LOCALEDGE

Small commercial comparative rater:

SIAA LocalEdge iQuote guide

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Small commercial comparative rater: LocalEdge iQuote guide

With a single electronic application, our small commercial comparative rater, LocalEdge iQuote, provides new options to explore and the ability to secure bindable quotes to present to customers from top carriers—to get the best quote in less time.

This guide provides comprehensive and detailed information about LocalEdge iQuote. If you are looking for quick steps to get started, reference the LocalEdge iQuote: Get Started guide, found under Training on the Resources page of the **LocalEdge website.**

Accessing LocalEdge iQuote:

After signing into the **LocalEdge website**, LocalEdge iQuote can be accessed by selecting 'Get started' on the small commercial homepage. Then, click 'Go to LocalEdge iQuote' to load the LocalEdge iQuote comparative rater.

If unable to log in, please call the LocalEdge Support Services team at **800.444.1744, options 4, 1,** or email **localedgesupport@bridgespecialty.com.**

Viewing a quote:

To access a quote, go to 'Submitted Apps' dashboard, click the name of the insured, then click a carrier icon to view.

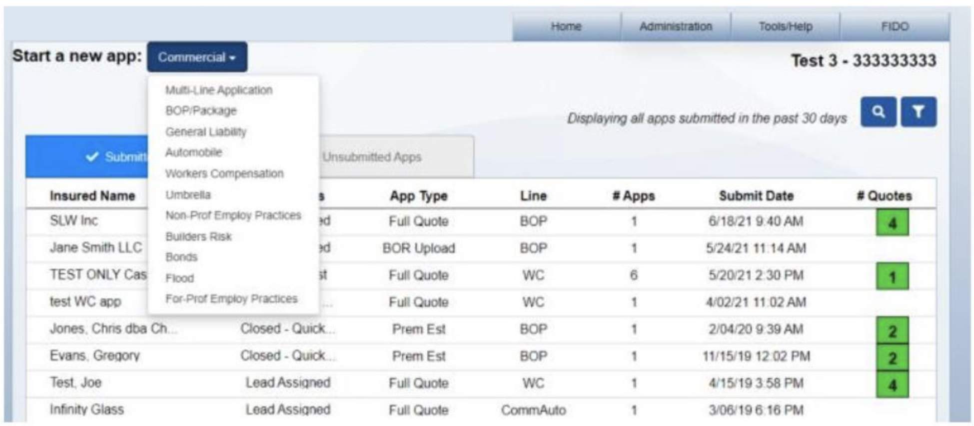
This will open a window with a button to view the proposal. Click ‘Assumptions and Coverage Changes’ to view the questions and answers the system assumed while quoting. If these are not correct, please contact the assigned broker. If these are correct, click ‘View Proposal’ to open the proposal.

Below the LocalEdge iQuote dashboard, there is a link to view the legend of dashboard codes. Please see the **Dashboard code descriptions** section of this guide for an explanation of each code found in the dashboard legend of LocalEdge iQuote.

Submitting an application

This section provides an overview of the basic LocalEdge iQuote application submission steps. For more detail, continue to the additional sections of the guide.

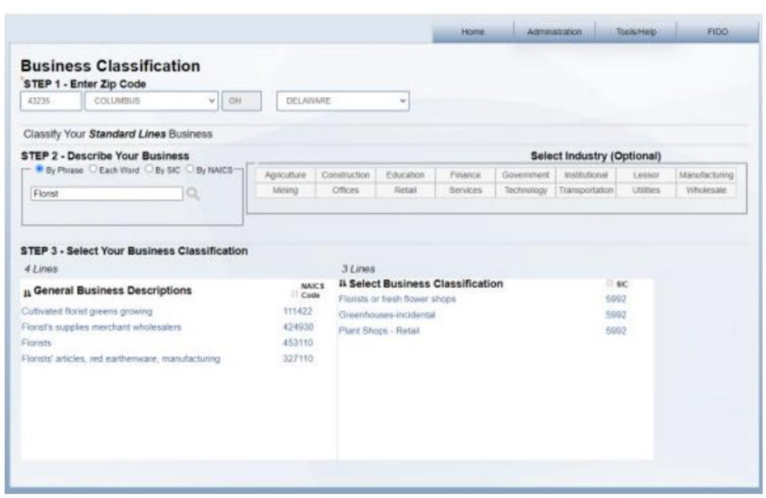
1. After signing in, go to the LocalEdge iQuote dashboard and click 'Commercial'



2. Select a line of business or multi-line application to quote

3. Classify the risk in three easy steps:

- Enter zip code of the insured to identify where their business is located.
- Search by phrase or by SIC/NAICS classification numbers.
- Select the business classification to prompt the rating questions specific to the selected classification and line of business.
- For more detailed steps, please reference the Classification Availability section of this guide.



