ACORD Application and Binder Documents

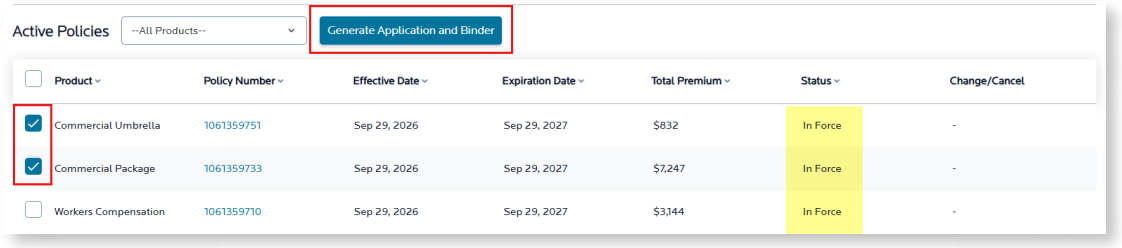
Commercial Lines

Internal and external users can generate ACORD Applications and Binders for all of our commercial lines states and policy types. The policy transaction must fit the following criteria:

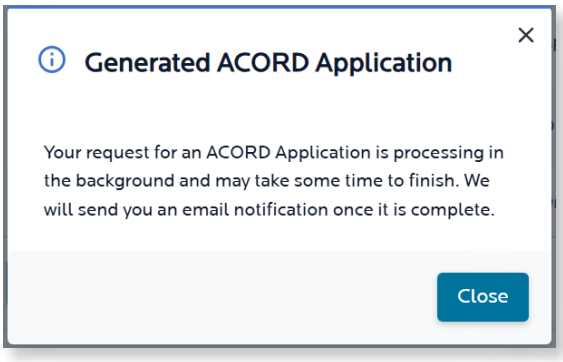
- **Transaction Type:** Submission, Renewal, or Rewrite
- **Navigator Status - if Bound:** In Force or Scheduled
- **Navigator Status - if Pending:** Quoted or Approved

For Bound Policies

1. Click into the Account Summary and find the policy listed within the Active Policies section.
2. Check the box next to the policy. More than one policy can be selected at a time.
3. Click the Generate Application and Binder button.

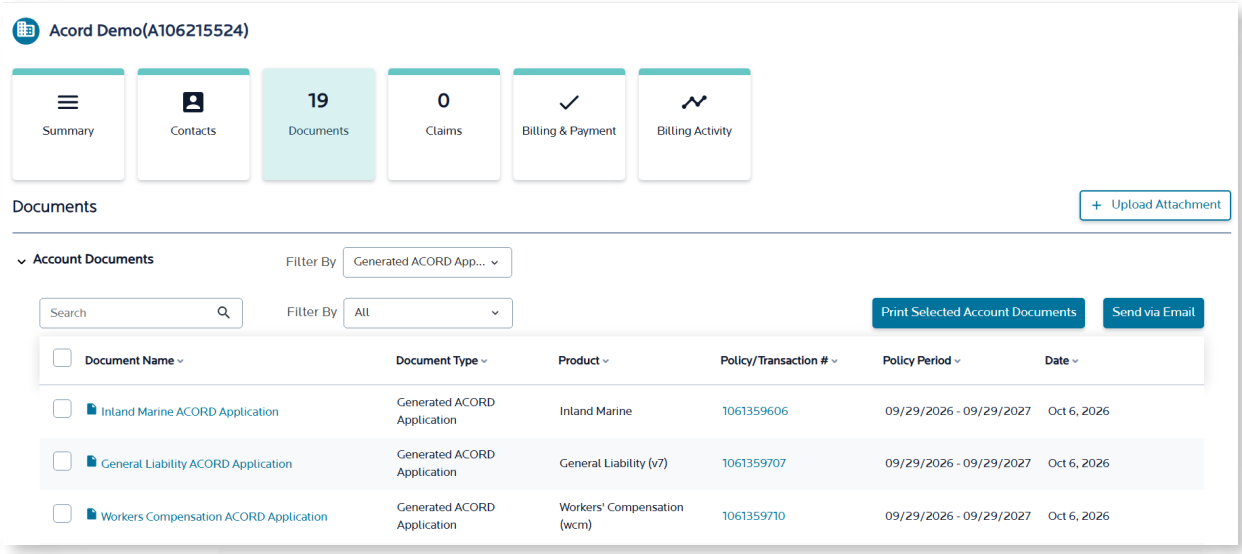


- A dialog box will appear immediately with the message below.



