



Quick Start Guide for New Users

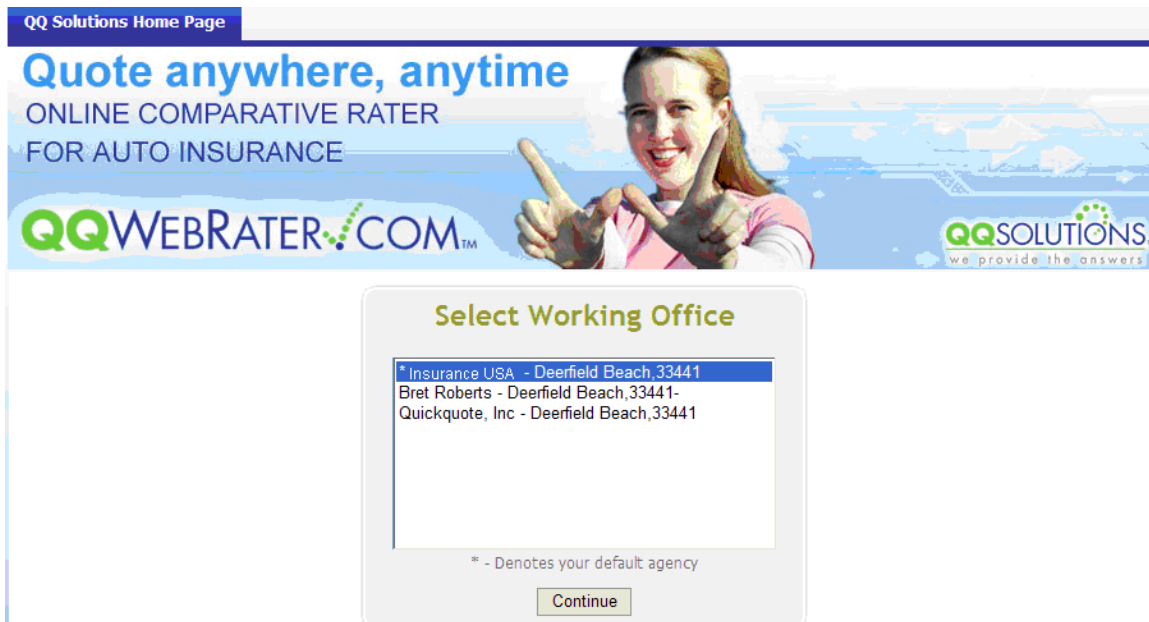
Getting Started

The following are the steps to access QQ WebRater.

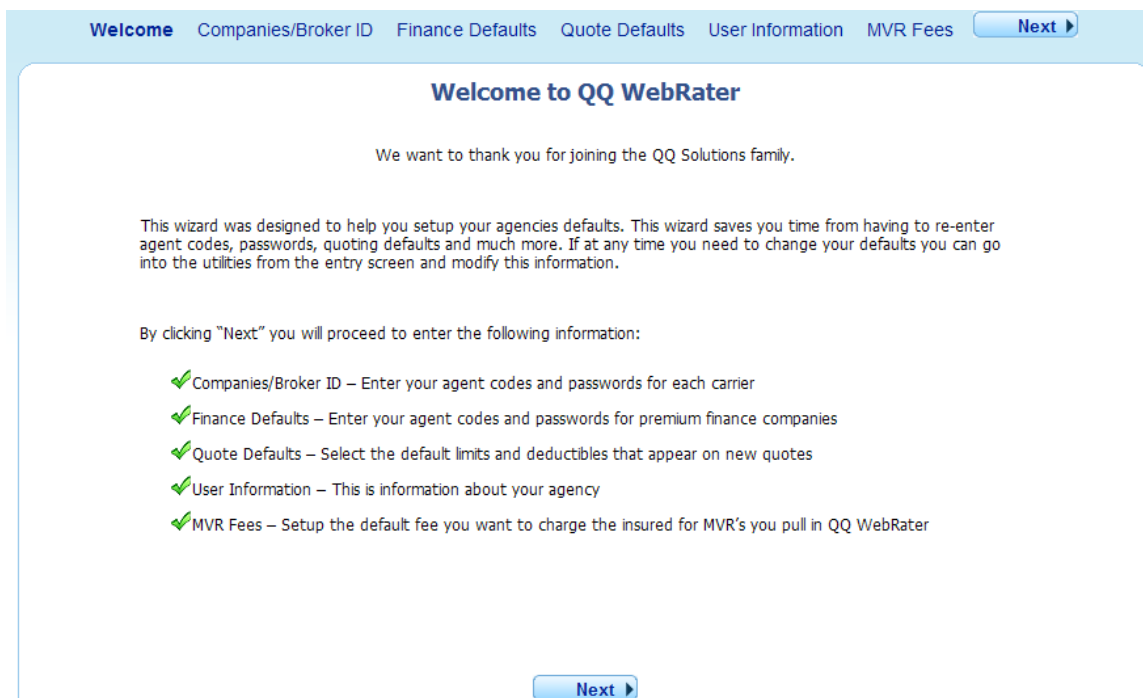
1. Open your browser and go to www.QQWebRater.com .
2. Towards the upper right of the screen enter your User ID and Password then login.



