



To: PRODUCERS

Attached is the instructions on how to submit a new application to the new system. If property is located in a Mine Subsidence area and applicant desires to waive the coverage, please do not remove/delete the Mine Subsidence coverage under Forms Tab. Attach the waiver form signed by applicant/producer to the application. Once the application is submitted for referral, underwriting department will review the application and remove/delete the Mine Subsidence coverage.

## Select Quick Quote – Homeowners, Dwelling Fire or Commercial Fire

The screenshot shows the 'QuickQuote' form in the famplan system. The form is titled 'QuickQuote' and includes a quote number 'QH00001045' and a term '12/5/2016 - 12/5/2017'. It features buttons for 'Save Quote', 'Cancel Quote', and 'Convert To Application'. The form is divided into several sections: 'EFFECTIVE DATE' with a date picker set to 12/5/2016; 'NAMED INSURED' with fields for First Name (TEST), Middle Name, and Last Name (TEST); 'LOCATION ADDRESS' with fields for Street 1 (8026 S HARVARD AVE), Street 2, City (CHICAGO), State (Illinois), and Zip (60620-1705); and 'COVERAGES' with various dropdown menus for Policy Type, Coverage A - Dwelling Limit, Other Structures, Personal Property, Loss of Use, Personal Liability, Medical Payments, Construction Type, Number of Families, Deductible, Territory, Include Mine Subsidence?, and Include Earthquake?. A 'Calculate Rate' button is located at the bottom right.

UAT

Return

QuickQuote

Quote : QH00001045

Term: 12/5/2016 - 12/5/2017

Save Quote Cancel Quote Convert To Application

Effective Date 12/5/2016

NAMED INSURED

First Name TEST

Middle Name

Last Name TEST

LOCATION ADDRESS

Street 1 8026 S HARVARD AVE

Street 2

City CHICAGO

State Illinois

Zip 60620-1705

Verify Address

COVERAGES

Policy Type Select...

Coverage A - Dwelling Limit

Other Structures

Personal Property

Loss of Use

Personal Liability Select...

Medical Payments

Construction Type Select...

Number of Families Select...

Deductible Select...

Territory Select...

Include Mine Subsidence? No

Include Earthquake? No

Calculate Rate

Use Verified Address then Calculate rate

The screenshot shows the 'Address Verification' dialog box. It compares the 'Entered' address with the 'Verified' address. The 'Entered' address is 8036 S HARVARD AVE, CHICAGO, Illinois, 60620, 1705. The 'Verified' address is 8036 S HARVARD AVE, CHICAGO, Illinois, 60620, 1705. The 'Use Verified' button is highlighted with a red box.

