



## ELECTRONIC HOMEOWNERS & DWELLING PROPERTY APPLICATION AND PAYMENT

**Producers are now able to complete a FAIR Plan Homeowners or Owner Occupied Dwelling Property application online and submit it electronically with the necessary supporting documentation and the applicants' down payment.**

**Payments will be made through an electronic funds transfer from an applicants checking or savings account. Credit card and money order payments are not available at this time.**

**As an alternative, when an online payment will not be made, such as a non-owner occupied Dwelling Property application being submitted for quotation, the application can be completed online, printed and submitted with supporting documentation by mail.**

Follow these simple steps to complete and submit your Homeowners or Dwelling Property application.

- **To assure printing of the application, allow pop-ups from your browser settings. The Electronic Application can be best viewed in Internet Explorer.**
- Determine the estimated annual premium from the [Quotes/Rates](#) section of the FAIR Plan website.
- Go to [Online Applications](#) and click on [Electronic Application and Payment](#).
- Click "**Complete Electronic Application and Payment**" to go to the Electronic Application. (*Optional: Click Electronic Application and Payment Instructions.*)
- After clicking on the "**Complete Electronic Application and Payment**" link, type in the required information which is identified by the red highlights.
- When the application is being submitted electronically, the last 4 digits of the applicant's and the producer's Social Security numbers will be accepted as their electronic signatures and will have the same legal effect as if they had signed their names.
- After completion of the application, attach photos, replacement cost calculation (HO 2 or HO 3 only) by clicking on the "**Please attach photos and documentation as required:**" section at the end of the application.
- In the event of a non-owner occupied Dwelling Property application which requires an underwriting survey prior to quoting, or if the applicant is not paying online, right click anywhere on the application and select "**Printable Version**" to print the application and mail with the supporting documentation. Then click "**Exit**".



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- For electronic submission, when the application has been completed and the supporting documentation has been attached, click “**Continue**”.
- If any mandatory section of the application has not been completed properly a “**Message from Webpage**” box will pop up stating “This form contains validation errors. Errors are marked with either a red asterisk (required fields) or a red, dashed border (invalid values). Please correct them first.”
- Once the application has been submitted, an application number will pop-up and be displayed in the screen. Click “**Ok**”, to remove the pop-up box.
- For a printable version of the submitted application, Right click anywhere in the application and select “**Printable Version**” and print from the browser.
- To process the payment, Click “**Proceed to Payment Site**” link.
- On the Payment screen, enter the amount required in dollars and cents, and click “**Continue**”.
- On the Payment Entry screen enter bank account information and all other required information. Click “**Continue**” to proceed.
- A payment confirmation will be emailed to the applicant’s email address as required in the payment process. The applicant must also accept the terms and conditions by clicking on “**I have read and accept the above terms and conditions.**” box. Click “**Accept**” button.
- To print a copy of the Payment Confirmation. Click the “**Print**” button.
- To exit and end the payment process, click the “**Exit**” button.
- To exit the Electronic Application, click “**Exit**”.

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