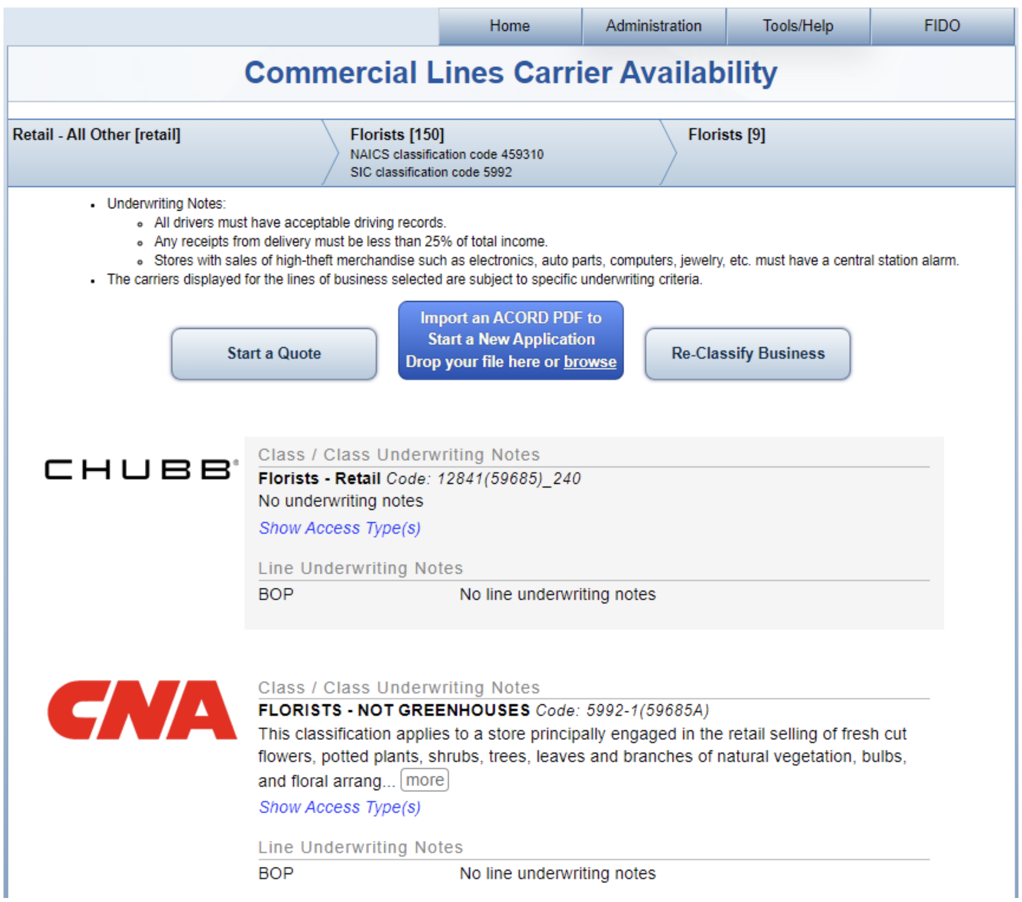
Submitting an application

4. After the carrier classification is selected, 'Commercial Lines Carrier Availability' will populate

This will primarily list LocalEdge iQuote carriers that are able to consider the class of business.

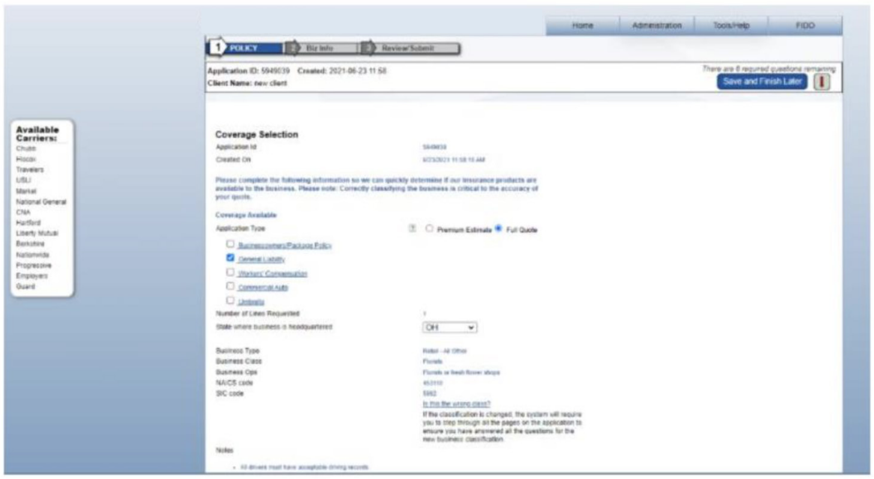
5. Click either 'Start a Quote' to complete rating questions or import one or more fillable ACORD PDFs to pre-fill many of the rating questions

Importing one or more fillable ACORD PDFs will limit data entry duplication.



