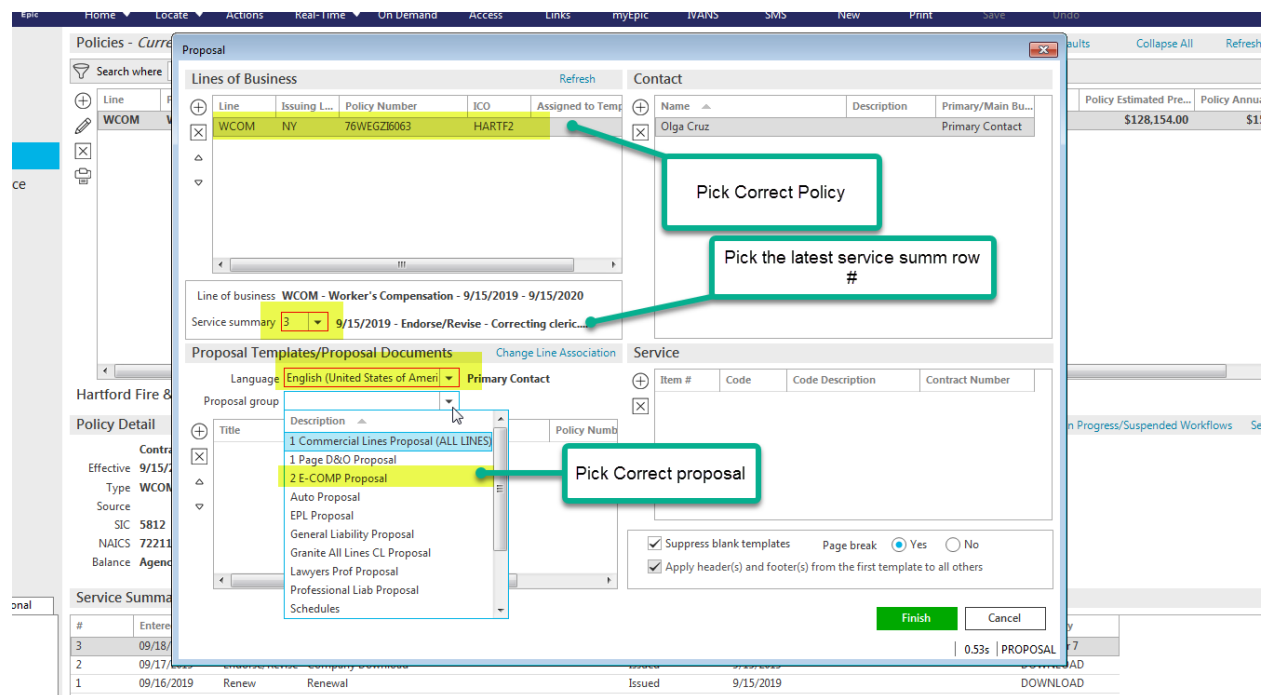
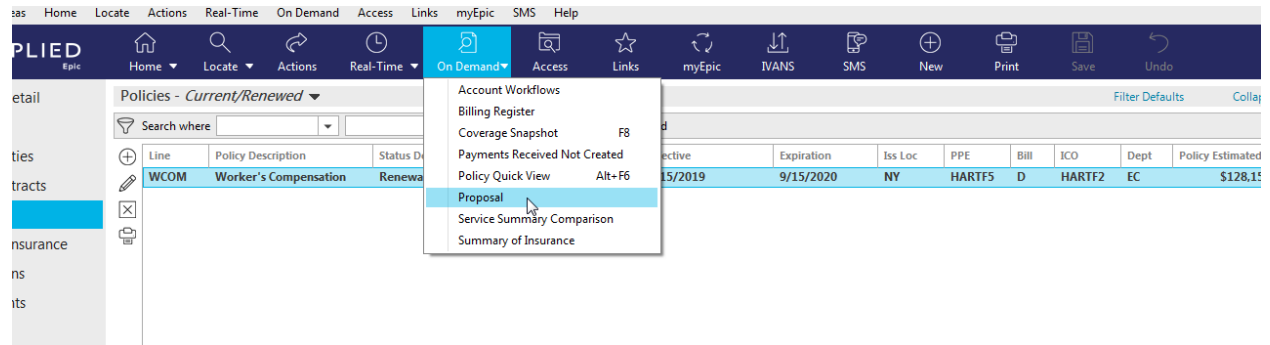


Creating a E- COMP WC proposal:

1. Go to Account
2. Highlight policy



Proposal

Lines of Business

Line	Issuing L...	Policy Number	ICO	Assigned to Temp
WCOM	NY	76WEGZ6063	HARTF2	Yes

Line of business: WCOM - Worker's Compensation - 9/15/2019 - 9/15/2020
Service summary: 3 9/15/2019 - Endorse/Revise - Correcting cler...

Proposal Templates/Proposal Documents

Language: English (United States of Ameri) Primary Contact

Proposal group: 2 E-COMP Proposal

Title	Application Detail	Line	Policy Num
Granite Professional Liability	Granite Professio...		
Business Auto	Business Auto De...		
Garage Keepers Liability	Garage and Deale...		
Truckers / Motor Carriers	Truckers/Motor C...		
USL & H	Transportation D...		
Workers' Compensation	Workers Compens...	WCOM	76WEGZ60
Commercial Umbrella / Excess	Umbrella Detail		

scroll to WC title and you should see the line & policy number pick up

Suppression blank templates Page break: Yes No
Apply header(s) and footer(s) from the first template to all others

Finish Cancel

0.53s | PROPOSAL

3. Click Finish
4. EPIC Attach to Screen pops up
5. Rename Proposal: Naming Convention = YY – YY WC proposal
6. Place in folders
7. Finish

Proposal

Attach To

Attachments

File Name	File Type	Description
Proposal	.docx	19 - 20 Proposal.docx

Detail Comments

Detail

Folder

Sub-folder 1

Sub-folder 2

Sub-folder 3

Sub-folder 4

Sub-folder 5

Received: 12/10/2019

Security

Access: Public

Client Access

Client accessible

Expire on

Finish Cancel

0.28s | ATTACHAD

0.59s | PROPOSAL

2019 Renew Renewal Issued 9/15/2019 DOWNLOAD

8. MS Word Document – Proposal is created
9. Review & Correct Proposal if needed
 - a. Check Payroll and Calculate Net Rates , Premium, Total Premium. % change
 - b. Enter Admin Fee