4. Documents may take several minutes to generate depending on the size and complexity of the account and the number of business lines requested. You may choose to wait, but Navigator will send an email notification when the documents become available.
5. Navigate to the **Documents** page to find the generated document which will be labeled as "[Policy Type] ACORD Application".

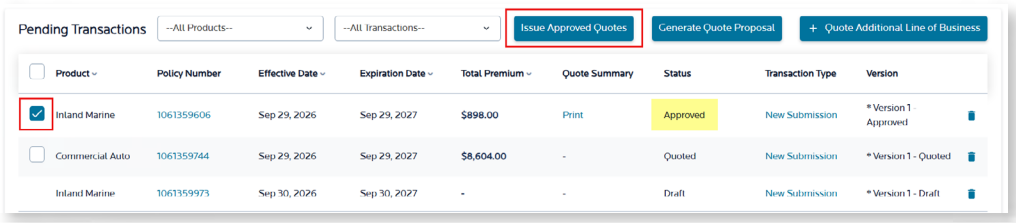
6. To open the **ACORD Application and Binder**, do one of the following:
   - Click on the **Document Name** link.
   - Check the box next to the Document Name and click the **Print Selected Account Documents** button.
   - Check the box next to the Document Name and click the **Send via Email** button. Then follow the prompts to send to yourself or someone else.



For Transactions with an 'Approved' Status

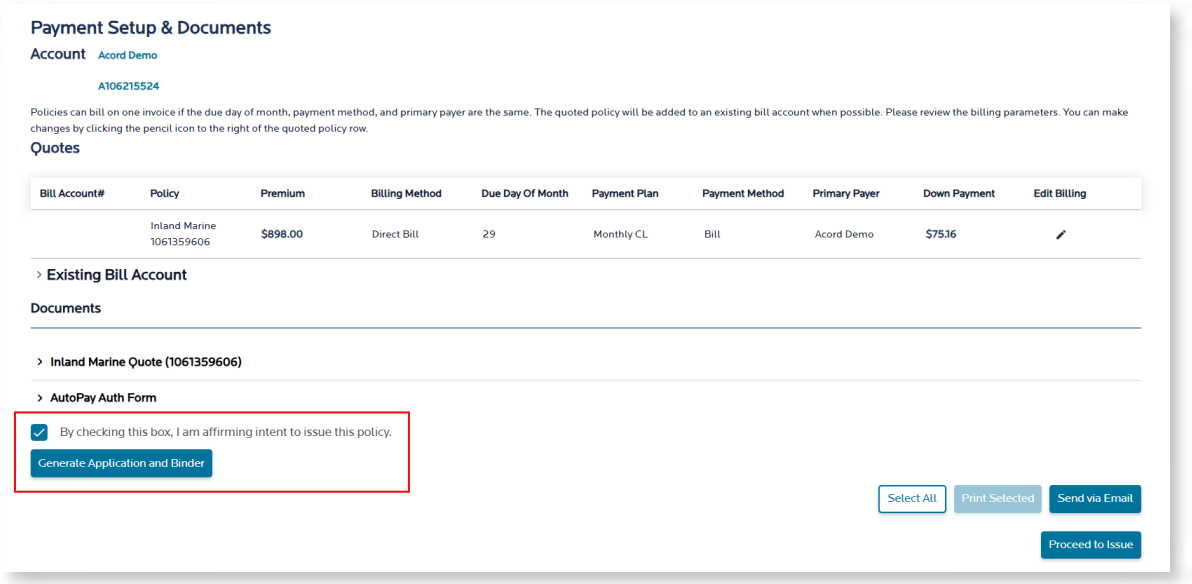
Option One

1. Click into the **Account Summary** and find the submission listed within the **Pending Transactions** section.
2. Check the box next to the transaction for which the ACORD document is needed. More than one can be selected at a time.
3. Click the **Issue Approved Quotes** button.