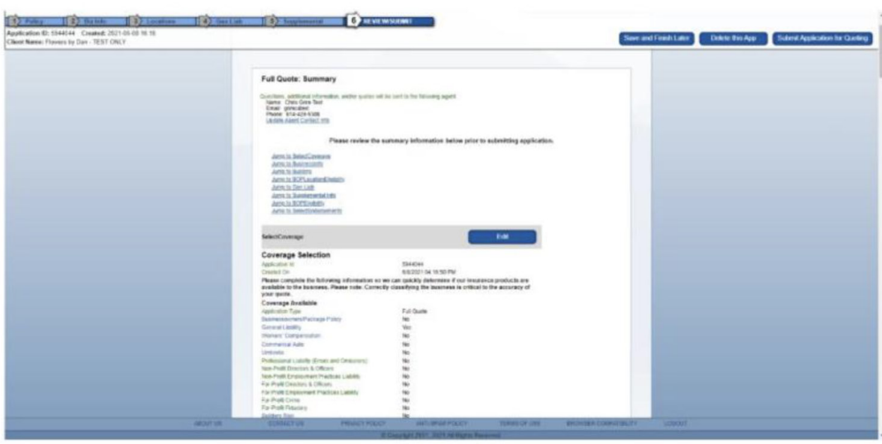
Submitting an application

6. Complete rating questions for selected classification and line of business



7. Once the rating questions are finished, click ‘Submit Application for Quoting’

All required questions must be answered before the 'Submit Application for Quoting' button will populate and the application can be submitted.



8. The submission will be assigned to an LocalEdge iQuote broker who will work with LocalEdge carriers

The broker will advise in the case that any of the following occur: carrier underwriter review is needed, a bindable quote offer is ready, the submission may be reffered to another internal department or if LocalEdge carriers declined to quote.

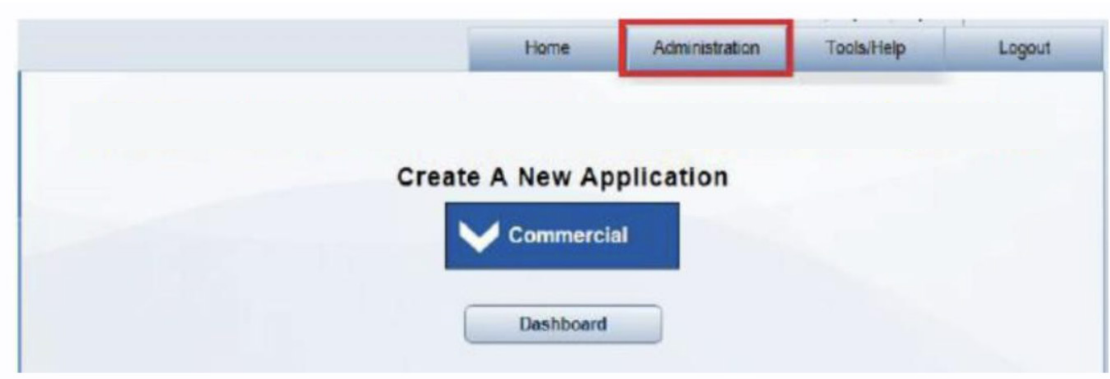
Adding a carrier profile

Create carrier profiles for direct appointments to make LocalEdge iQuote a single entry point for all available carriers!

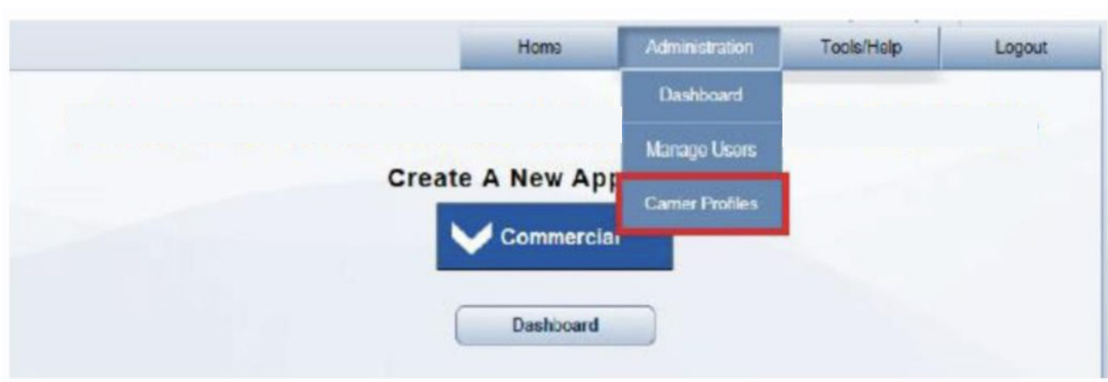
When a carrier profile is created for an electronically connected carrier, LocalEdge iQuote will submit to that carrier using an agents direct appointment credentials instead of LocalEdge wholesale information.

Agents may need to bridge rating info to the carrier on the LocalEdge iQuote Dashboard by clicking on the carrier icon, but then agents access, edit and bind with that carrier directly as normal.

