

Brooklyn Underwriting On-Line Quoting FAQ's

Q.-Can I obtain an indication only?

A.-Yes To obtain an indication you do not have to complete the entire process. Just complete Step 1 and an indication will appear on the right hand side of the screen.

Q.-If I obtain an "indication" only will the data entered be saved?

A.-Yes
Once you have completed step 1, select "Save Your Quote/Finish it Off Later". It will then appear under "Your Quotes" / "Unfinished Quotes" for you to complete later. You cannot download a proposal form at this stage.

Q.-Can I obtain a firm price from the online quoting system?

A.-Yes
Just complete all steps (1-3). You can then download the pre-populated proposal form, quote and wording - all available in PDF from "Your Quotes".

Q.-Can I use the online system for risks that fall outside of the auto rating parameters?

A.-Yes
Any risks that fall outside of points 1-3 and point 5 above will refer to Brooklyn. You can still complete the proposal form via the online tool however we'll need to review it and respond to you offline.

Q.-What do I need to do to bind online and complete a transaction?

A.-For risks where all steps are completed (aside from risks at q4) download the proposal form from "Your Quotes" "Ready to Bind" and arrange for your client to sign and date it. Once they have returned it to you, simply Bind on line and return the signed proposal to Brooklyn within 14 days.

Q.-How do I bind online?

A.-Go into "Your Quotes" "Ready to Bind" and click on the client name. This will take you straight to the "Quote" page. Simply click on the declaration then the "BIND" button.

Q.-What if my client makes changes to the pre-populated proposal form?

A.-Go into "Your Quotes" "Ready to Bind" and click on the client name. This will take you straight to the "Quote" page. Simply click on the "Edit from Beginning Button" and make changes to the relevant questions before Binding.

Q.-Do I need to send Brooklyn separate binding instructions manually?

A.-No, once you Bind online our records will automatically update and the policy will be bound.

Q.-What do I need to provide Brooklyn with once I Bind online?

A.-Just send us the signed and dated proposal form along with your tax invoice within 14 days of binding.

Q.-When will I receive policy documentation?

A.-As soon as you Bind the policy the policy documentation will be available under "Your Quotes"/"Bound Policies". We recommend that you save these files to your own system for future reference.

Q.-What does the "Confirm" button at the final step do?

A.-You will need to hit the "Confirm" button once all questions are answered. This is not an instruction to bind cover. At this stage the proposal form, quote schedule and policy wording will appear under "Your Quotes/Ready to Bind". From here you can download the quote documentation.

Q.-How do I obtain quotes for alternative limits?

A.-Once you have obtained a quote and "Confirmed" (as per Q11) go into Your Quotes "Ready to Bind". The quote documents will appear in this section. Save these documents to your own system and then go back into the quote at the "Ready to Bind" section of "Your Quotes".

This will take you straight to the Quote/Bind screen.

Select "Edit from Beginning" and make the change to the policy limit to obtain the alternative quote.

You will need to download and save the quote for each policy limit every time you obtain a quote for an alternative limit.

We intend to make changes to this function in the next phase of development to make obtaining alternative quotes easier.