Summary of Insurance Procedure

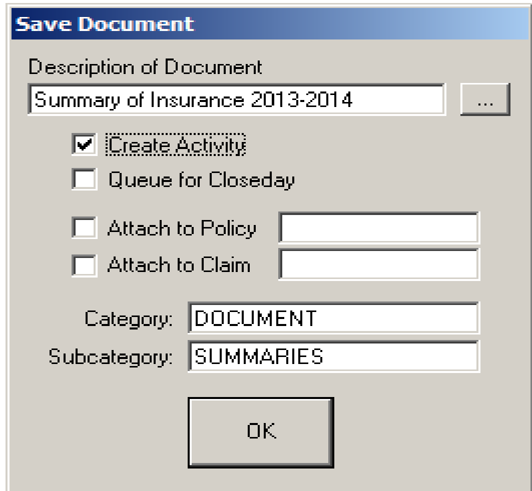
The purpose of the Summary of Insurance is to provide the insured with a synopsis of their insurance program. It is also a valuable tool for us when performing an annual review. A summary of insurance must be issued at least once a year, usually at renewal.

1. Select the “Client & Files” button on the top, left corner of the Home Base screen.
2. Enter the client code in the “Enter Code” box at the bottom of the screen.
    1. If client code is not known, select the "Options" button at the bottom of the screen.
    2. Select “Search” to search by name or policy number.
3. Once client appears, select the “Attach” button on the top button bar.
4. While in the attachment list, select the “Add” button under the top button bar.
5. Scroll down to “Letters”.
6. Scroll down to”Proposal”.
7. In the “Proposals" setup box, select "Summary of Insurance".
8. In the “Documents”, box select “Select All” box.
9. In the “Associations” box, select the small circle next to "Selected Policies" and select the policies to be included on the summary.
    1. By selecting desired policies, you are removing inactive policies that do not need to be listed on the summary of insurance.
    2. If you would like to include all policies, select the small circle next to “All Policies”. The system will take longer to create a summary when "All Policies" is selected. You can still edit the summary to remove undesired policies.
10. Select the small circle next to “Current App”.
    1. On the rare occasion that your coverage information needs to be pulled from future applications, select the small circle next to "Future Apps".
11. In the "Include" box, check off "Blank Application Sections".
12. In the "Include" box, check off "Multiple occurrences of Applications".
13. In the "Attachment Category" box, accept the defaulted selection of "Document".

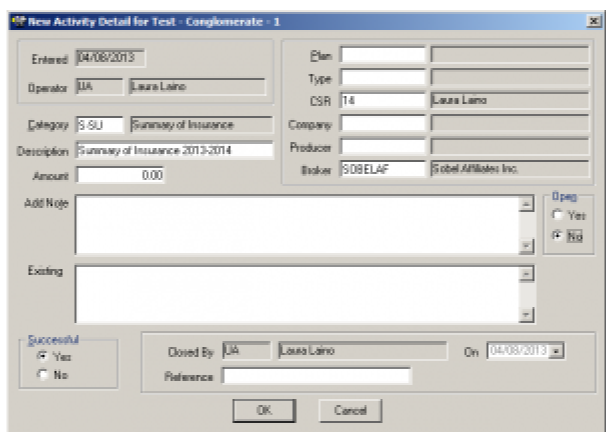
14. Select “OK” and “Yes” to proceed.
15. The Summary of insurance will merge/be created.

   1. Caution: Do not use the computer while it is merging. You will know it has completed the merging process once the spell check icon (little book with a red X mark) appears at the bottom left hand corner.

16. After the document is created, select “Add-Ins” on the top tool bar.
    1. Select “Sterling” drop down.
    2. Select “Summary of Insurance”.
17. When the system is done creating the document, make any manual changes. The following should be included on the summary of insurance:
    1. List of all current, active policies.
    2. Insurance carriers.
    3. Effective dates.
    4. Premiums - annualized to include endorsement additional premiums and return premiums. Enter small note under the premium column indicating any taxes, fees included.
    5. Limits of liability and deductibles.
    6. Exposure basis for each policy (i.e. sales, payrolls, values, etc.).
    7. Special extensions and exclusions (i.e. Earthquake/Flood, Accounts Receivables, etc.).
    8. Complete list of Named Insureds.
    9. Complete Vehicle schedule.
18. Check that all endorsements processed mid-term are included.
19. If any extra rows remain in the Property section, delete them.
    1. To delete extra rows, highlight the row by clicking on it and dragging your mouse to the right.
    2. While the row is still highlighted, right click your mouse and select “Delete Cells”.
    3. Select “Delete Entire Row” by clicking on the small circle and "OK".
    4. To delete a column, highlight the desired column by clicking on it and dragging your mouse down.
    5. While column is still highlighted, right click your mouse and select “Delete Entire Column” by clicking on the small circle and "OK".
20. When done with Summary, click on “Add-Ins” tab at the top right of screen.
    1. Select “Applied” and scroll down.
    2. Scroll down to “Save & Exit”, system will ask you “Do you want to save the changes made to the current document?”, select “Yes”.
21. System will generate a “Save Document” screen
    1. "Create Activity" box will automatically be selected.
    2. In the "Category" box, "Document" will automatically appear.
    3. In the “Subcategory” box, double click and search for “Summaries”, select “OK”.



22. System will generate a "New Activity Detail" screen.
    1. In the “Category” box, select the S-SU activity category by either typing it in or double clicking the box for a list of activity codes to choose from.
    2. In the description line type "Summary of Insurance 2013-14" (or corresponding year).
    3. In the “Open” box, select “No”.
    4. In the “Who” box at the bottom left hand side, select your TAM initials.
    5. Click OK to close out activity and "Yes" to "OK to add activity?".



23. After summary is complete, should you need to edit:
    1. Select the “Attach” button on the top button bar.
    2. Select the Summary of Insurance by clicking on it (highlighting it).
    3. Right Click on Summary and scroll down to “Edit Attachment”.
        1. <u>Caution:</u> If you do not select “Edit” changes will not be saved”.
    4. Make any necessary changes in the summary.
    5. To save, select “Add-Ins” tab on the top right hand side of screen.
    6. Select the “Applied” drop down on the top left hand side of screen.
    7. Scroll down to “Save & Exit”.

8. System will ask you “Do you want to save the changes made to the current document?”, select “Yes”.
9. System will generate a “Save Document” screen.
10. "Description of Document" will automatically default to the documents original name.
11. "Create Activity" box will automatically be selected.
12. In the "Category" box, "Document" will automatically appear.
13. In the "Subcategory" box, "Summaries" will automatically appear.
14. Select "OK"
15. System will generate a "New Activity Detail" screen.
16. In the “Category” box, select the S-SU activity category by either typing it in or double clicking the box for a list of activity categories to choose from. If the original document was set up properly, the S-SU category will automatically appear.
17. In the description line type "Summary of Insurance 2013-14 Revised" (or corresponding description).
18. In the “Open” box, select “No”.
19. In the “Who” box at the bottom left hand side, select your TAM initials.
20. Click OK to close out activity and "Yes" to "OK to add activity?".