1. Click 'Administration' on the homepage



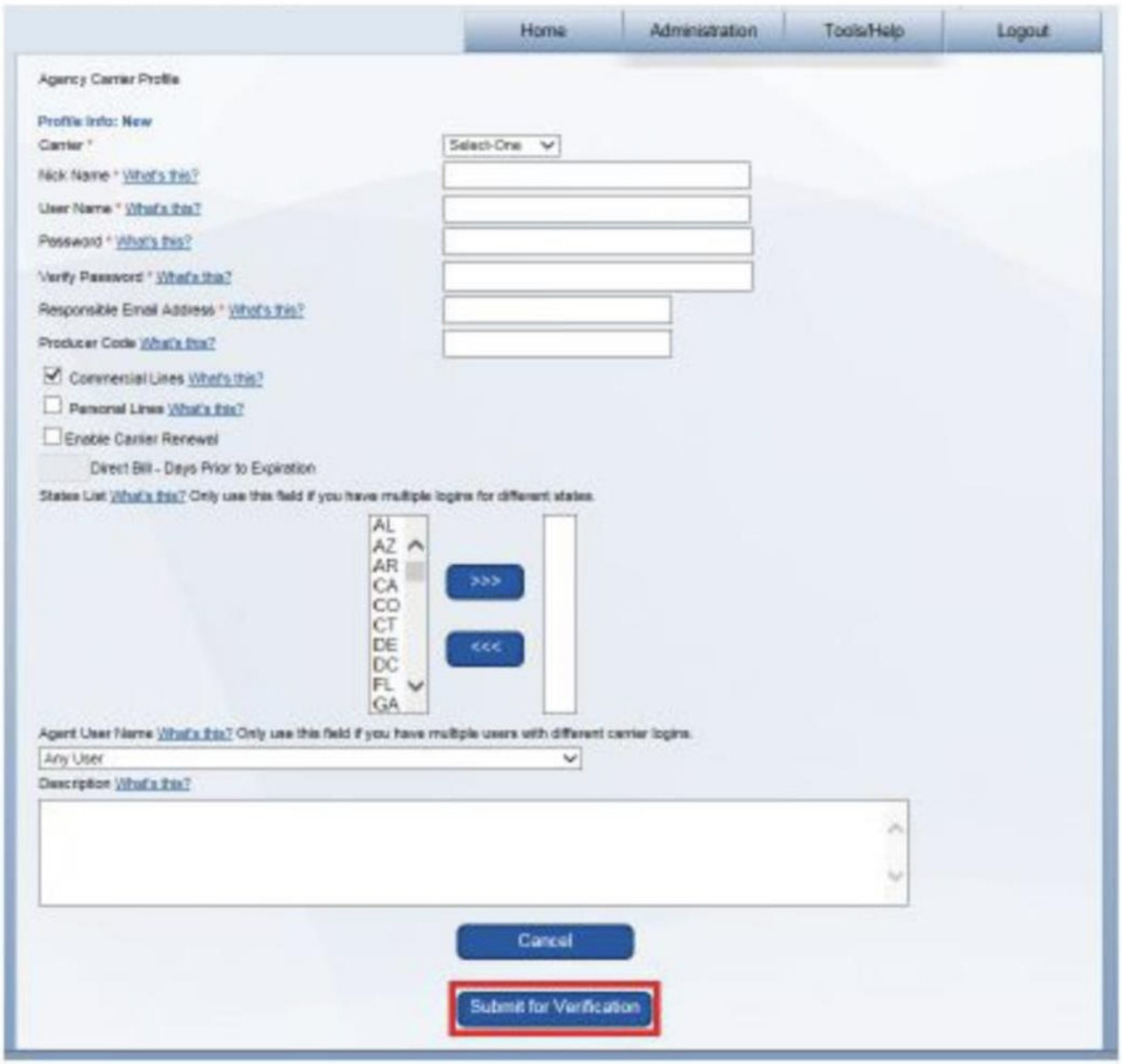
2. Click 'Carrier Profiles'



3. Click 'Create New One'

Adding a carrier profile

4. Fill out the information and click 'Submit for Verification'



Adding a carrier profile

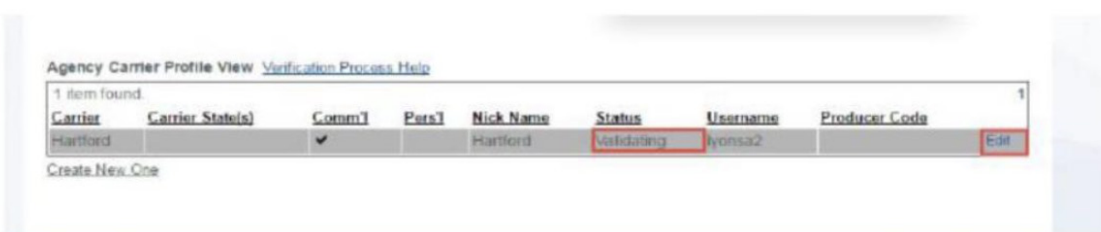
5. Read through Agreement and click ‘Accept’ or ‘Decline’

If ‘Decline’ is selected, the new Carrier Profile will not be processed.

Redirected to the Carrier Profile screen.

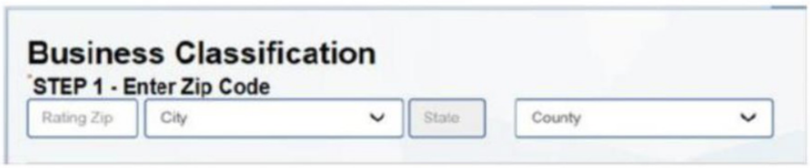
6. Watch for ‘Status’ to change

Verified – Carrier Profile is active and no further action is needed.
Error – There was an error in the validation process. Click ‘Edit’ to check information for accuracy.



