HOW TO REQUEST A QUOTE ON BIG "I" MARKETS
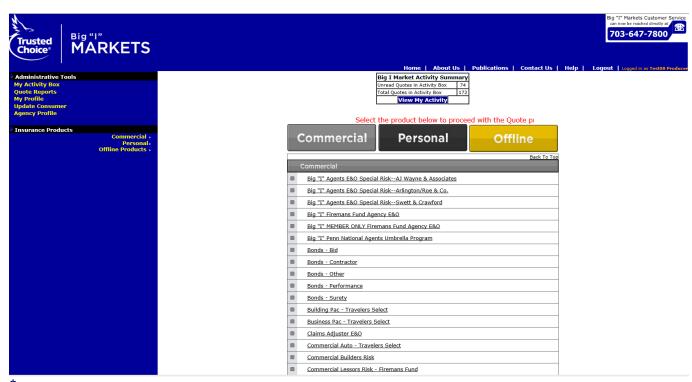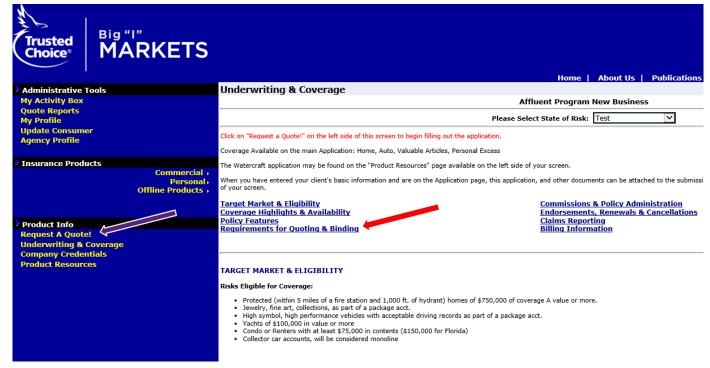
On the Home page there are three sections of Products; **Commercial**, **Personal**, and **Offline***.

*_Most items under Offline are not actually quotable, check the Information page for more details._

Clicking on a specific product will take you to its Underwriting & Coverage (_or **Information**_) page. The Information page contains specific details about the product.
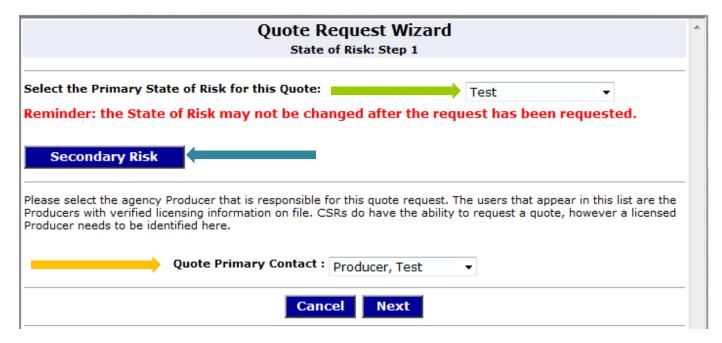
The various underlined sections will take you to different sections of the page or you may simply scroll down. One of these sections is "**Requirements for Quoting & Binding**" which gives specific instructions on quoting. The first is usually click on **Request A Quote.**
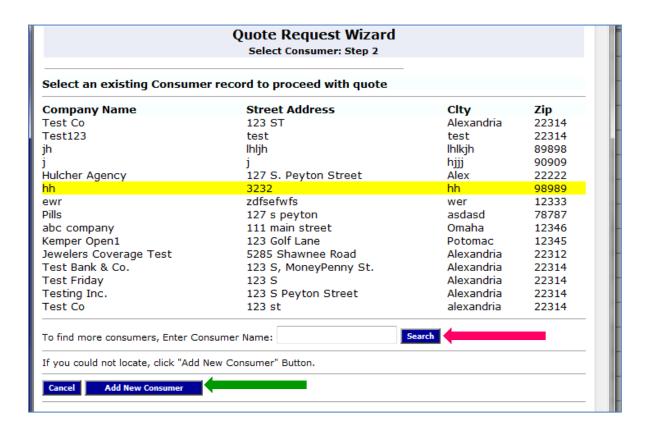

Products shown in images are for illustrative purposes only and may not be available in your state. Please log in to www.bigimarkets.com for product availability.

