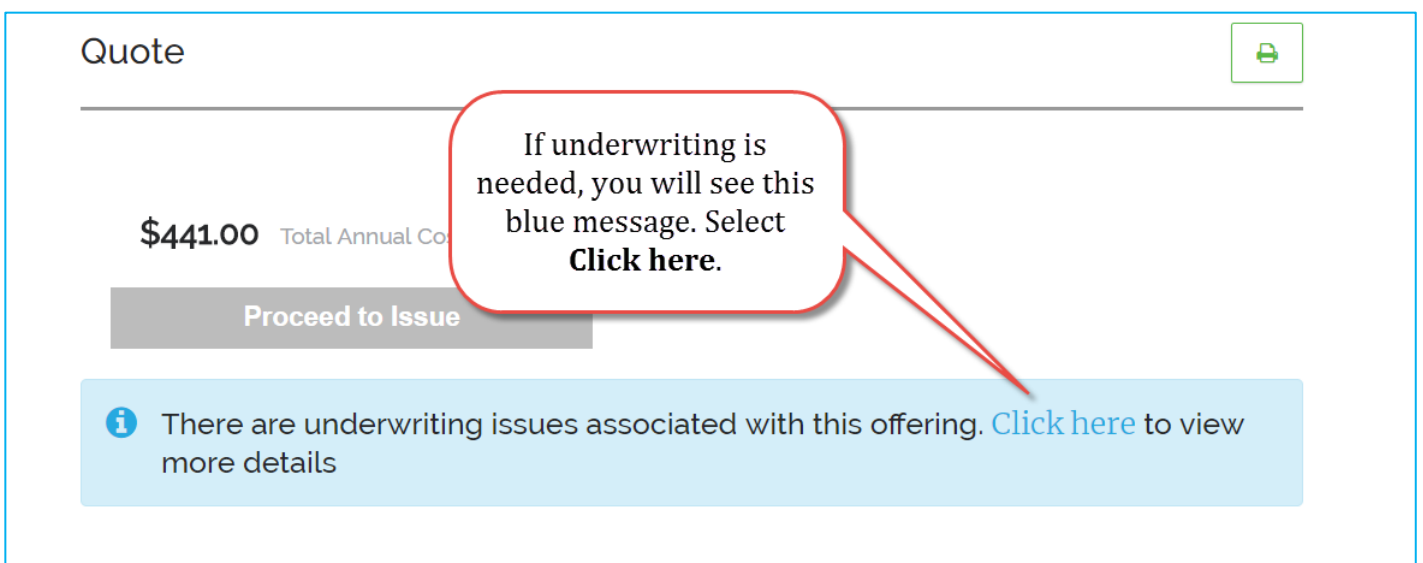



## Submitting and Responding to Underwriting

This job aid will provide step by step instructions for submitting a quote to your underwriting authority and responding to the underwriting activity.