Classification availability search

1. Enter business zip code

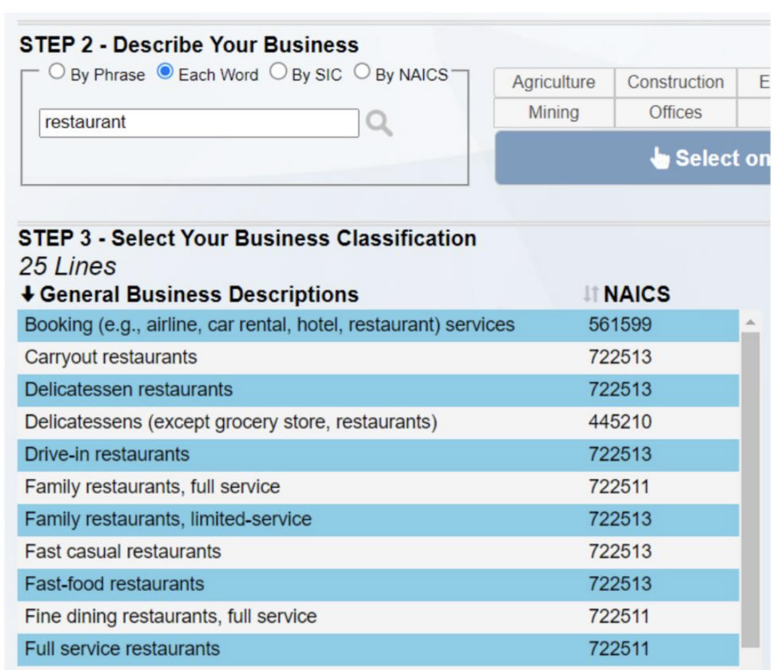


2. Describe the business

Enter a word, phrase, SIC or NAICS. For each selection, enter search criteria based on selection.

3. Select the general business description

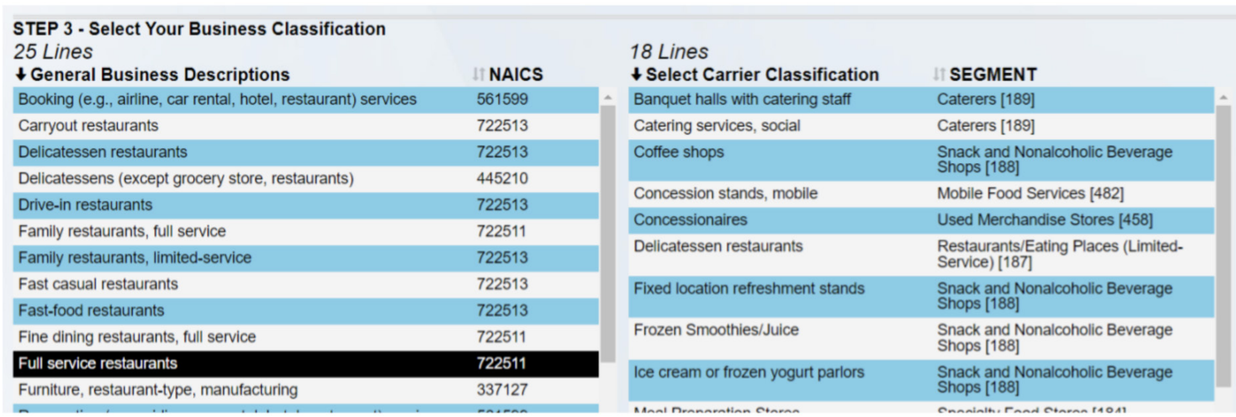
Once criteria is entered, see Step 3: a list of general business descriptions to choose from (Nothing will display in Step 3 until search criteria is entered in Step 2).