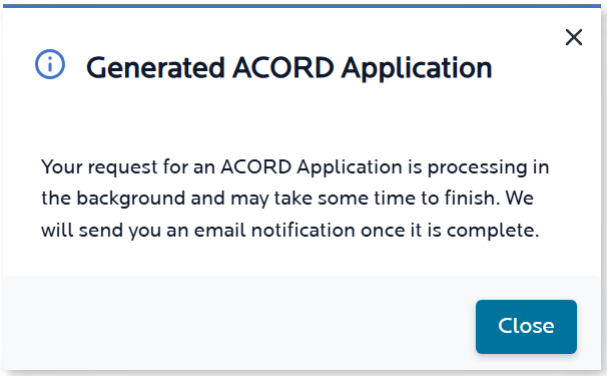


4. Review the User Agreement prompt and click **Next**.
5. Check the box for the statement "By checking this box, I am affirming intent to issue this policy." This will enable the **Generate Application and Binder** button, and it will turn blue.

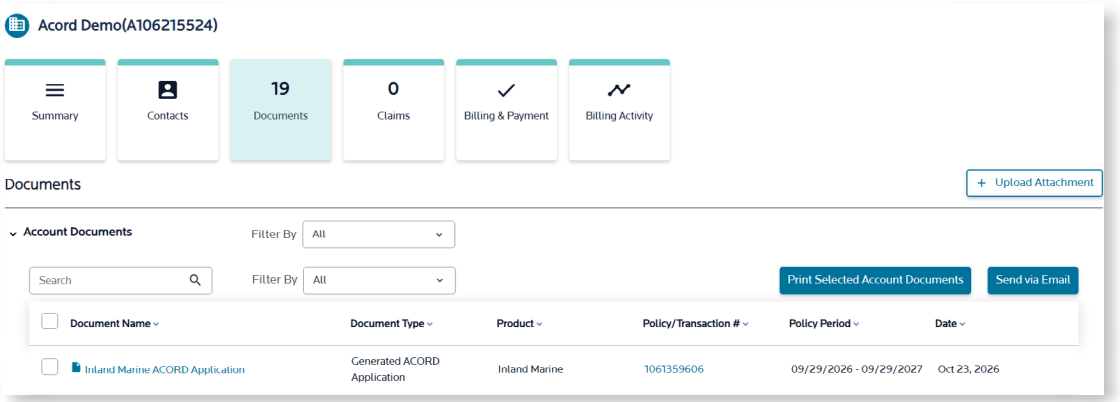
6. Click the **Generate Application and Binder** button.



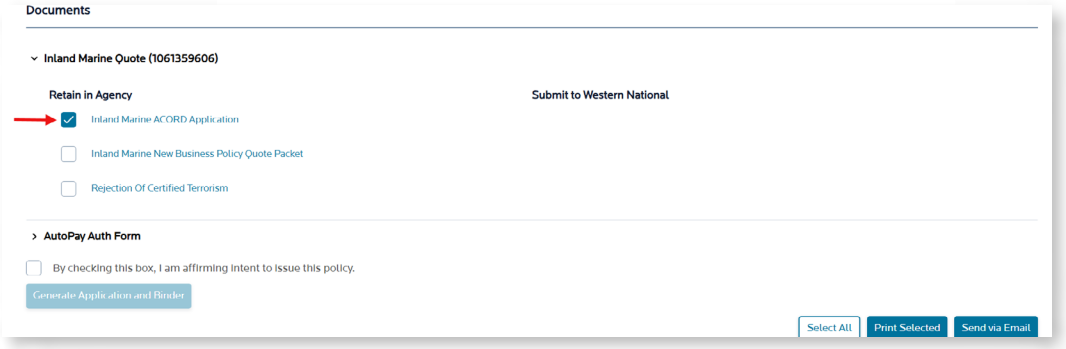
- A dialog box will appear immediately with the message below, and an email notification will be sent to you when the ACORD document is available.



