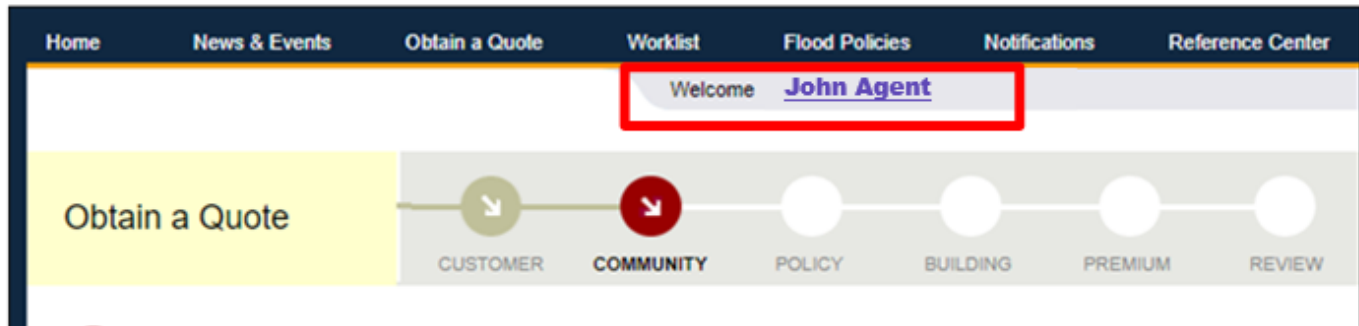


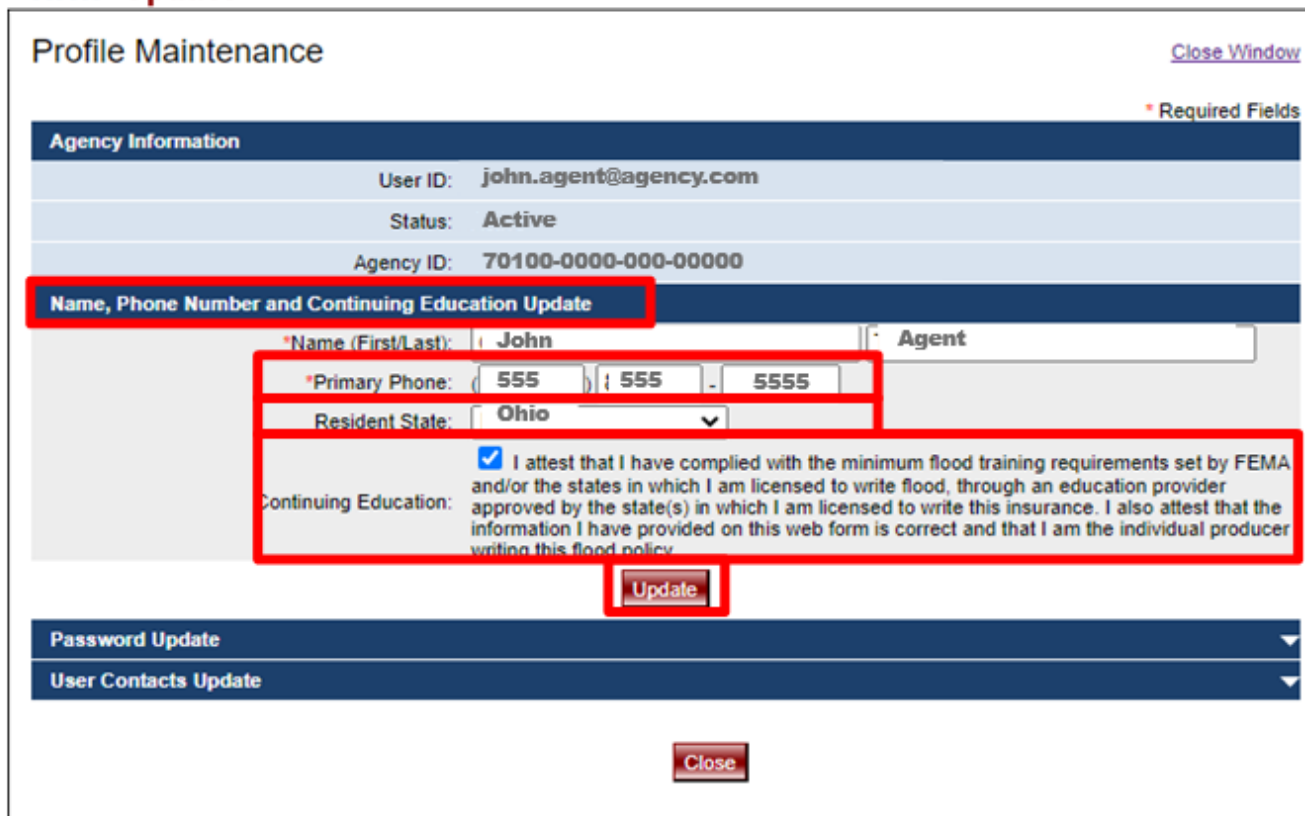
The very first time you log into the system, these steps must be followed before you begin a quote:

