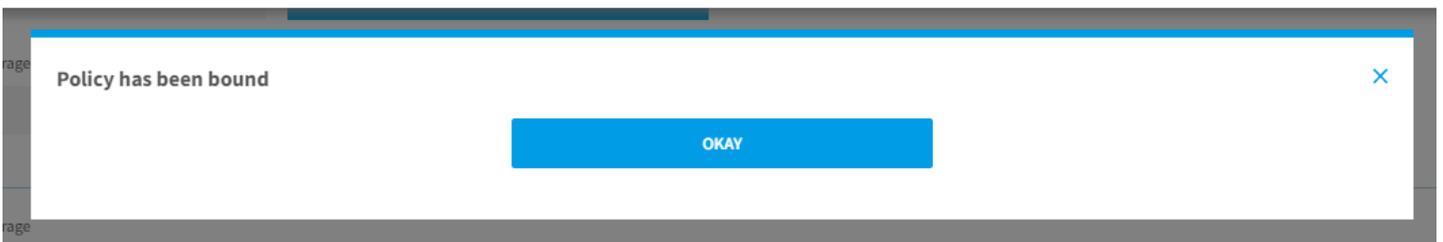
CONFIRM

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Important Note: Clicking the CONFIRM button triggers a system validation to determine if the endorsement falls within the guidelines of self-serve or whether the change requires review by the Underwriting Department prior to issuance. If it does qualify for self-serve, the endorsement will be bound and an automated email will be sent with the applicable forms to the agent log in on file for the account.



Policy has been bound ×

OKAY

If the endorsement requires underwriting review, a message will appear indicating it's been referred to an underwriter and the status of the endorsement changes to Endorsement Processing UW Referral. The Underwriting Department receives the endorsement request and finalizes its processing.

Create Endorsement Others – Normal Flow

Upon selection of the Normal Flow (Other Option) - Select Endorsement Change Request and Endorsement Effective Date options, the endorsement is created as a copy of the most recent transactional information.

Endorse Policy

Select Endorsement Change Request *

Other ▼

Endorsement Effective Date *

10/01/2022 📅

Any change of Endorsement Effective Date will require re-entry of all Endorsement Data

SUBMIT

Upon completion of this popup, click the SUBMIT button to launch the next screen.

The system will launch the Endorsement – Other popup where you can add details regarding the endorsements.

- **Select Line of Coverage** – This field captures the type of endorsement.

Endorse - Other

Select Line of Coverage *

▼

Change Type *

▼

Description of the Change *

Select Line of Coverage *

▼

- Inland Marine
- Liquor Liability
- Employment Practices Liability
- Crime
- Commercial General Liability
- Business Auto
- Electronic Data Processing Systems
- Employee Benefits Liability
- Equipment Breakdown
- Law Enforcement Liability
- Property
- Public Officials Liability (Wrongful Acts)
- Commercial Excess Liability Policy
- None
- Multiple Lines
- Terrorism (TRIA)
- Entity Information

- **Change Type** – This field captures the type of modification:
 - Modify
 - Add
 - Delete

- **Description of the Change** – User to Add Comments

Upon completion of this popup, click the SUBMIT button to launch the next screen.

40

The ENDORSEMENT REQUEST button in the policy header shows the information of endorsement.

App Number: 2150364-2 Policy Number: U22PKG82060-00 Program: Open Market Txn Eff Date: 10/01/2022 Eff Date: 10/01/2022 Exp Date: 10/01/2023

Entity: TESTING FORMS-001 Agency: Portal Test Agency Txn Type: Endorsement Status: Submitted for UW Review

ENDORSEMENT REQUEST

Endorsement Request

Select Line of Coverage: Inland Marine Change Type: Add

Description of the Change Request: TEsting Purpose

CANCEL

The Endorsement Request is submitted to the Underwriting Department for review and final processing. All Endorsement transactions under process can be viewed and acted using Endorsement Action GRID.

DOCUMENT PREPARATION RECENT ACTIVITY UNDERWRITING ACTION UW MANAGEMENT ACTION **ENDORSEMENT ACTION** UPCOMING RENEWAL

SEARCH FILTER CLEAR PRINT EXPORT

	POLICY NO. ⚙	ENTITY NAME ⚙	AGENCY NAME ⚙	STATUS ⚙	EFF. DATE ⚙	UNDERWRITER ⚙	UW ASS
SELECT	U26POB15002 8-01	BEDFORD TOWNSHIP	DECKER AGENCY, LLC	Endorsement Processing	11/20/2026	Hoff, Andrea	Baldwi Crystal
SELECT	U24SCH14004 8-00	BROWNSTOW N -SMF	PORTAL TEST AGENCY	Referral-EN Issuance Review	07/01/2024	Flynn, Shawn	Baldwi Crystal
SELECT	U24SCH14004 0-00	BROWNSTOW N -SMF	PORTAL TEST AGENCY	Endorsement Processing	07/01/2024	Flynn, Shawn	Baldwi Crystal
SELECT	U23SCH14004 4-01	PARIS COOPERATIVE HIGH SCHOOL	PORTAL TEST AGENCY	Referral-EN Clearance Review	08/09/2023	Singh, Tanu	Nataraj Kavibh
SELECT	U23PKG82037- 00	CUS 01	PORTAL TEST AGENCY	Referral-EN Issuance	09/15/2023	O'Donnell, Declan	Coxen,