Classification availability search

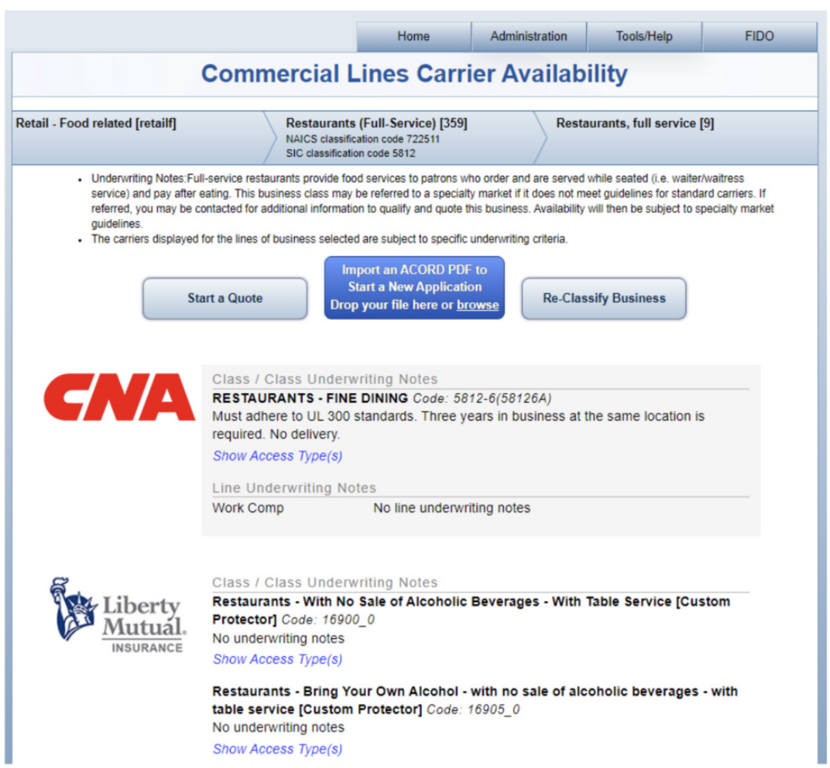
4. Select the carrier classification

First, select the desired General Business Description (based on NAICS code descriptions). Then, choose the specific SIC code that matches the risk.

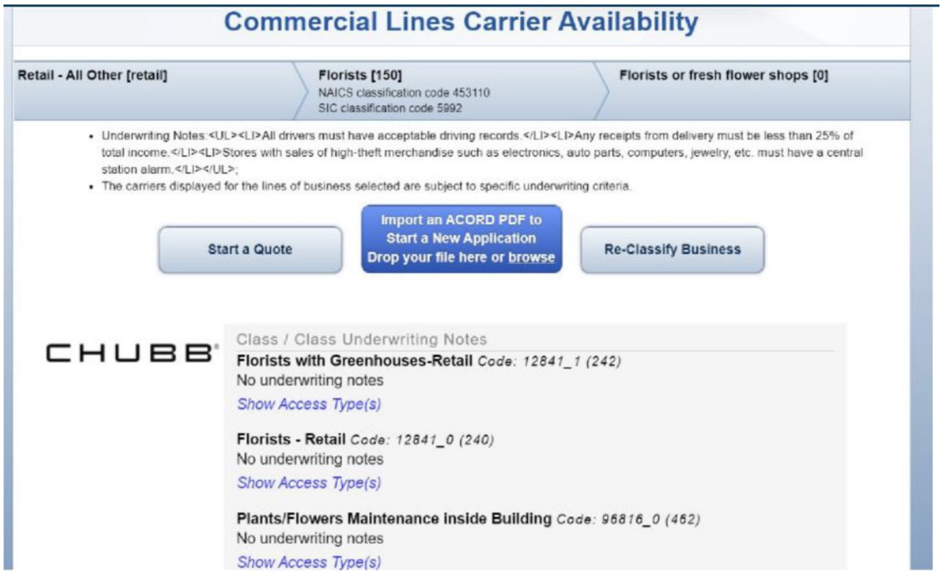


5. View available carriers

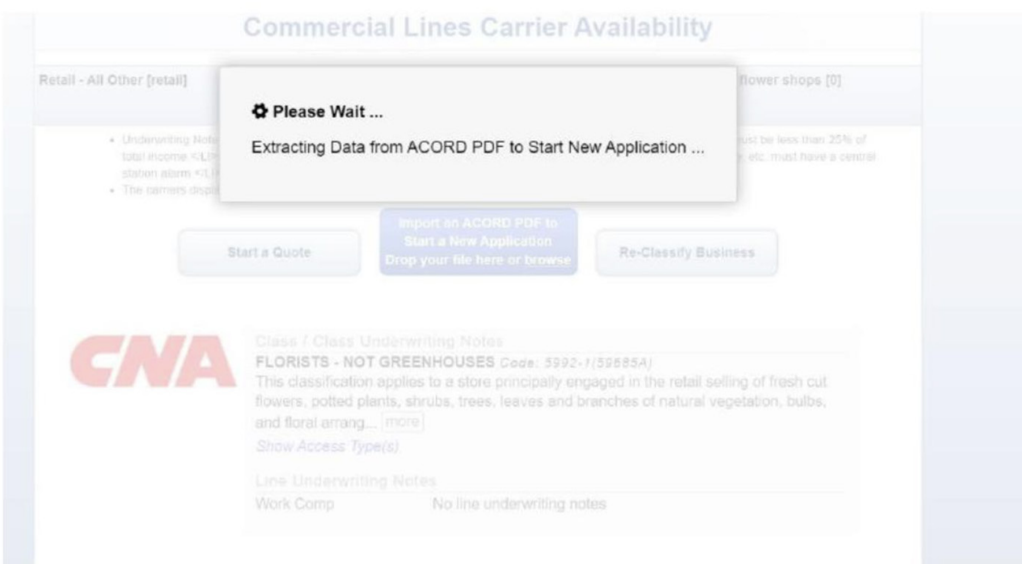
After choosing from the 'Select Business Classification' list, the available carriers for that class description will appear.