Click on Name/Hyperlink



Open the "Name, Phone Number and Continuing Education Update" bar:

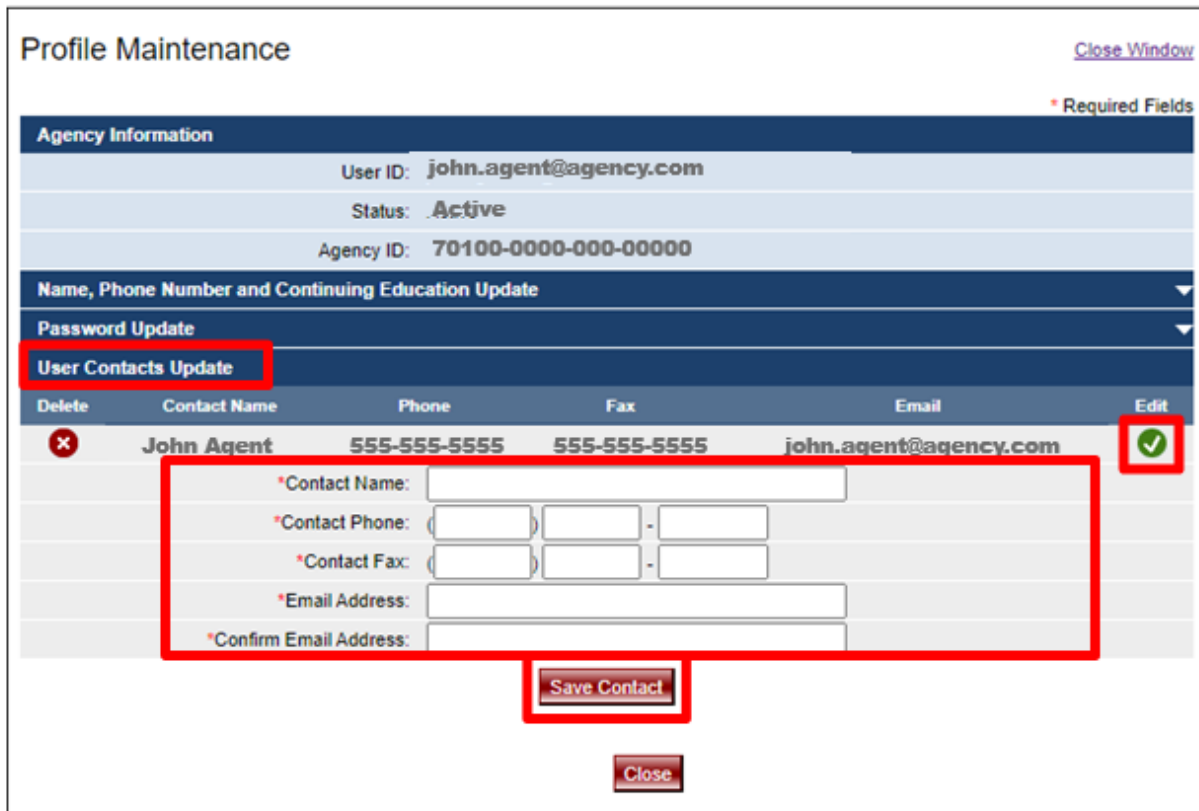
- Verify your Primary Phone
- Verify your Resident State
- Click the Attestation box to confirm Continuing Education status
- Click "Update"



The screenshot displays the "Profile Maintenance" form. The "Name, Phone Number and Continuing Education Update" section is highlighted with a red box. This section includes a text field for "Name (First/Last)" with the value "John Agent", a "Primary Phone" field with the value "555 555 5555", and a "Resident State" dropdown menu set to "Ohio". Below these fields is a "Continuing Education" section with a checked checkbox and the text: "I attest that I have complied with the minimum flood training requirements set by FEMA and/or the states in which I am licensed to write flood, through an education provider approved by the state(s) in which I am licensed to write this insurance. I also attest that the information I have provided on this web form is correct and that I am the individual producer writing this flood policy." An "Update" button is located below the attestation text. Other sections visible in the form include "Agency Information" (User ID: john.agent@agency.com, Status: Active, Agency ID: 70100-0000-000-00000), "Password Update", and "User Contacts Update". A "Close" button is at the bottom of the form.

