QUICK START | Process Travel Agency E&O Application Details Online

Purpose: This tutorial is meant to serve as a supplement to the Travel Agency E&O Application Details Online tutorial.

PART I–PROCESS APPLICATION DETAILS:

From the Insured Address page:

1. Type the insured address, mailing address, building/suite and P.O. Box information into the designated fields, if applicable.
2. Click to select the applicant's number of locations from the dropdown menu.
3. Type branch information into the designated fields if selected two or more in response to the previous question.
4. Click on the **Next** button. The Subsidiaries page displays.

From the Subsidiaries page:

NOTE: Type explanations or additional information into the fields following questions as noted or applicable.

1. Click to select whether the applicant is owned by/ has common ownership with any other company or organization.
2. Click to select whether the applicant has any subsidiaries. **NOTE:** If "Yes," complete a line entry for each subsidiary.
3. Click to select whether the applicant has changed its name, acquired business, merged or consolidated within the past 5 years.
4. Type the details of any applicant-assumed liabilities and all their domain names and websites into the fields, if applicable.
5. Click on the **Next** button. The Employees page displays.
6. Click to select whether the applicant's websites advertise products or services that are not their own.
7. Click to select the applicant's number of full and part-time employees from the dropdown menus. **NOTE:** Select "0" if applicable.
8. Type the applicant's number of independent contractors into the designated field. **NOTE:** Type "0" if applicable.
9. Click on the **Next** button. The Operation page displays.
10. Click to select whether the applicant is a member of any of the listed associations, consortiums or franchises; holds appointments with ARC, IATAN, or CLIA; has ownership interest in other travel-related businesses or is requesting internet booking coverage.
11. Click on the **Next** button. The Revenue Information Page 1 displays.

From Revenue Information Page 1:

1. Select the applicant's fiscal year end date from the dropdown menu.
2. Type the applicant's annual gross sales for the previous year into the designated field.
3. Type the percentage of annual gross sales that can be attributed to all of the categories listed. **NOTE:** Type “0" if applicable.
4. Type additional information into the designated field if the applicant typed anything other than "0" for questions d-f.
5. Click on the **Next** button. The Revenue Information Page 2 page displays.
6. Click to select whether 10% or more of the applicant's gross receipts are from bookings with a particular supplier. **NOTE:** If "Yes," type the supplier information into the field.
7. Click to select whether the applicant is a host travel agency and on the **Next** button. The Coverage page displays.
8. Type the current/prior coverage information into the corresponding fields. **NOTE:** Type N/A into the fields if applicable.
9. Click to select whether the applicant has general liability coverage.
10. Click to select all of the reasons the applicant's insurance has ever been canceled/denied coverage.
11. Click on the **Next** button. The Additional Coverage page displays. **NOTE:** This page applies if additional insureds require coverage.
12. Click to select and enter all of the additional insured's information into the fields and click on the **Add** button.
13. Click on the **Next** button. The History page displays.
14. Click to select “Yes” or “No” in response to the questions and click on the **Next** button. The Occurrence Policy page displays.
15. Click to select “Yes” or “No” in response to the questions and click on the **Next** button. The Prof. Liability Quote page displays.
16. Click on the **Print Quote** button. The Print page displays.
17. Print the rate indication and click on the **Previous** button to return to the previous page.
18. Click on the **Next** button. The Fraud Statement page displays.
19. Review the fraud statement thoroughly and click on the **Next** button. The Applicant's Reps/Authorization page displays.
20. Type the rep's first and last names into the fields and click on the **Next** button. The Provide Email or Mobile Info page displays.
21. Type the applicant's email address or cell phone provider and number into the fields.
22. Click on the **Submit Authorization** button. The authorization code is sent to the applicant in the form of an email or text message.
23. Type the authorization code into the field and click on the **Sign Document** button. An iQsignature receipt appears in the field.
24. Use a QR code app on a smart phone to download the receipt and click on the **Next** button. The Pay and Issue page displays.
25. Click on the **Pay and Issue** button. The Select Payment page displays.

PART II–SELECT PAYMENT:

From the Insured Address page:

1. Click on either the **Pay By Check** or **Pay By Credit Card** link.