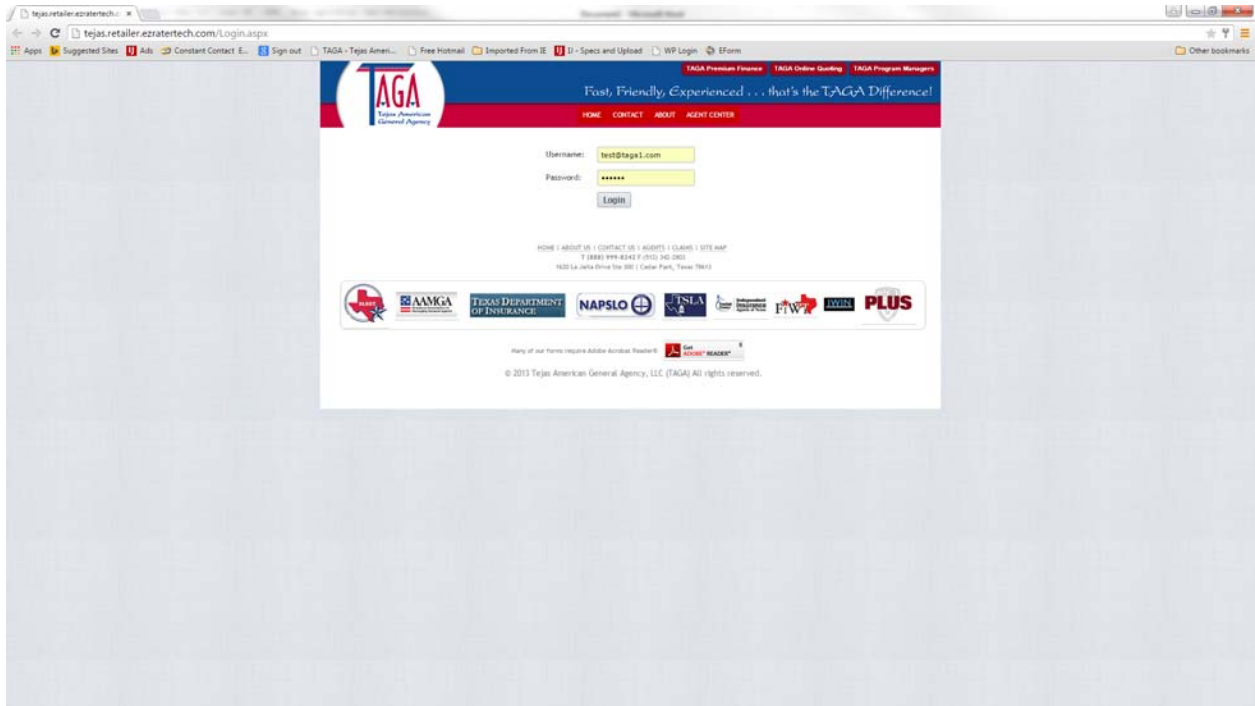
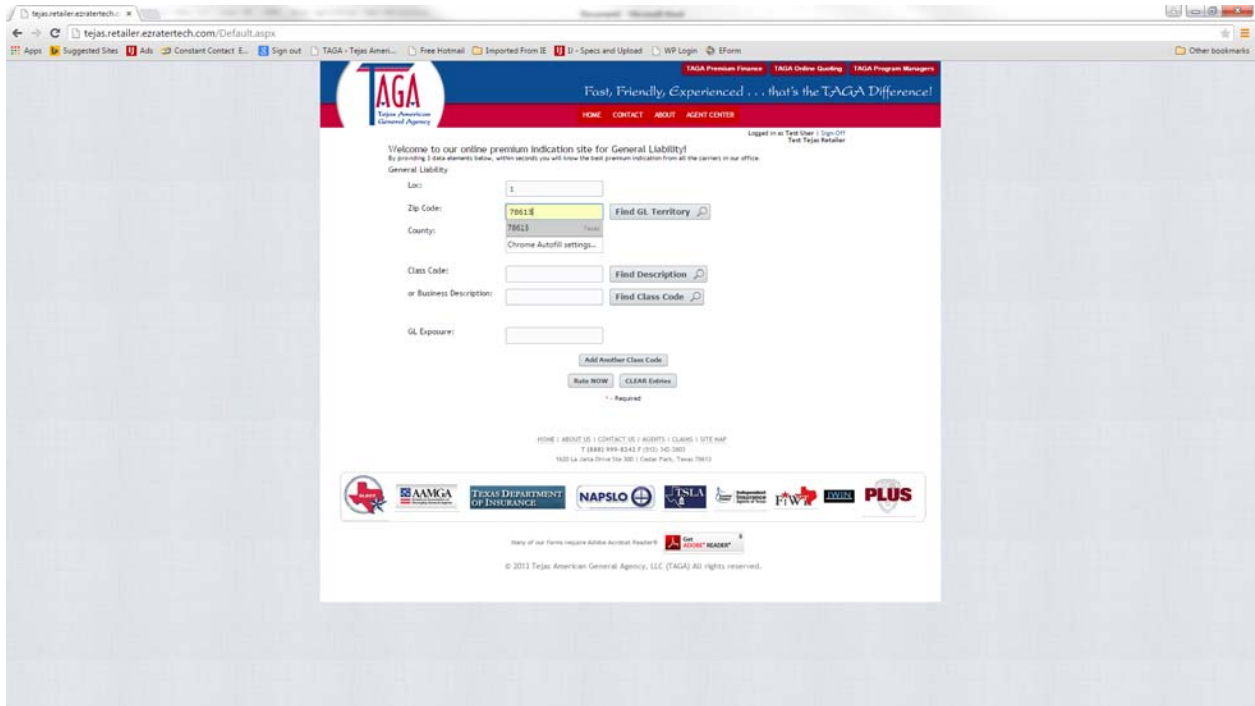


