Winchester General Agency, Inc.

HO and DP Online Rating Program Procedures

Please make sure the "Pop-Up Blockers" are turned off and Adobe Reader is up to date.

1) Go to: www.winchestergeneralagency.com
2) Under the heading: **WGA Online**, *click on* ***"Lloyd's Property Rater"*** to access log in screen.
3) **To log in, enter:** **User name:** agency or individual email address
   Password: winchester

   If you are unable to log in, please call Winchester at 800-647-4647 or email @ wga@winchesterga.com

4) Select program to quote by clicking the **"Homeowners, HO3 Coastal or Dwelling" house.**
The Renter/Condo house is Application only. Submit app to WGA for quote.

5) Select "Form" to quote. You can ***"view guideline requirements next to form chosen"***

6) Complete ***"online quote screen"*** and select **"payment plan"** and view quote.
Agents quoting under the MS Coastal Program, please select **"Distance to Coast"** and **"CHECK"** Box too include WIND coverage.

7) If you edit any information on quote screen, please click ***"Generated quote"*** to refresh quote. To view and/or print quote, select the ***"print"*** option. The quote is now saved and can be retrieved at a later time, should you wish not to complete the "online application" at this time. When inserting values, there is **NO** need to insert with "comma's" or "decimals".
*****Make sure the correct payment option is chosen, before moving into the online application!***
Financing not available in Mississippi market at present.

8) If quote is acceptable w/insured, click the ***"Tranfer to App"*** and ***"complete online application."***
(At this point the quote is locked from editing.)

9) When the application is completed, Save changes and click ***"Submit for Approval"***

10) Your will receive an email confirmation when the "application" has been submitted.

11) After risk is reviewed by Underwriter, you will receive email message stating risk has been ***accepted*** or ***declined with comments.*** To locate application, please view under the ***"quote/app search"*** section and go to ***"accepted or rejected"*** section.

12) If application has been accepted, please locate application under ***accepted*** section and make sure application is completed with current effective/expiration dates, mortgagee information, etc. because now you can print completed application documents for signature. Go to ***"print"*** section. You also can print quote again.

13) To request binding the accepted application, please forward completed/signed application by email to: submissions@winchesterga.com or fax to: 1-318-322-1657.

***Special Note: Remember, once a quote has been moved into online application, you can no longer EDIT quote. Also, if program locks up for any reason, log out and log back into rater.**