7. **Option A:** Navigate to the **Account Documents** page to find the generated document which will be labeled as "[Policy Type] ACORD Application".



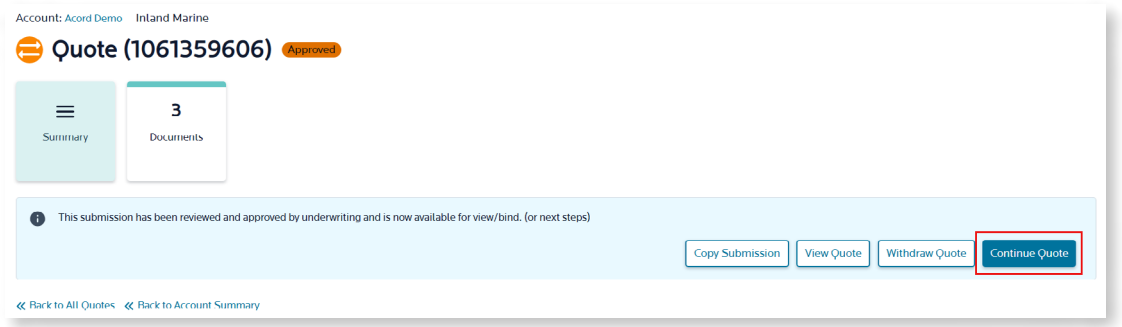
Option B: Refresh the page and find the new document within the **Documents** section on the same page.



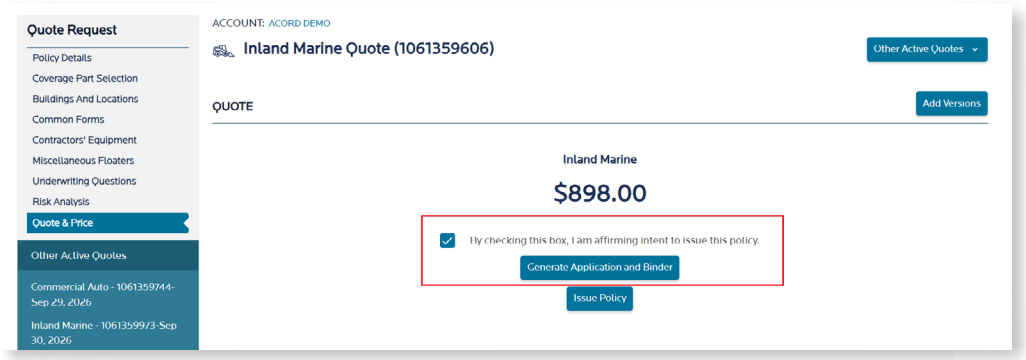
8. To open the ACORD Application and Binder document, do one of the following:
   - Click on the Document Name link.
   - Check the box next to the Document Name and click the **Print Selected Account Documents** button.
   - Check the box next to the Document Name and click the **Send via Email** button. Then follow the prompts to send to yourself or someone else.

Option Two

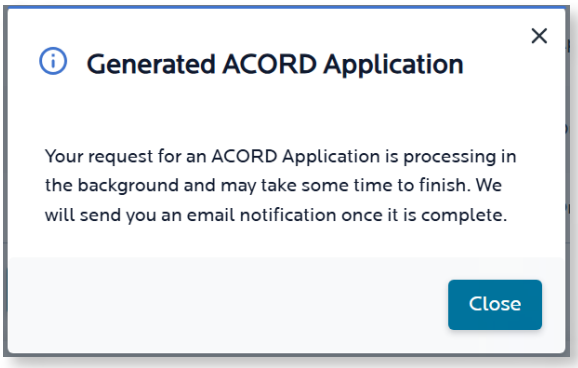
1. Click into the **Account Summary** and find the submission listed within the **Pending Transactions** section.
2. Click on the Policy Number link for the transaction for which the ACORD document is needed.
3. Click the **Continue Quote** button, which should open the **Quote & Price** page.



