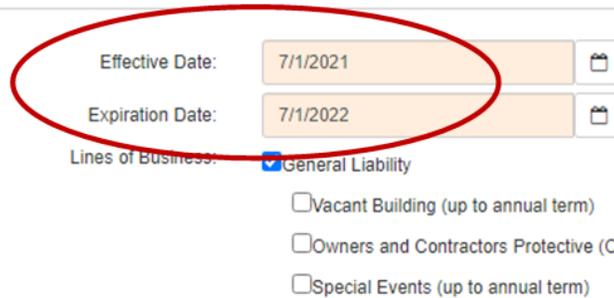


Effective Date: When beginning a quote be sure to use the actual effective date and not the date that you are entering the risk into COL. This helps ensure the correct rate is applied.

Quote Information



Effective Date: 7/1/2021
Expiration Date: 7/1/2022
Lines of Business: General Liability
 Vacant Building (up to annual term)
 Owners and Contractors Protective (OCP)
 Special Events (up to annual term)

Quote Letter: Once the risk is entered and fully quoted in COL, create the quote letter. After filling in the information on the quote page; click the **“Save”** button, and then the **“Print/View Quote Letter”**. This will produce a pdf of the quote that can be saved or sent directly to the agent.

Signature 2 Underwriter
Signature 3

Save First; Then Print/View

Save Print/View Quote Letter Return to Summary Page Lock Quote

Lock the Quote: It is very important to now “Lock” the quote which locks the quoted rate, terms and coverages. In the case of a product change between quoting and binding, this will ensure the rates, terms and coverages remain as quoted.

Signature 2 Underwriter
Signature 3

Save Print/View Quote Letter Return to Summary Page Lock Quote

Unlock Quote: Once the quote is locked, the “Bind Quote” and “Unlock Quote” buttons will appear. The “Unlock Quote” button allows changes to be made to the quote. When using the “Unlock Quote” feature, double check rates and terms as changes may occur when unlocked. To make simple changes such as the date on the quote, do not unlock the quote, there is an option to change the effective date on the binding page (see next step)

Signature 2 Underwriter
Signature 3

Save Print/View Quote Letter Return to Summary Page Unlock Quote Bind Quote

Bind Quote: On the “Bind Quote” screen, the effective date can be updated if necessary. Double check the premium on the left side of the screen and then click the blue button on the bottom labeled “Bind with COL – Assigned Policy Number (Recommended)”.

Bind Quote

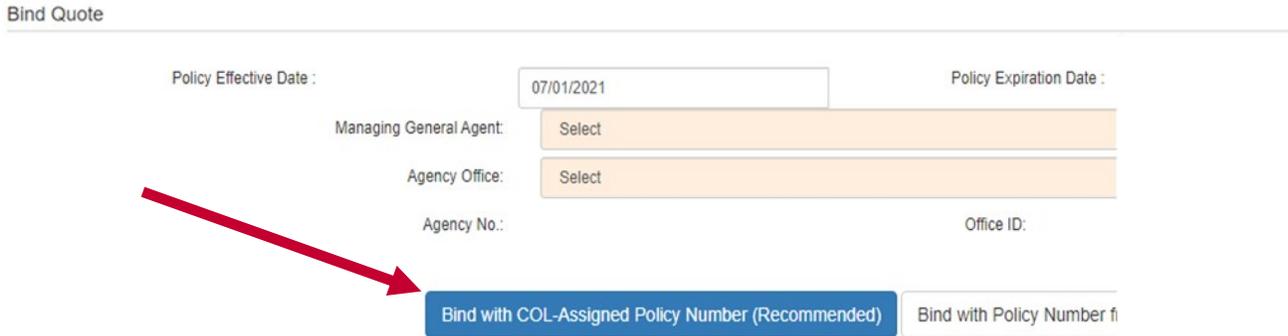
Policy Effective Date : 07/01/2021 Policy Expiration Date :

Managing General Agent: Select

Agency Office: Select

Agency No.: Office ID:

Bind with COL-Assigned Policy Number (Recommended) Bind with Policy Number f



Create Bind Letter: After clicking the bind button, the policy number will be displayed. Now click the “Create Bind Letter”. In the case that you have bound the quote “in error”, simply click the “Unbind Quote” button. This will cancel the bind request and no further action is needed. If the agent/insured decides they do want to bind the quote, you will be able to bind following the same steps you took initially. In the case that the binder needs cancelling but the unbind quote button is not present, please reach out to your Century Underwriter

Policy Effective Date : 07/01/2021 Policy Expiration Date : 7/1/2022

Managing General Agent: Century Insurance Group (5916)

Agency Office: Westerville, OH (A)

Agency No.: 5916 Office ID: A

The Quote is now bound. Your Policy Number is PIC-136138

Unbind Quote Create Bind Letter Issue Policy