Next open "User Contacts Update" bar

- Click  icon circle next to your name
- Update all fields with correct information (Use 0s if you don't have a fax number)
- Click "Save Contact" and "Close"



Profile Maintenance [Close Window](#)

* Required Fields



Agency Information

User ID: john.agent@agency.com
Status: Active
Agency ID: 70100-0000-000-00000

Name, Phone Number and Continuing Education Update

Password Update

User Contacts Update

Delete	Contact Name	Phone	Fax	Email	Edit
	John Agent	555-555-5555	555-555-5555	john.agent@agency.com	

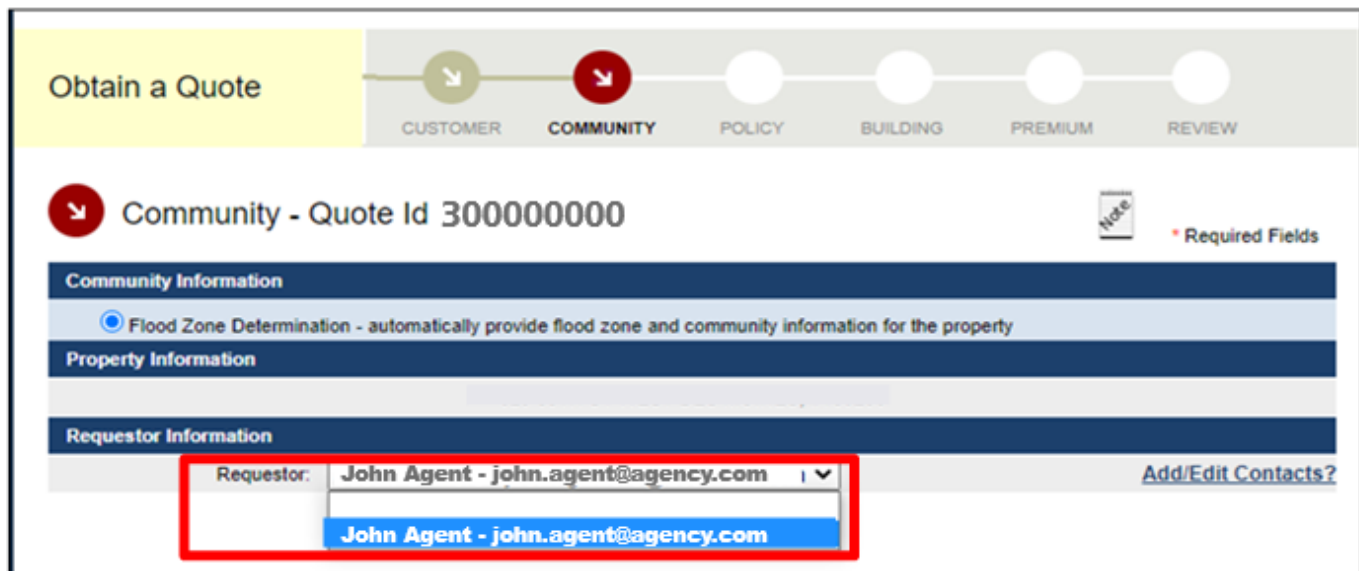
*Contact Name:
*Contact Phone: () -
*Contact Fax: () -
*Email Address:
*Confirm Email Address:

[Save Contact](#)

[Close](#)



This will add your information to the "Requestor" list in the Quote screen

When you create a quote, select your name from the "Requestor" drop down menu
If needed, the flood zone vendor will use this information to contact you in regard to
the flood zone determination



Obtain a Quote

CUSTOMER **COMMUNITY** POLICY BUILDING PREMIUM REVIEW

 Community - Quote Id 300000000  * Required Fields

Community Information

Flood Zone Determination - automatically provide flood zone and community information for the property

Property Information

Requestor Information

Requestor: **John Agent - john.agent@agency.com** | [Add/Edit Contacts?](#)

John Agent - john.agent@agency.com