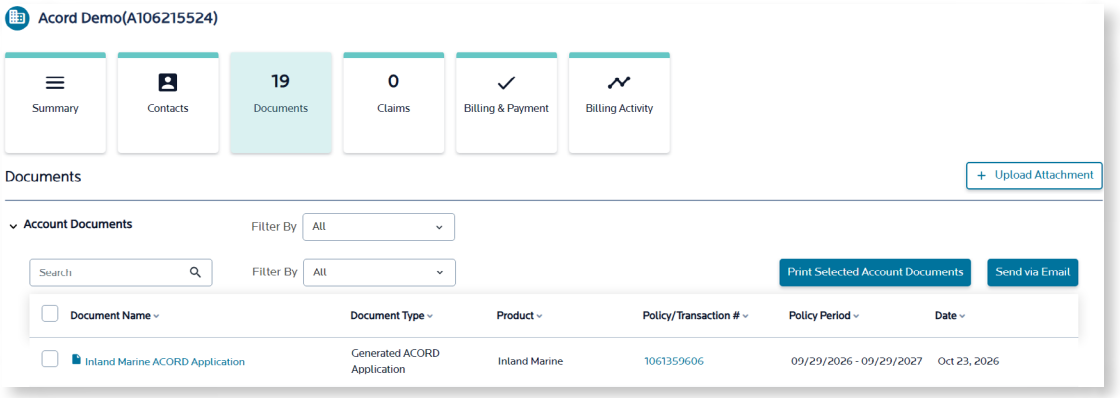
4. Check the box for the statement "By checking this box, I am affirming intent to issue this policy." This will enable the **Generate Application and Binder** button, and it will turn blue.
5. Click the **Generate Application and Binder** button.



- A dialog box will appear immediately with the message below, and an email notification will be sent to you when the ACORD document is available.



6. Navigate to the **Account Documents** page to find the generated document which will be labeled as "[Policy Type] ACORD Application".

