Winchester General Agency, Inc.
HO and DP Online Rating Program Procedures

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

1) Go to: https://rating.winchesterga.com

2) **To log in, enter: Username:** firstlastname_LA or _MS for State specific
   Password: winchester - if you wish, you can change password – go to Help tab
   If you are unable to log in, please call Winchester at 800-647-4647 or email @ wga@winchesterga.com

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

4) Select "Form" to quote. *"Guidelines will populate to view"*

5) Complete *"online quote screen"* and select *"payment plan"* and view quote.   TIV adjustments on Coverages B, C and D are available. Email quote # with adjustments amounts requested.

6) If you edit any information on quote screen, please click *"Generate 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 coverage limits, do not insert **"comma's" or "decimals".**
   **Make sure the correct payment option is chosen, before moving into the online application!

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

8) When <u>application</u> is completed, select "<u>Save</u>" then hit *"Submit for Approval"*

9) Your will receive an <u>email confirmation</u> when the "application" has been submitted.

10) After risk is reviewed by Underwriter, you will receive <u>email</u> <u>message</u> 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.

11) 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 you can now print completed application documents for signature. Go to: *"print"* section.   You may print quote again, if premium changes.

12) 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 coverages/form. Also, if program locks up for any reason, log out and log back into rater.**