### Submitting a quote to Underwriting



Quote 

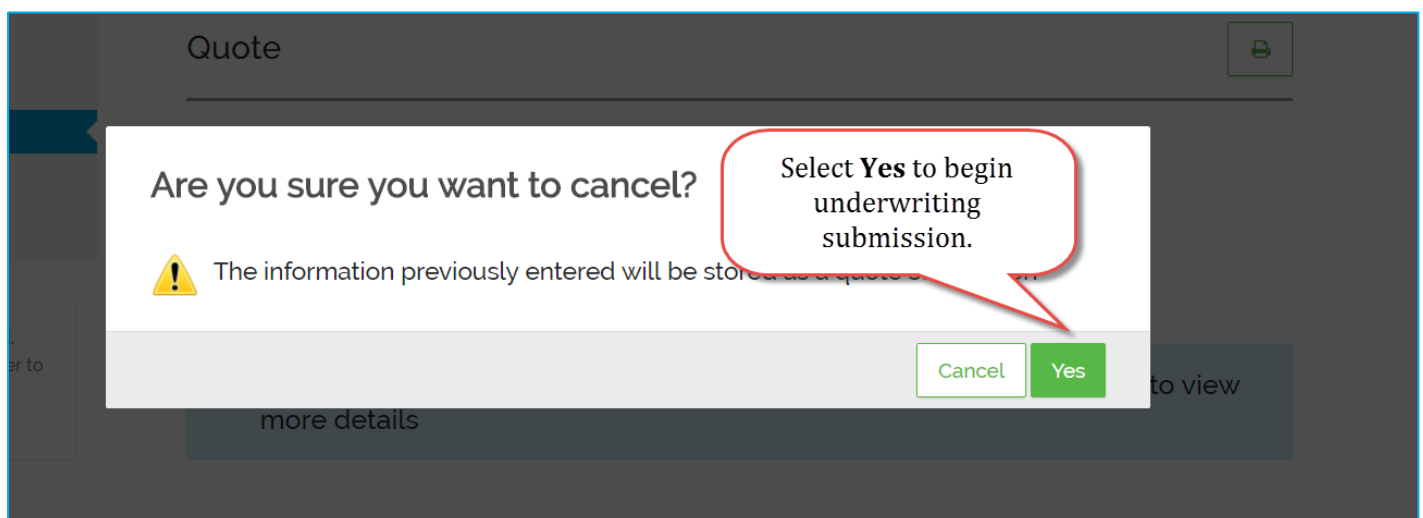
---


\$441.00 Total Annual Co

**Proceed to Issue**

**If underwriting is needed, you will see this blue message. Select **Click here.****

**i** There are underwriting issues associated with this offering. [Click here](#) to view more details



Quote 

**Are you sure you want to cancel?**

**!** The information previously entered will be stored as a quote to

**Select **Yes** to begin underwriting submission.**

er to

more details

to view

# Submitting and Responding to Underwriting

SUMMARY

VIEW/ADD ACTIVITIES

VIEW/ADD NOTES

VIEW/UPLOAD DOCUMENTS

Created Date	Effective Date	Producer of Record	\$441.00
January 22, 2018	January 22, 2018	External (999006)	
Status		Producer of Service	Taxes and Fees
Quoted		External (999006)	\$0.00
			<b>TOTAL COST</b>
			\$441.00

Your Underwriting Issues will be at the bottom of this page. Follow instructions for needed documentation.

...ed for this quote  
...ues have been resolved. You can:  
...cept the changes  
...ontinue

Edit quote
Refer to Underwriter

### Underwriting Issues

SHORT DESCRIPTION	LONG DESCRIPTION	STATUS
The Bodily Injury Limits on a collector vehicle policy	The Bodily Injury Limits on a collector vehicle policy must be lower than or equal to the Bodily Injury Limits on the insured's daily use automobile policy. Please lower the Bodily Injury Limit selected or manually enter the daily use automobile policy information in the Prior Policies section and upload a daily use vehicle declaration page for all drivers. Underwriting review will be required to bind.	Blocks Issuance

Withdraw this quote if you do not wish to continue

### Refer to Underwriter

Assign to:

Collector Vehicle Underwriting Referral - Product & Underwriting

Note for the underwriter

Type a note to the underwriter for approval|

Type any additional information to the underwriter and select **Confirm**

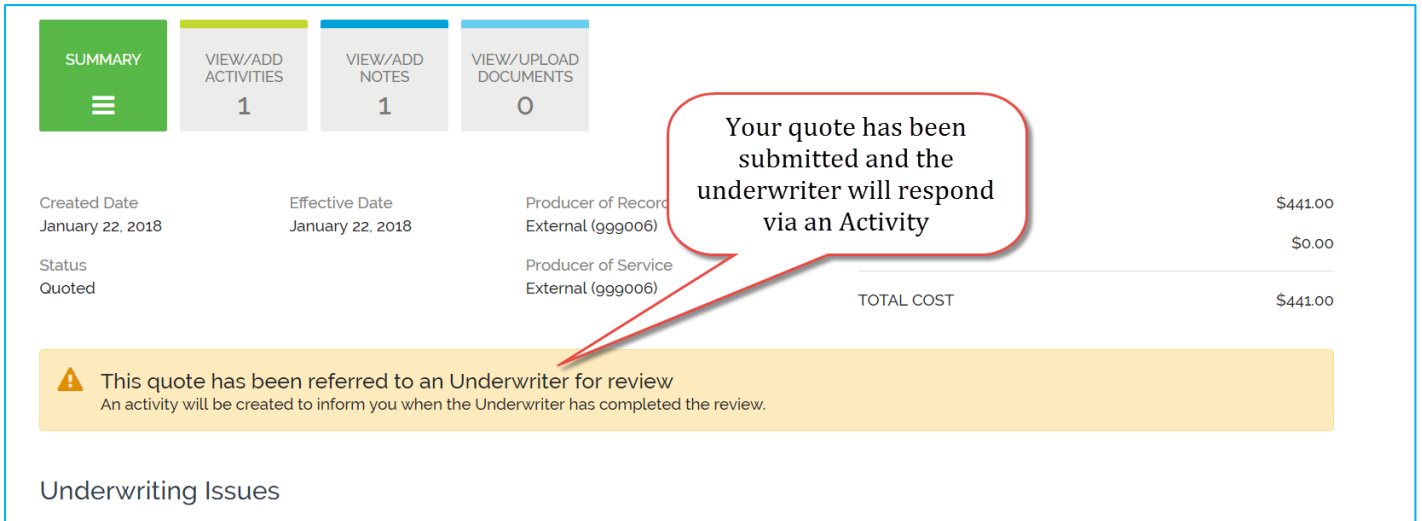
Once referred, a high priority activity will be created for the Underwriter. You will not be able to edit the quote until the Underwriter releases it back to you.

Are you sure you want to refer this quote to the Underwriter?

Cancel
Confirm

### Underwriting Issues

# Submitting and Responding to Underwriting



**SUMMARY** | VIEW/ADD ACTIVITIES (1) | VIEW/ADD NOTES (1) | VIEW/UPLOAD DOCUMENTS (0)

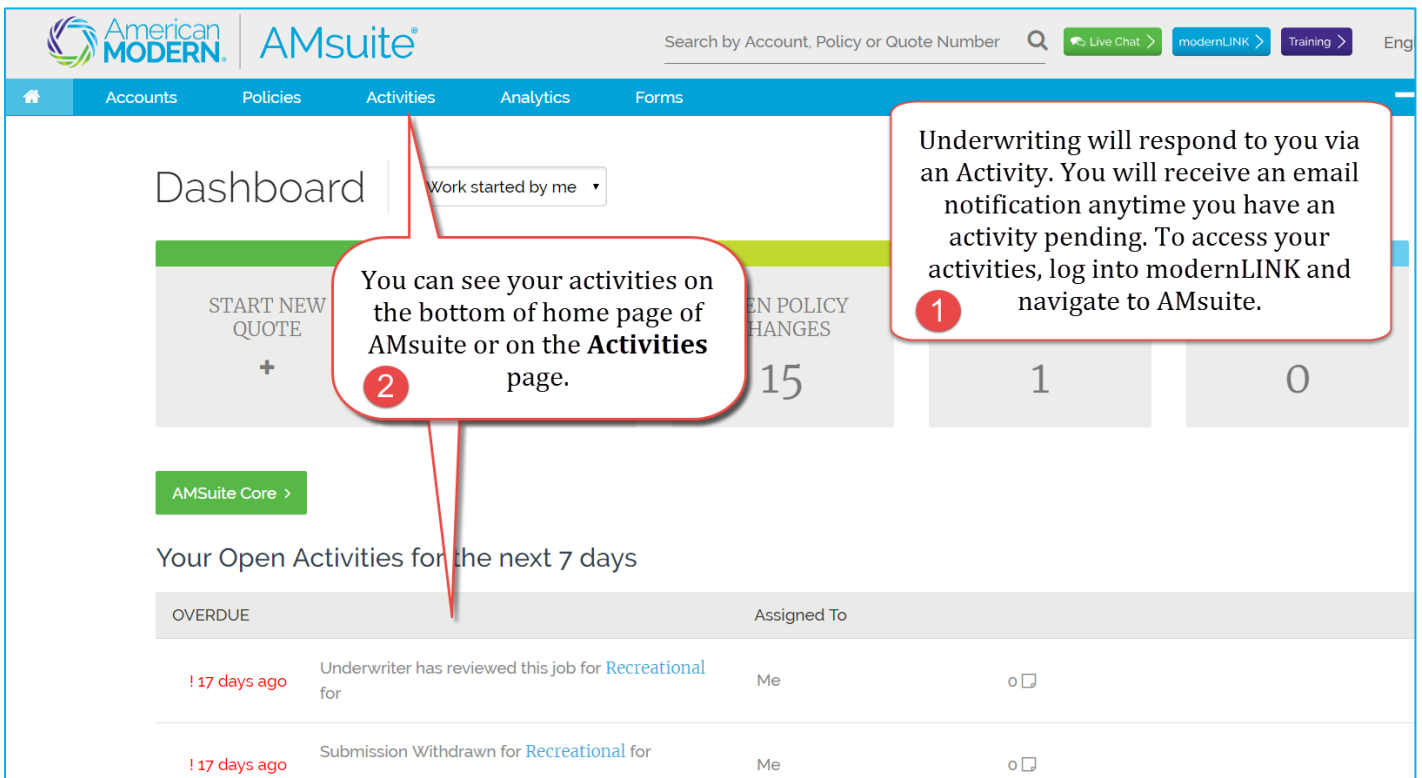
Created Date	January 22, 2018	Effective Date	January 22, 2018	Producer of Record	External (ggg006)	\$441.00
Status	Quoted	Producer of Service	External (ggg006)			\$0.00
					<b>TOTAL COST</b>	<b>\$441.00</b>