3. If you have multiple offices you will select the office you would like to log into and then click "Continue." To access an office you must have been given the proper permission by your account administrator. If you feel you should be able to access an office and you cannot, please contact your administrator.



4. When you log into QQ WebRater for the first time you will be presented with a Setup Wizard to walk you through setting up your Utilities section. The next time you access the rater the wizard will not appear. The Utilities can be setup or edited at any time but make sure to have it completed before you start quoting.



3. Use the **Companies / Broker ID** screen to select the companies that you are appointed with and enter your agent code in the corresponding field.

Utilities ✕

Companies/Broker ID | Finance Defaults | Quote Defaults | User Information | Lienholder | MVR Fees | Save & Close

| Company Name | Agent Code |
|--|------------------------------------|
| <input checked="" type="checkbox"/> 21st Century Insurance | <input type="text" value="09011"/> |
| <input checked="" type="checkbox"/> Access Insurance Company | <input type="text"/> |
| <input checked="" type="checkbox"/> Affirmative PIP/PD | <input type="text" value="799"/> |
| <input checked="" type="checkbox"/> Affirmative Select | <input type="text"/> |
| <input checked="" type="checkbox"/> Affirmative Standard | <input type="text"/> |
| <input checked="" type="checkbox"/> Agency Insurance Company | <input type="text"/> |
| <input checked="" type="checkbox"/> Allied Insurance | <input type="text"/> |
| <input checked="" type="checkbox"/> American Southwest | <input type="text"/> |
| <input checked="" type="checkbox"/> Apollo Casualty | <input type="text"/> |
| <input checked="" type="checkbox"/> AssuranceAmerica | <input type="text"/> |
| <input checked="" type="checkbox"/> Bristol West | <input type="text"/> |
| <input checked="" type="checkbox"/> Cornerstone | <input type="text"/> |
| <input checked="" type="checkbox"/> DairylandAuto | <input type="text"/> |
| <input checked="" type="checkbox"/> Equity Insurance Company | <input type="text"/> |

Company Information

Address

Company: Access Insurance Company
MGA: Access General Agency of Florida, Inc.
Street: P.O. Box 250209
City/State/Zip: Atlanta GA 30325-1209

Phones

Toll Free: (800) 817-9744
Local: (800) 817-9744
Fax: (866) 347-2110
Binding:
Claims: (866) 747-6917

General

Abbreviation: ACG Best Rating: A-
Admitted: Yes
NAIC: 11711
Appointments: Open to new appointments

*Changes made in this section will apply to all users from this agency.

Some of the companies have a lock icon; these companies are either QuickBind companies that require the binding password or companies that require a Username and Password for their website. Click on the lock to enter this additional information.

NOTE: If you do not know your QuickBind password or your login for the company’s web site you will need to contact the company for this information.