Address Verification

Entered

Address Line 1 8036 S HARVARD AVE

Address Line 2

City CHICAGO

State Illinois

Zip 60620

Zip Plus 4 1705

Use Existing

Verified

Address Line 1 8036 S HARVARD AVE

Address Line 2

City CHICAGO

State Illinois

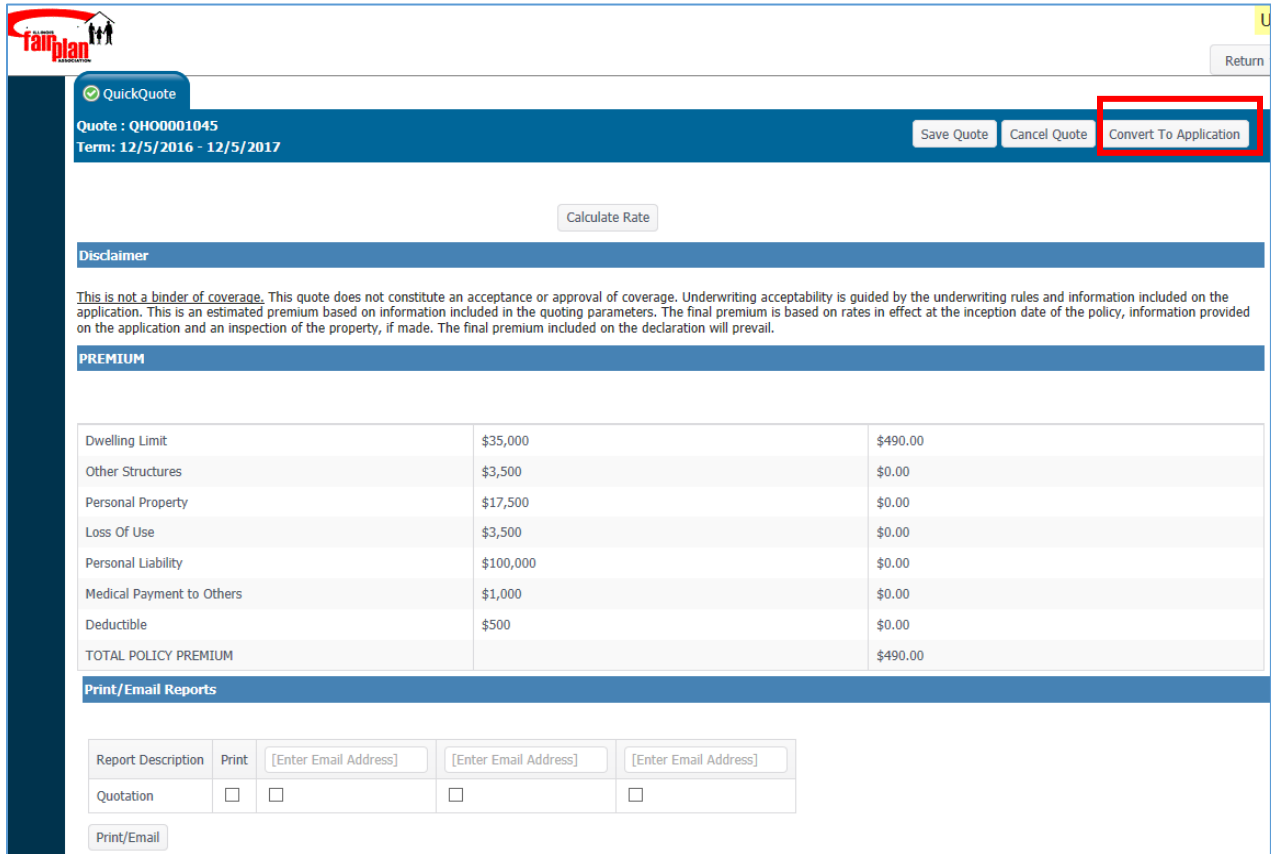
Zip 60620

Zip Plus 4 1705

Use Verified

Include Earthquake?

Click "Convert to Application"



The screenshot shows the Fairplan website interface. At the top left is the Fairplan logo. A 'Return' button is in the top right. Below the logo is a 'QuickQuote' tab. The main header area displays 'Quote : QH00001045' and 'Term: 12/5/2016 - 12/5/2017'. To the right of this are three buttons: 'Save Quote', 'Cancel Quote', and 'Convert To Application', which is highlighted with a red rectangular box. Below the header is a 'Calculate Rate' button. A 'Disclaimer' section follows, containing a paragraph of legal text. Below that is a 'PREMIUM' section with a table listing various coverages and their associated costs. At the bottom is a 'Print/Email Reports' section with a table for selecting reports to print or email.

Dwelling Limit	\$35,000	\$490.00
Other Structures	\$3,500	\$0.00
Personal Property	\$17,500	\$0.00
Loss Of Use	\$3,500	\$0.00
Personal Liability	\$100,000	\$0.00
Medical Payment to Others	\$1,000	\$0.00
Deductible	\$500	\$0.00
TOTAL POLICY PREMIUM		\$490.00

Report Description	Print	[Enter Email Address]	[Enter Email Address]	[Enter Email Address]
Quotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print/Email

**Proceed on completing Information on the following TABS:**

Insured, Dwelling, Coverages, General Info, Forms (if optional endorsement is needed), Loss History, Payment and Reports. Enter Add Payment or No Payment under Payment TAB.

**You must fill in all the yellow spaces and each tab should be in green before proceeding to the next tab.**

When you reach “Reports Tab” enter the last four digit of SSN and Date.

The screenshot shows the 'Reports' tab selected in a navigation bar. The quote number is QH00023493 and the term is 3/23/2023 - 3/23/2024. The 'Signature' section contains fields for Applicant 1 SSN (1111), Applicant 1 Date (3/23/2023), Applicant 2 SSN, Applicant 2 Date, Producer SSN (0000), and Producer Date (3/23/2023). Below this is a 'Print/Email Reports' section with a table for selecting reports to print or email.

Report Description	Print	[Enter Email Address]	[Enter Email Address]	[Enter Email Address]
Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print/Email

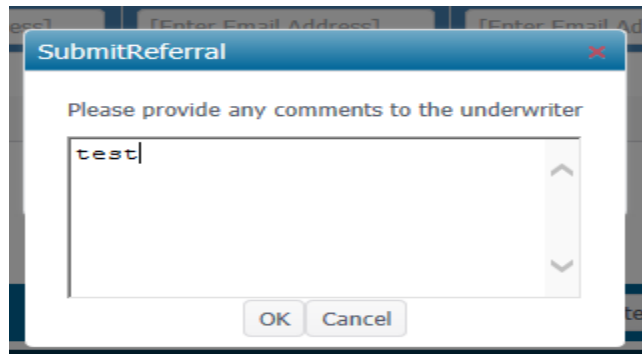
**NOTE:** Attach any documentations (photos, replacement cost and other) prior to clicking” Submit Referral”

This screenshot shows the 'Reports' tab with the 'Submit Referral' button highlighted by a red box. The quote number is QH00001045 and the term is 12/6/2016 - 12/6/2017. The 'Signature' section is partially visible.

Click “**Submit Referral**” button

This screenshot shows the 'Reports' tab with the 'Submit Referral' button highlighted by a red box. The quote number is QH00023493 and the term is 3/23/2023 - 3/23/2024. The 'Signature' section contains fields for Applicant 1 SSN (1111), Applicant 1 Date (3/23/2023), Applicant 2 SSN, Applicant 2 Date, Producer SSN (0000), and Producer Date (3/23/2023). Below this is a 'Print/Email Reports' section.

Enter any comments to the underwriter then click **“OK”**



A screenshot of a web application interface showing a modal dialog box titled "SubmitReferral". The dialog has a blue header bar with a red close button. Inside the dialog, there is a text prompt "Please provide any comments to the underwriter" followed by a text input field containing the word "test". Below the input field is a vertical scrollbar. At the bottom of the dialog are two buttons: "OK" and "Cancel". The background of the application is partially visible, showing input fields with placeholder text "[Enter Email Address]" and a "te" label.