**⚠️ This quote has been referred to an Underwriter for review**  
An activity will be created to inform you when the Underwriter has completed the review.

Underwriting Issues

**Callout:** Your quote has been submitted and the underwriter will respond via an Activity

## Responding to an Underwriting Activity



Dashboard | Work started by me

START NEW QUOTE (+) | OPEN POLICY CHANGES (15) | 1 | 0

AMSuite Core >

Your Open Activities for the next 7 days

OVERDUE		Assigned To	
! 17 days ago	Underwriter has reviewed this job for Recreational for	Me	o □
! 17 days ago	Submission Withdrawn for Recreational for	Me	o □

**Callout 1:** Underwriting will respond to you via an Activity. You will receive an email notification anytime you have an activity pending. To access your activities, log into modernLINK and navigate to AMsuite.

**Callout 2:** You can see your activities on the bottom of home page of AMsuite or on the **Activities** page.

# Submitting and Responding to underwriting

DUE TODAY			
Today	Underwriter has reviewed this job for <a href="#">Residential</a> for	Me	
Today	Underwriter has reviewed this job for <a href="#">Recreational</a> for	Me	
DUE TOMORROW			
Tomorrow	Underwriter has reviewed this job for <a href="#">Recreational</a> for	Me	<input type="checkbox"/> +
Tomorrow	Underwriter has reviewed this job for <a href="#">Recreational</a> for	Me	<input type="checkbox"/>
Tomorrow	Underwriter has reviewed this job for <a href="#">Recreational</a> for	Me	<input type="checkbox"/>

To open your activity, select the **Plus** sign.

AMSuite Core >

Your Open Activities for the next 7 days

OVERDUE	Assigned To		
Underwriter has reviewed this job for <a href="#">Recreational</a> for	Me	<input type="checkbox"/>	<input checked="" type="checkbox"/> Complete
QUOTE/POLICY NUMBER: <a href="#">000000288</a> TYPE: Underwriter has reviewed this job DESCRIPTION: — <input type="checkbox"/> Notes <input type="button" value="+ Note"/>	SrUnderwriter Tester	1/2/18	
Submission Withdrawn for <a href="#">Recreational</a> for	Me	<input type="checkbox"/>	<input type="checkbox"/> +
Submission Withdrawn for <a href="#">Recreational</a> for	Me	<input type="checkbox"/>	

1 Select your **Quote/Policy Number** to open the quote.

2 When you are finished with your activity, select **Complete** to remove it from the list.

For questions about using AMsuite, please contact American Modern's Customer Service Team.