After you have entered all your information, click the “Next” button.

4. Repeat those same steps on the **Finance Defaults** screen. Choose your companies, enter your agent codes, for companies that have a lock icon you will enter your QuickBind password.

You can also set your default Financing Options.

Utilities [X]

Companies/Broker ID | **Finance Defaults** | Quote Defaults | User Info | Lienholder | MVR Fees | Save & Close

| Finance Company Name | Agent Code |
|---|----------------------|
| <input type="checkbox"/> Affirmative Premium Finance Inc. | <input type="text"/> |
| <input type="checkbox"/> Appco Finance Corp. | <input type="text"/> |
| <input type="checkbox"/> Del Rio Discount Corp. | <input type="text"/> |
| <input type="checkbox"/> Del Toro Premium Finance Corp. | <input type="text"/> |
| <input type="checkbox"/> Elite Premium Finance | <input type="text"/> |
| <input type="checkbox"/> ETI Financial Corp. | <input type="text"/> |
| <input checked="" type="checkbox"/> Federated Premium Finance | <input type="text"/> |
| <input checked="" type="checkbox"/> Finco Financial Corporation | <input type="text"/> |
| <input type="checkbox"/> MAG Premium Finance Company | <input type="text"/> |
| <input checked="" type="checkbox"/> Pro Premium Finance Co., Inc. | <input type="text"/> |

Financial Company Information

Address
 Company: Affirmative Premium Finance Inc.
 Street: PO Box 9286
 City/State/Zip: Oak Brook IL 60522-9286

Phone
 Toll Free: (877) 926-4600
 Local: (630) 560-7716
 Fax:

General
 Binding: No Draft: No

Financing Options

Annual % Down: Semi Annual % Down: Payment Options:

Number Annual Paymts: Number Semi Paymts:

Default Company:

*Changes made in this section will apply to all users from this agency.

After you have entered all your information, click the “Next” button.

5. On the **Quote Defaults** screen, set your defaults for Driver Options, Comparison Screen, Coverage Options, etc....

Utilities
✕

Companies/Broker ID
Finance Defaults
Quote Defaults
User Info
Lienholder
MVR Fees
Save & Close

Driver Options

Zip Code

Miles To Work/School

Area Code

Credit Level

Comparison Screen Options

Sort Method

Re-sort Rates on Term Change

Other Options

Automatically Display Rating Messages

Reset RTR Selection on Every Quote

Coverage Options

Bodily Injury

Property Damage

PIP Deductible

PIP Options

Medical Payments

Uninsured Motorist

Comprehensive Deductible

Collision Deductible

Accidental Death Coverage

Optional Coverage

Additional Coverage

After you have set all of your desired defaults, click the “Next” button.

6. On the **User Information** screen, your agency information associated with your login will be pre-populated; all you should have to do is enter your State License Number and email address but it is not required information.

| Utilities | |
|---|--|
| Companies/Broker ID | Finance Defaults |
| Quote Defaults | User Information |
| Lienholder | MVR Fees |
| <input type="button" value="Save & Close"/> | |
| Agency Information | |
| Name of Agency: | Insurance USA |
| Address: | 350 Fairway Dr. Ste 101 |
| City/State/Zip Code: | Deerfield Beach, FL 33441 |
| Agency Phone Number: | (800) 940-6600 |
| Agency Fax Number: | (954) 640-0553 |
| Agency E-mail Address: | Webmaster@QQSolutions.com |
| Agency Product String: | QUOTE APP FILE HOME CHECKS ROLODEX ENTERPRISE DOWN WEB EVO DOWN FIN |
| QQ WebRater.com Package: | Gold |
| Agent Information | |
| Agent Name: | Amy d Edit |
| State License Number: | <input type="text" value="A1234"/> |
| Agent E-mail Address: | <input type="text"/> |
| System | |
| Command Line: | <input type="text"/> |

Once you have verified your information is correct, click the “Next” button.