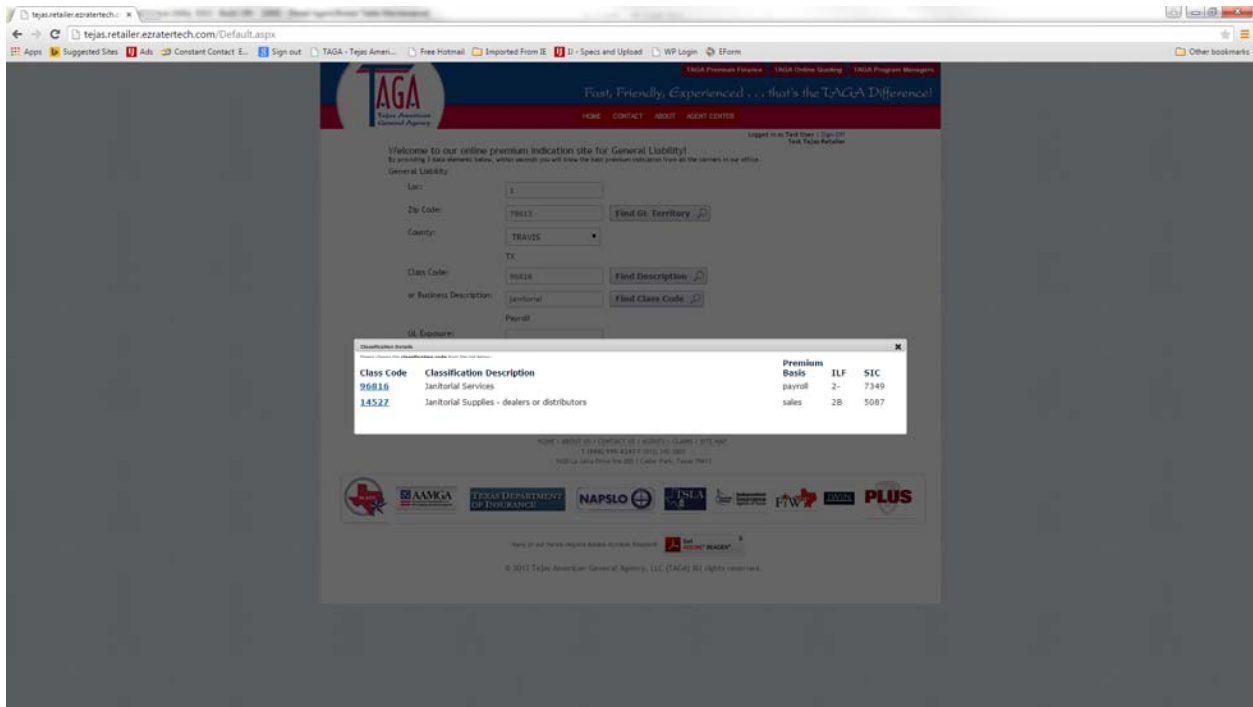
Step 1: Login using info provided



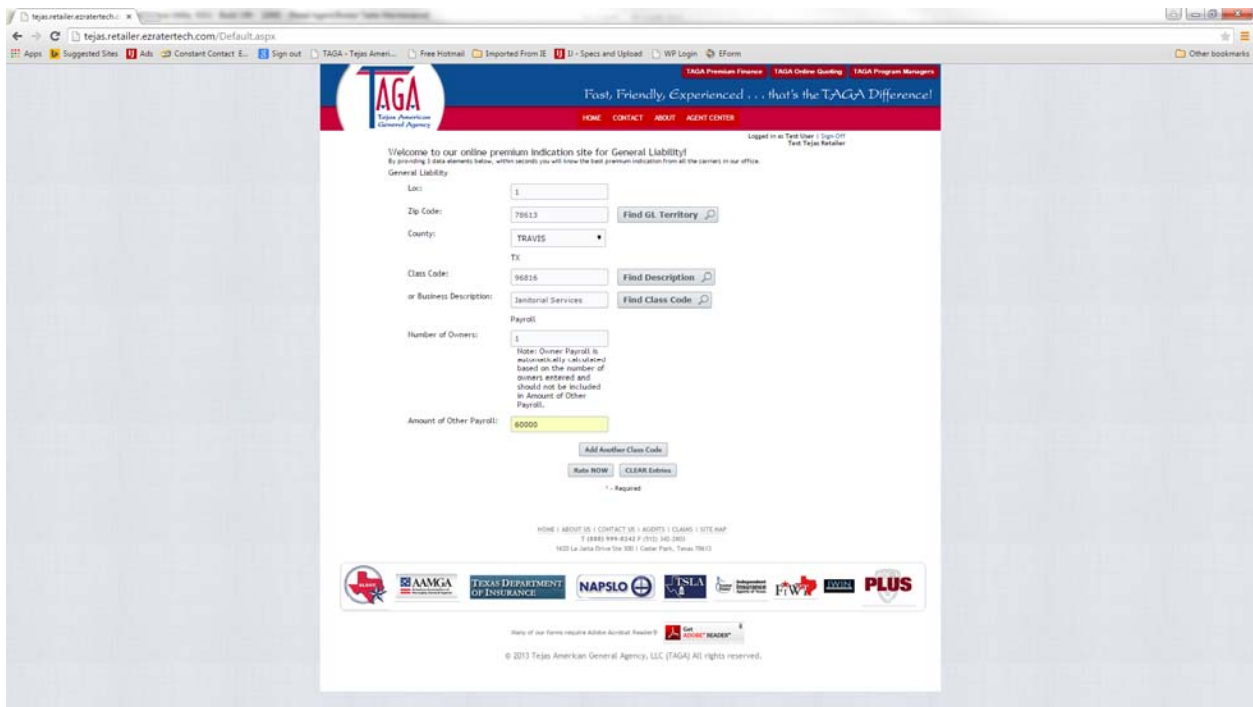
Step 2: Enter Zip Code for Location



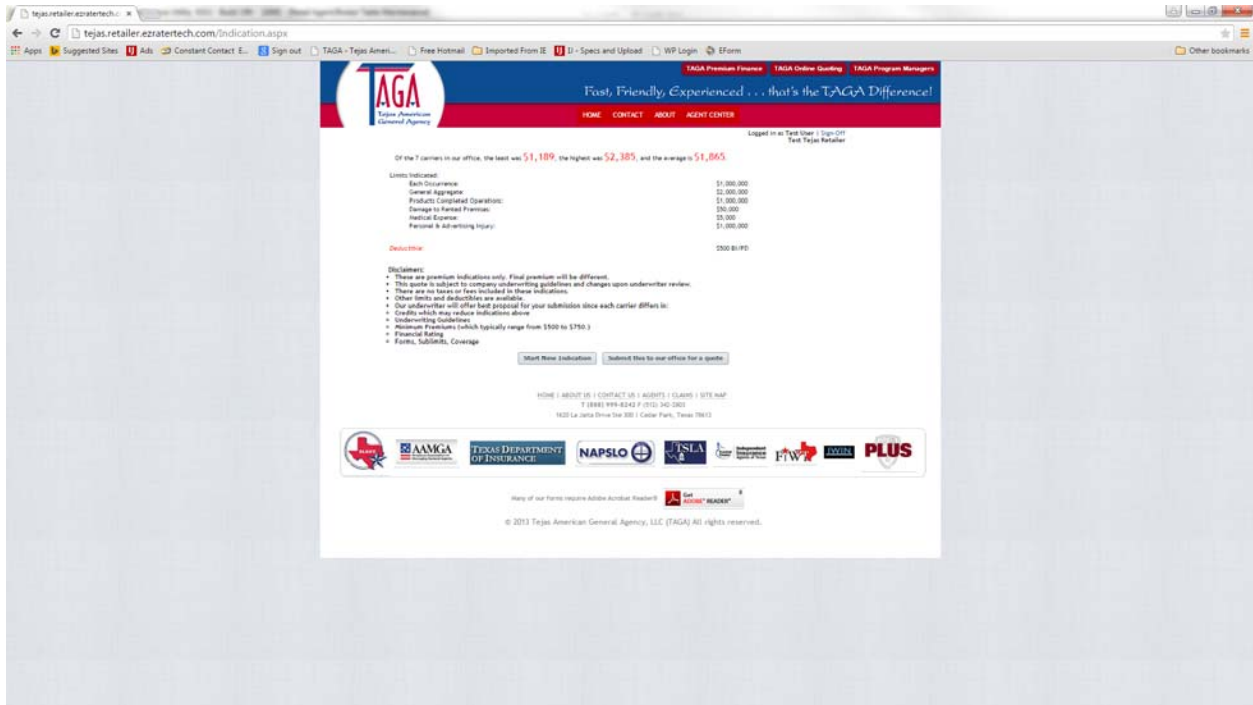
Step 3: Enter GL class code either by number, by business description or by the menus to right



Step 4: Enter exposure per instructions, by payroll or gross sales. Remember to deduct owner payroll when prompted. Then select Rate Now or Add Another Class Code to add another location or Class Code.



Step 5: To send to our office select “Submit this to our office for a quote”



Step 6: Select the underwriter you wish the submission sent to, add Insured Name, Attach documents and add notes and select Submit to Underwriter