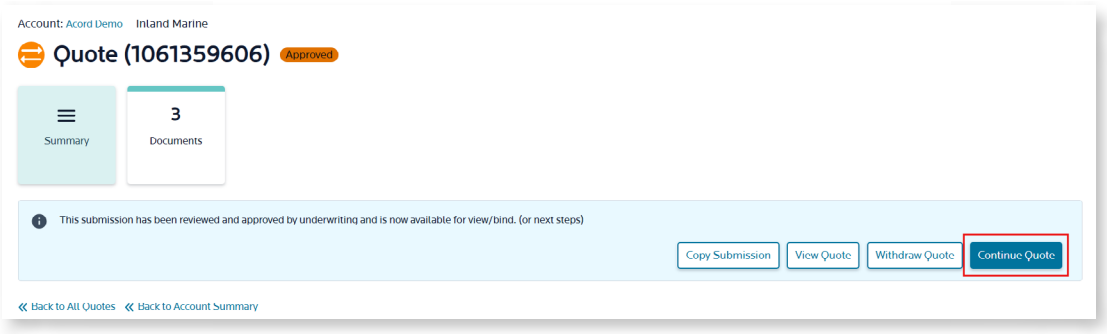


7. To open the ACORD Application and Binder document, do one of the following:

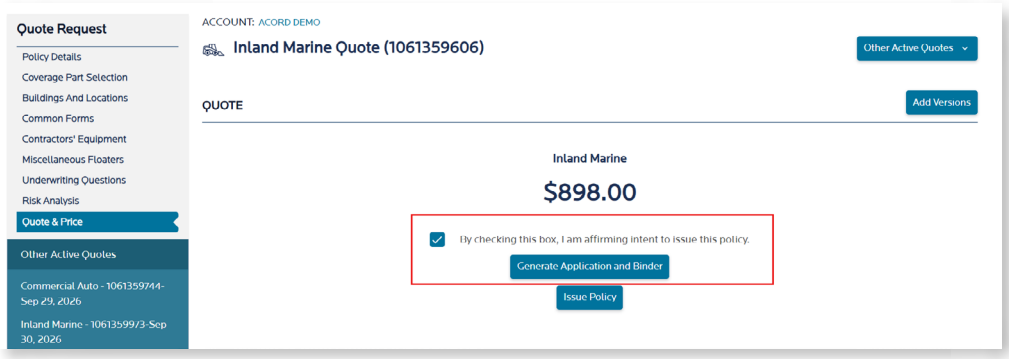
- Click on the Document Name link.
- Check the box next to the Document Name and click the Print Selected Account Documents button.
- Check the box next to the Document Name and click the Send via Email button. Then follow the prompts to send to yourself or someone else

For Transactions with a 'Quoted' Status

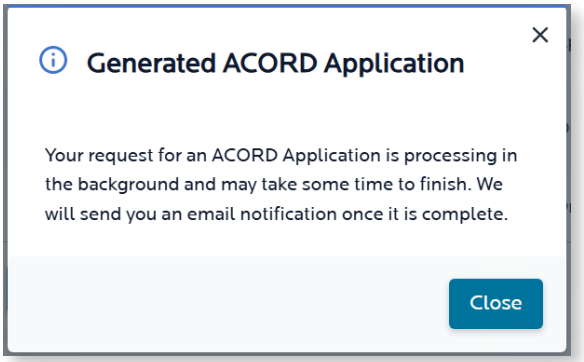
1. Click into the **Account Summary** and find the submission listed within the **Pending Transactions** section.
2. Click on the Policy Number link for the transaction for which the ACORD document is needed.
3. Click the **Continue Quote** button, which should open the **Quote & Price** page.



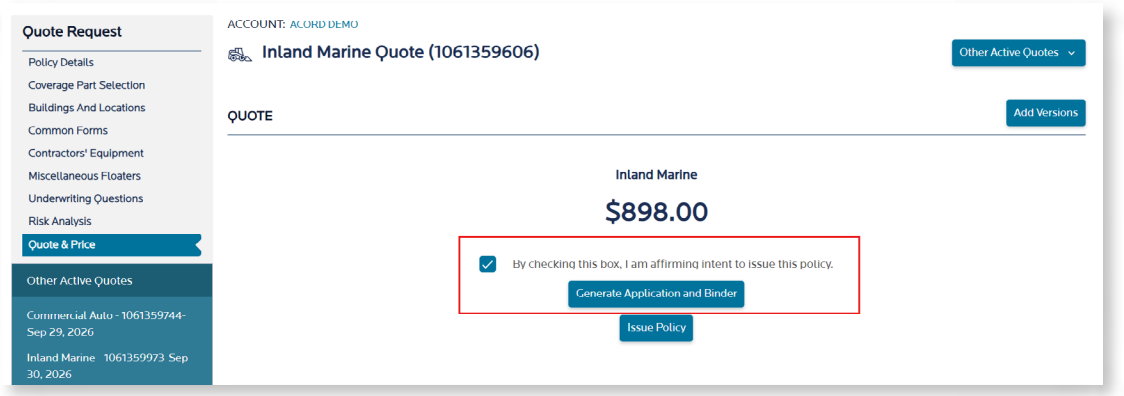
4. Check the box for the statement "By checking this box, I am affirming intent to issue this policy." This will enable the **Generate Application and Binder** button, and it will turn blue.
5. Click the **Generate Application and Binder** button.



- A dialog box will appear immediately with the message below, and an email notification will be sent to you when the ACORD document is available.



6. Navigate to the **Account Documents** page to find the generated document which will be labeled as "[Policy Type] ACORD Application".



7. To open the ACORD Application and Binder document, do one of the following:
   - Click on the Document Name link.
   - Check the box next to the Document Name and click the **Print Selected Account Documents** button.
   - Check the box next to the Document Name and click the **Send via Email** button. Then follow the prompts to send to yourself or someone else.