7. The final screen of the setup wizard is the **MVR Fees** screen; here you can update the standard agency fee amounts that are applied for the corresponding states MVR report.

If you are using the MVR Client Payment Process, here you would check “Enable MVR payment process method.” Also, if you are going to accept credit cards as a form of payment for the MVR check “Enable credit card processing,”

Companies/Broker ID

Finance Defaults

Quote Defaults

User Information

Lienholder

MVR Fees

Save & Close

Enter the fees agency charges per MVR

| State | Standard QQ Fee | Standard Agency Fee | 7 Year QQ Fee | 7 Year Agency Fee |
|-------|--------------------|------------------------|------------------|----------------------|
| FL | \$9.00 | \$ 9.00 | \$11.00 | \$ 11.20 |
| GA | \$7.00 | \$ 7.00 | \$9.00 | \$ 9.20 |
| NJ | \$13.00 | \$ 13.00 | N/A | N/A |
| NY | \$8.00 | \$ 8.00 | N/A | N/A |
| TX | \$7.00 | \$ 7.00 | N/A | N/A |

*Standard MVR in FL, GA, NY and TX: 3 year

*Standard MVR in NJ: 5 year

MVR Payment Plan Enable MVR payment process method Enable processing credit card

*Changes made in this section will apply to all users from this agency.

After you have entered all your information, click the “Finished” button.

8. You will see a message that reads “Applying your settings and starting QQ WebRater.”

You will be redirected to our Entry screen to begin using QQ WebRater.

Agency Insurance USA in Deerfield Beach, 33441 has done 286 quote(s) for the month

Quote Start New Quote Retrieve Quotes RTR Selection Utilities MVR Reports Help Log Out

First M Last Suffix Phone (954) - Email Drivers Cars
 Street Mailing Address Prior Cov No Prior Prior Co Eff Date 09/18/2009
 City ST FL Zip Code 33319 Months 0 Expire 09/18/2009 Notes Source

Driver Information

Driver # 1

First Name / Middle
 Last Name / Suffix
 Social Security Number
 DOB / Sex / Relationship 09/18/1974 SM NI
 Cust / Miles / Use / Credit N 5 P 3
 Lic. FL / USA / MVR / ST 19 19 19 FL
 Driver's Info
 Driver's License - - - -
 Violations

How to Quote

Our entry screen allows you to enter all necessary Driver, Vehicle, and Coverage information that is required to retrieve a quote through QQ WebRater.

1. Enter driver name, address, phone, and prior coverage information as well as the number of cars and drivers (Up to 6 for each!!) at the top of the screen.

Quote Start New Quote Retrieve Quotes RTR Selection Utilities MVR Reports Help Log Out

First Jane M K Last Doe Suffix Phone (954)958-7457 Email jdoe@QQSolutions.com Drivers 1 Cars 1
 Street 7812 NW 40th St Mailing Address Prior Cov BI 10/20 Prior Co Progressive Eff Date 09/23/2009
 City Deerfield Beach ST FL Zip Code 33441 Months 99 Expire 09/23/2009 Notes Source Yellow Pages

2. You will next fill out the **Driver Information**; here you can enter specific driver information for up to 6 drivers.

Driver Information

Driver # 1

First Name / Middle
 Last Name / Suffix
 Social Security Number
 DOB / Sex / Relationship 06/12/1974 SM NI
 Cust / Miles / Use / Credit N 5 P 3
 Lic. FL / USA / MVR / ST 19 19 19 FL
 Driver's Info
 Driver's License - - - -
 Violations

Driver # 2

First Name / Middle
 Last Name / Suffix
 Social Security Number
 DOB / Sex / Relationship 06/12/1974 SM OTH
 Cust / Miles / Use / Credit N 5 P
 Lic. FL / USA / MVR / ST 19 19 19 FL
 Driver's Info
 Driver's License - - - -
 Violations

Driver # 3

First Name / Middle
 Last Name / Suffix
 Social Security Number
 DOB / Sex / Relationship 06/12/1974 SM OTH
 Cust / Miles / Use / Credit N 5 P
 Lic. FL / USA / MVR / ST 19 19 19 FL
 Driver's Info
 Driver's License - - - -
 Violations