ACORD upload & translation to application

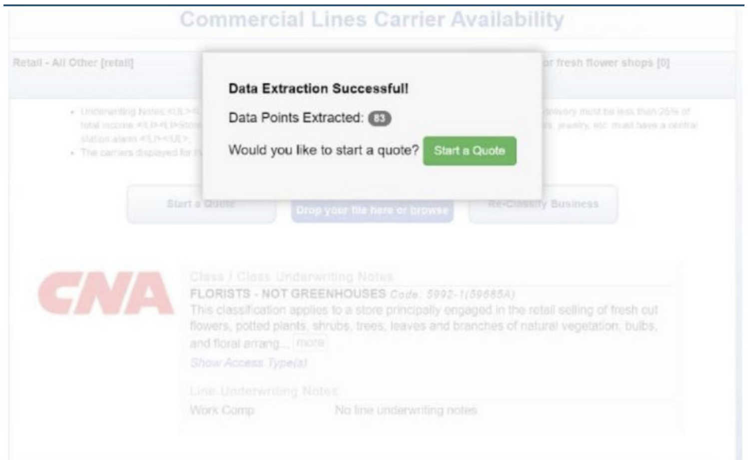


Once the standard process of entering the business zipcode and class is completed, the ACORD upload feature will appear above the carrier results. There, either drag & drop or browse for an ACORD PDF to begin the data translation process. **Note:** ACORD forms must be typed fillable and uploaded as a single PDF file.

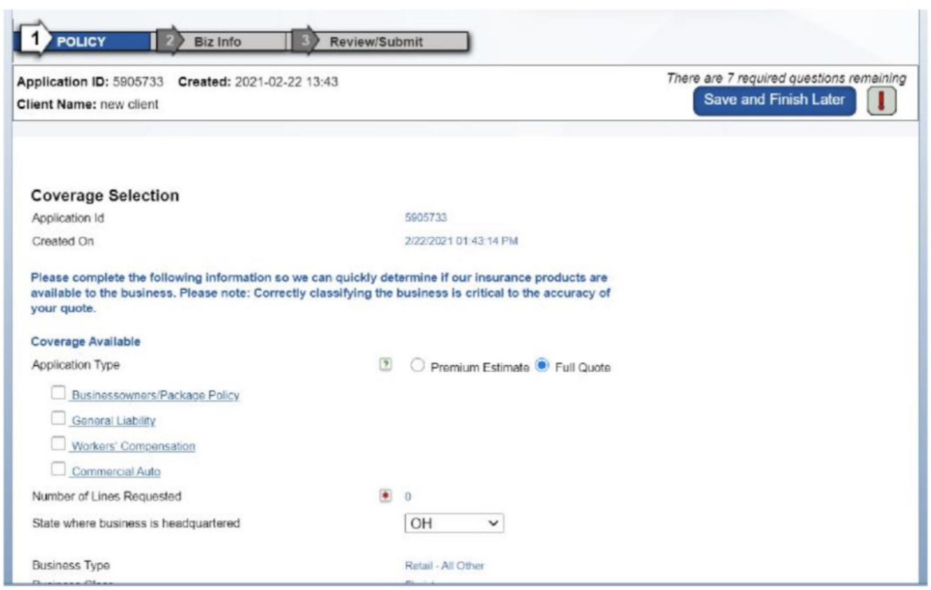


Upon dragging and dropping an ACORD PDF file or browsing and selecting one, a pop-up will appear indicating that the data extraction process has begun.

ACORD upload & translation to application

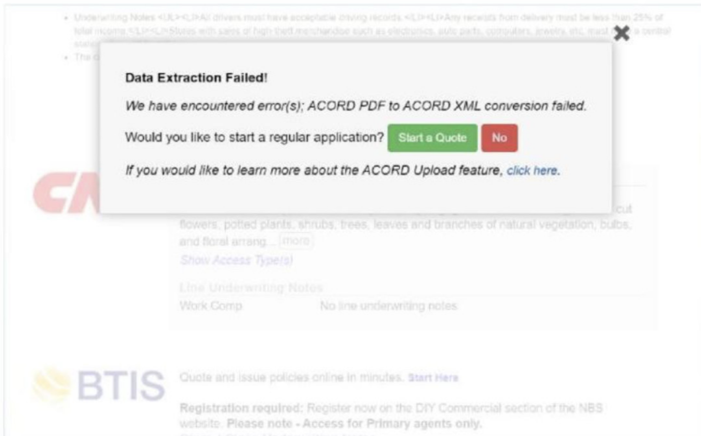


Upon successful data extraction, there will be a prompt to Start a Quote with pre-filled data from the ACORD PDF.



Next, an application pre-filled with the data extracted from the ACORD PDF will populate.

ACORD upload & translation to application



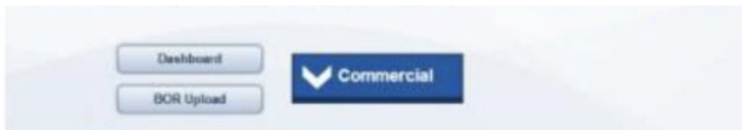
If the data extraction fails, a pop-up will appear stating that data extraction has failed. There is also an option to Start a Quote with no translated data.

Need to access a previously uploaded ACORD form? No problem! Agents have the ability to pull ACORD forms from LocalEdge iQuote if needed.

