

MISSISSIPPI
WINDSTORM UNDERWRITING ASSOCIATION

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BULLETIN 13-03

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TO ALL LICENSED MS RESIDENT AGENTS –
MISSISSIPPI WINDSTORM UNDERWRITING
ASSOCIATION (MWUA)

MISSISSIPPI WINDSTORM UNDERWRITING
ASSOCIATION (MWUA)
Quote and Application Processing
(Surepower) – Entering Quote
Information and Printing Applications

This bulletin provides notice of an important procedure related to agent entry of coverage quotes, and printing of new business applications accepted by policyholder.

Previously, it was possible in the Surepower Policy Management system to quote a risk, and submit an application without all of the data fields being properly completed. While the online system submission would not accept without all the information fields fully completed, some agencies were printing the partially completed applications and mailing them to MWUA with payment requesting issuance of the coverage.

This created significant new application processing delays as the MWUA underwriters necessarily corresponded with the agents to obtain the missing application information required for policy issuance.

Going forward, the Surepower policy management system will not allow the printing or finalization of an application unless all of the data fields are fully completed.

It is recommended that agents print all quotes as they are completed in Surepower. This will provide a written record of the quoted premium, and the assigned quote number.

When all of the new application information entry is completed, the agency must then print the completed application **BEFORE** choosing to "Submit for Approval". **The application must be printed before submitted**, as it is not possible to print the application once the "Submit for Approval" icon is selected.

The print of the finalized (fully complete) application is necessary for agent use to obtain the signature and date of the applicant. Once signed and dated by the applicant, the application is mailed with payment or sent electronically (if payment via ACH) to MWUA for scanning into our policy files.

We strongly encourage all agents to complete and submit applications for new business through the Surepower system! But in the event you have to submit the traditional paper form, please note that all the information must be completed in order for approval and binding of coverage. Delays in obtaining this mandatory information may result in a delay in coverage being provided (coverage effective date).

To help with the understanding of the Surepower online quote process, we have developed step by step instructions for submission of a single dwelling risk. These instructions can be viewed on our MWUA website, under important announcements, link:

<http://www.msplans.com/MWUA/Index.htm>

This online quote and application instruction can also be accessed via a link on the Surepower information banner.

Please contact MWUA management or underwriters with any questions. If you wish to receive onsite assistance, you may contact Scott Jerome, Coastal Services Director at 601-826-1895 or sjerome@msratingbureau.com

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