Request A Quote opens the Quote Request Wizard. On Step 1 there are two questions. "What is the **primary state** of risk?" and "Who shall be the **Primary Contact**?" These will default to your state and your name unless you only have the CSR role in which case you will need to use the drop-down box to select someone identified as a Producer in our database.
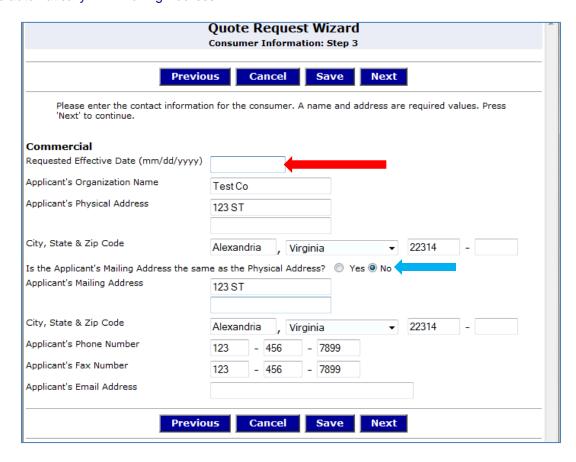
- Only a licensed agent may be the Primary Contact.
- In South Carolina only an agent with a Broker License may the Primary Contact.
- The **Secondary Risk** button need only be used with the Affluent Program with multi-state risks.

On Step 2 you may either **Select** an existing Consumer, **Search** for them, or **Add a New** one.

If you selected an existing Consumer these fields will be blank. Otherwise you will just need to fill in the **Requested Effective Date**. If the Physical Address and Mailing Address are the same, just fill in the Physical Address and **select the Yes option** to automatically fill in Mailing Address.

The next Step varies depending on the risk. *In all cases* you will need to get to the last page and click on "**Submit**" to create a Quote Detail page

1. For some products all the data is filled in online.

2. For some products some data is filled in online and then a button will either
    a. Allow you to download a separate application/supplemental application(s) to be filled out and either
        i. Attached to the Quote Detail page
        ii. Faxed to Big "I" Markets and we will attach it for you
        iii. Submitted to the underwriter directly (by fax or email)
    b. Take you to the provider's website to submit data. Remember to return to the Quote Request Wizard and finish creating a Quote Detail page

3. For a select few products you will be asked a few questions and the underwriter will contact you directly complete the application.

If you have any process questions you may call out Technical Support Hotline at 703-647-7800 (M-F, 9-5 *Eastern*).

This is an example of a Quote Detail page. This will be used during the quoting process and during the life of the policy. The **Quote Detail number** is useful in identifying a specific Quote Detail page, especially if you have multiple pages for the same client.

Quote Detail - 86364

Message Log

#	Subject	Author	Date & Time
1	Quote Requested	Producer, Test	4/16/2012 10:17 AM

Quote Version Version #1 (Current)
Quote Status Quote Requested   Tell us what you think! Survey

State of Risk - Primary : Test

Product Information
Product Name: Company Test Product
Product Type: Commercial
Product Category: Commercial

Underwriter Contact Information
Name: Manager, Product

Please click on the image to contact the Underwriter

Fax Number: 7036837556

Agency Contact Information
Agency Name: Pills Test Agency
Primary Contact Name: Producer, Test
E-mail: monipillai@gmail.com
Address: 43455 Kips Sq
sq kiplingtona
Alexandria, AL 22314
Phone Number: 703-6834422
Fax Number: 333-3333333
Producer Code:
Producer Name: IIAA Agency Administrative Services, Inc.
Sub-Producer Code: 313684

Consumer Contact Information
Commercial
Requested Effective Date: 12/31/2014
Commercial Name: Test Co
Physical Address: 123 ST
Alexandria, VA US 22314
Mailing Address: 123 ST