



## Tips to assist you with our On-line Quoting, Rating & Submission of Homeowners Applications

Starting July 1, 2018 we will be offering our Agents the ability to log into our website to Quote, Rate & Submit Homeowners applications on-line.

### Lets Get Started

#### Supported Browsers:

- Internet Explorer 9
- Internet Explorer 10
- Internet Explorer 11
- Internet Explorer Edge
- Mozilla FireFox
- Google Chrome

#### Trouble Logging In?

#### Technical Issues?

Call: 607-257-5000

- Mindy Dudgeon  
Ext. 5474
- Sierra Schell  
Ext. 5485
- Sara Pyhtila  
Ext. 5482
- Judi Sampson  
Ext. 5475

#### Underwriting Questions?

Call: 607-257-5000

- Ronnie Wade  
Ext. 5458
- Marcia Weaver  
Ext. 5266
- Cindy Hancock  
Ext. 5455

- Verify you are using one of the supported browsers from our list.
- Open your browser and clear your cache. Close out and re-open your browser.
- Log into our website: [www.securitymutual.com](http://www.securitymutual.com)
- Make sure your compatibility view settings includes [hostidp.com](http://hostidp.com)
- Your popup blocker must allow for pop-ups while using this program.
- Your internet option must include [hostidp.com](http://hostidp.com) as a trusted site.
- **Each user must have their own log-in I.D.** to quote, rate & submit an application directly to Security Mutual. To be set up please see your Agency Administrator.
- Select: Independent Agent Login
- Enter your username & password
- Under Agent select Current Agent then select: AgentXpress
- Select New Quote tab at the top of the screen to begin creating a quote.
- Under Product— select homeowners
- Under Program—select appropriate program.
- Select Next .
- **You now have entered our Quoting System**

### Insured

- Type name exactly as it should appear on the declarations.
- **Please provide insureds phone number for inspection purposes.** Fax and Email are optional.
- **Mailing address:** if the insured has a PO Box please place that on Line 1 of the mailing address and place the location address under the risk address.
- **Risk address:** goes through a standardization process. (If the latitude & longitude are not populated you can not hit accept)
- Select Next.

### Prequalifying Questions

- **Hazards Questions:** fill out the hazard questions with a Yes or No answer. Keep in mind if you answer YES your information will not be saved.
- **Conditions Requiring Underwriting Approval:** fill out these questions with a Yes or No answer.
- **Caution Message** will appear if you answer yes to any of the prequalifying questions. At any point in time if you have any questions, please feel free to contact our Underwriting Department for assistance.
- Select Next.



Be sure to ask the insured the right questions along the way.

**REMINDER:**

Be sure to have the insured sign the application to retain on file in your office.



Congratulations—your application has been submitted.

## Quick Quote

- **Coverage Limits:** fill in Coverage A amount then hit tab. Coverage B, C & D will prefill in with minimal amount required. Fill in remainder of screen with dwelling information.
- If there is an Additional Residence Occupied by Insured select yes then +add item to fill in the address of the location and select close and save changes.
- **Year of Renovations:** if the premises has been renovated enter the year of renovation then fill in the renovation information that populates for that field.
- Select Next.

## Coverages A-G, Coverages H-O, Coverages P-Z

- In this section the optional coverage forms are in alphabetic order.
- Select Yes on the form you wish to have added. If additional information is needed, be sure to fill in where necessary.
- **You must go to each screen even if you are not selecting a form and hit Next.** You will then receive a **Green** check mark on the left side that the screen has been completed.
- Should you need to fix something on the screen a **Caution Message** will appear advising you of your error.
- Select Next.

## Additional Underwriting Questions

- You must answer any questions that have an \* asterisks next to them.
- If there is a mortgagee please complete the information at the top.
- Once complete select Next
- **Your Rating Info** automatically generates.

## Homeowners Summary Screen

- **Select Application:** print the application and verify the information is accurate.
- **Any changes:** now is the time to correct them. Go back to the appropriate screen to make changes.
- Then hit Rating at the top to obtain your new rate.
- **Go to Homeowners Summary Screen to print your application.**
- Hit Submit.
- You will receive an Alert that your application has been submitted. It will be sent directly to our policy processing department.
- Collect the appropriate down payment and submit it to our Company.
- Policy will be issued once reviewed by our underwriting department.