3. Next, add your **Vehicle Information** for up to 6 vehicles.

| Vehicle Information | Vehicle # 1 | Vehicle # 2 | Vehicle # 3 |
|--------------------------|------------------------|------------------------|----------------------|
| VIN | 1GKEL19W | 3D7&U16D | 1G4CW54K |
| Year / Make | 1999 GMC | 2005 DODGE | 2002 BUICK |
| Model / Symbol | Safari 8 | Ram Pick-Up 1500 19 | Park Avenue 12 |
| Vehicle Features | 6CL;4WD;ABD;ABP;ABS;PA | 2DR;8CL;4WD;ABD;ABP;AE | 6CL;ABD;ABP;ABS;PAT; |
| Actual Cash Value / MSRP | | | |

4. Finally, select your **Coverages**.

| Coverages | Coverages | Coverages | Coverages |
|-----------------------------|------------|-------------|-------------|
| BI / PD | 10/20 10 | 500 500 | 500 500 |
| PIP / Option | 1000 NIRR | 0 NONE NONE | 0 NONE NONE |
| UM / Med | 10/20 1000 | 0 NONE NONE | 0 NONE NONE |
| Comp / Coll | 500 500 | 0 0 0.00 | |
| Cust Equip / Tow / Rental | | | |
| Accidental Death / ID Theft | | | |
| OPT / ADD / MVR | | | |

5. If you are rating with any Real-Time Rating companies select them by clicking the **RTR Selection** button and checking the companies you wish to receive rates from.

6. If you would like to pull an MVR before getting your rates click the **MVR** button and then fill out any information that is blank. You will click the “Retrieve MVR” button and then you can print out the MVR if you wish.

QuickMVR

Please verify that the Driver License Number(s) below are accurate prior to submitting your request.
Note: Incorrect entries will still incur a non-refundable fee.
 Submitting this request will accumulate \$27.90 in MVR fees for your client.
 You accumulated \$9.30 in MVR fees for this client.

Enter the number of MVR's you would like to pull:

| | | | |
|-------|--------------------|--------------------------|--------------|
| State | Driver's License 1 | 7 Yr. | |
| FL | H254-115-55-441-1 | <input type="checkbox"/> | Retrieve MVR |
| State | Driver's License 2 | 7 Yr. | |
| FL | J541-545-47-855-0 | <input type="checkbox"/> | Print MVR |
| State | Driver's License 3 | 7 Yr. | |
| FL | L155-144-44-110-0 | <input type="checkbox"/> | Close |

To adjust the MVR fee, use the MVR tab in Utilities section.

7. You are now ready to rate the risk. You will click the **Quote** button to generate the rates from the companies you are rating for.

| | | | | | | | | | | | |
|--------------|-----------------|-----------------|---------------|-----------------|----------|-----------|----------|----------|---------------|------------|----------------------|
| Quote | Start New Quote | Retrieve Quotes | RTR Selection | Utilities | MVR | Reports | Help | | | | |
| First | Jane | M | K | Last | Doe | Suffix | | Phone | (954)958-7457 | Email | jdoo@QQSolutions.com |
| Street | 7812 NW 40th St | | | Mailing Address | | Prior Cov | BI 10/20 | Prior Co | Progressive | | |
| City | Deerfield Beach | | ST | FL | Zip Code | 33441 | Months | 99 | Expire | 09/23/2009 | Notes |

If you have RTR companies selected (see the RTR selection screen) you will see a screen where you can enter **Additional Client Info** required for Real-Time Rating.

If not, you will be taken to our Comparison screen where you will see rates for all of your appointed companies.

8. On the Comparison Screen you will select the company you wish to write the policy with. You will be taken to the Breakdown screen.

9. You will click on **Application/Bind/Bridge** and complete the required information for the application.

10. The last step is to, depending on what company you're writing with to either bind, bridge, or print the application.