BOR process

1. Log in to LocalEdge iQuote

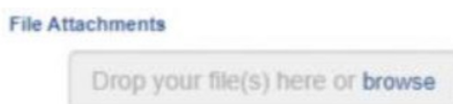
2. From the home page, click ‘BOR Upload’



3. Complete the application

All questions requiring answers are marked with this symbol

4. If there is a completed BOR letter or ACORD already signed, upload using the ‘File Attachments’ box



5. Click ‘Continue’

6. The next screen will show all information entered on the application. Review to ensure accuracy

A letter will generate to be copied and pasted into a document for any carriers requiring a letter.

BOR process

7. Once the information has been reviewed and is ready to be submitted, click 'Submit BOR Upload Application'

8. Review notices and click 'Ok'

9. Once submission has gone through, the BOR will appear under 'Submitted Apps'

10. An email will be sent containing the App ID and name of assigned broker

11. Once reviewed, the broker will send an email with next steps

Dashboard code descriptions

Code	Description
Bound	This account has been bound. Not all carriers release hard copy binders, so there may be a system generated binder attached. A confirmation will be emailed.
Bind request	The bind request on the selected proposal has been received. It will be processed by the assigned LocalEdge broker.
Quote	A quote has been returned or uploaded. Please review the quote carefully to ensure all information is correct, including customer information and business classification.
Quote hold	A carrier underwriter needs to review the electronically generated quote before releasing a bindable quote. May result in a bindable quote, price change or a declination pending carrier underwriter review.
Excluded	This carrier does not write this risk or class of business in this zip code.
Not submitted	Elected not to send the application to this carrier for a quote.
Manual	An NBS team member will submit this to the carrier manually and will upload a quote or declination when complete. If interested in pursuing a quote with this carrier, please reach out to an NBS team member. Premium Estimate submissions must be converted to a Full Quote in order to receive a quote.
Underwriting hold	The submission has been sent to this carrier and their underwriter needs to review the application before releasing a bindable quote. May result in a bindable quote or a declination pending carrier underwriter review.
Declined	This carrier has declined due to specific risk characteristics. If the reason appears to be an error, or if there is outstanding information that may affect the declination, please reach out to the NBS broker assigned to this account.
Closed duplicate	This submission has been closed as a duplicate. Reasons for this include prior submission of the risk, or the line of business requested is being quoted as part of a package.
Error	A technical error occurred when the system was attempting to quote electronically. This is not a user error.
Profile error	A technical error occurred when the system was attempting to quote electronically due to an error with the agency’s loaded carrier profile. Typically, the username or password needs to be updated on that specific carrier’s profile.
See BOP	This line of business is being quoted as part of the BOP.

Commercial binding guide

Binding a Quote:
To bind in LocalEdge iQuote, click on the premium under the carrier's icon on the dashboard. After all relevant documents are signed (see below for carrier requirements), click 'Submit Bind Request' to attach the documents and enter binding information.

Clicking on 'Obtain Signature' will generate the LocalEdge iQuote application summary for the insured to sign. Carriers have different requirements for binding, and not all carriers accept this document. See the guide below to determine which documents are required to bind and how payment works with each carrier*.

After a bind request is submitted, the time frame to receive a binder or bind confirmation from the carrier varies depending on the carrier, line of business and specific risk characteristics.

**Carriers may require additional documentation or payment due to specific risk characteristics.*

Binding Details for Commercial Lines Carriers:

Carrier	LOB	Documents required to bind	Payment process
CBIC	GL/BOP	Signed CBIC proposal. Down payment is required to bind (see payment process for details).	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment.
Chubb	BOP	Signed Chubb Proposal or signed and completed ACORD 160, 125, 126 or 140.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
CNA	BOP	Signed CNA proposal.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.

Commercial binding guide

Carrier	LOB	Documents required to bind	Payment process
CNA	WC	Signed CNA proposal. Officer inclusion/exclusion form if applicable.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
Encova	WC	Completed & signed ACORD 130. Officer inclusion/exclusion form if applicable. Down payment is required to bind (see payment process for details).	Insured or agent must call Encova billing at 866.452.7425 to pay down payment prior to submitting bind request. Subsequent payments are direct billed. Credit card or checking account information is required at the time of binding to process down payment.
Homestate	Auto	Signed Homestate proposal, including a UM/UIM form if applicable. The EFT section is required if the account will be enrolled in EFT.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment.
Markel	WC	Signed and completed ACORD 130. Officer inclusion/exclusion form if applicable. 3+ years loss runs if requested.	Direct billed. Do not collect premium. Initial invoice will be sent to agent with binder; must be shared with insured.
Progressive	Auto	Signed Progressive proposal, including any attached forms. The EFT form is required if the account will be enrolled in EFT. Proof of prior coverage and/or current GL policy are required if discounts have been applied.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment. Progressive may limit the acceptable payment type depending on the insured's financial history.
USLI	Admitted GL/BOP	Completed and signed USLI proposal and attached applications, including any attached terrorism form.	Can be direct or agency billed. If direct billed, invoice will be sent directly to the insured; do not collect premium. If agency billed, collect full payment from the insured; agency will be billed for the full premium by NBS.
	Non-Admitted GL/BOP	Completed and signed USLI proposal and attached applications, including any attached terrorism form and surplus lines affidavit.	Agency billed. Collect full payment from the insured. Agency will be billed for the full premium by NBS.