

IQUOTE COMMERCIAL BINDING GUIDE

Binding Quotes

To bind in iQuote, click on the **Q** or **Q+** on the dashboard. After all relevant documents are signed (see below for carrier requirements) click on *Submit Bind Request* to attach the documents and enter binding information.

Please note, clicking on *Obtain Signature* will generate the iQuote application summary for the insured to sign. Not all carriers accept this document, so it is recommended that you have the insured sign the carrier proposal, as well.

After a bind request is submitted, the timeframe to receive a binder or bind confirmation from the carrier varies depending on the carrier, line of business and specific risk characteristics.

Carriers have different requirements for binding. See below for a guide on which documents are required to bind and how payment works with each carrier. Please note that carriers may require additional documentation or payment due to specific risk characteristics.

Binding Details for Commercial Lines Carriers

Carrier	LOB	Documents Required to Bind	Payment Process
Brickstreet	WC	Completed & signed ACORD 130. Officer inclusion/exclusion form if applicable.	Insured or agent must call Brickstreet billing at 866-452-7425 to pay down payment prior to submitting bind request. Subsequent payments are direct billed.
CBIC	WC	Signed CBIC proposal.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment.
Chartis/AIG	WC	Signed and completed ACORD 130. Must be typed. No handwritten ACORD forms accepted. Loss runs. Experience Mod worksheet when requested. Officer inclusion/exclusion form if applicable.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
Chubb	BOP	Signed Chubb Proposal or signed and completed ACORD 160, 125, 126 or 140.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
CNA	BOP	Signed CNA proposal.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.

Carrier	LOB	Documents Required to Bind	Payment Process
CNA	WC	Signed CNA proposal. Officer inclusion/exclusion form if applicable.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
Employers	WC	Signed Employers proposal, including any attached forms. Officer inclusion/exclusion form if applicable.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
Guard	BOP	Signed Guard proposal. Payment section on proposal is required; please indicate whether to withdraw down payment only or set up for recurring payment.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment (filled out on payment section of proposal).
	WC	Signed Guard proposal. Payment section on proposal is required; please indicate whether to withdraw down payment only or set up for recurring payment. Officer inclusion/exclusion form if applicable.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment (filled out on payment section of proposal).
	Auto	Signed Guard proposal. Payment section on proposal is required; please indicate whether to withdraw down payment only or set up for recurring payment.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment (filled out on payment section of proposal).
The Hartford	GL/BOP	Signed Hartford proposal. Hartford EFT form is required if enrolling in EFT.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding unless indicated on the proposal.
	WC	Signed Hartford proposal. Officer inclusion/exclusion form if applicable. Hartford EFT form is required if enrolling in EFT.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding unless indicated on the proposal.
	Auto	Signed Hartford proposal. Hartford EFT form is required if enrolling in EFT.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding unless indicated on the proposal.
Homestate	Auto	Signed Homestate proposal, including a UM/UIM form if applicable. The EFT section is required if the account will be enrolled in EFT.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment.
Liberty Mutual	GL/BOP	Liberty Mutual proposal (on the TRIA form).	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.

Carrier	LOB	Documents Required to Bind	Payment Process
Liberty Mutual	WC	Signed Liberty Mutual proposal (on the TRIA form). Officer inclusion/exclusion form if applicable.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
	Auto	Signed Liberty Mutual proposal (on the TRIA form).	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
Markel	BOP	Signed and completed ACORD 160, 125, 126 or 140.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
	WC	Signed and completed ACORD 130. Officer inclusion/exclusion form if applicable. 3+ years loss runs if requested.	Direct billed. Do not collect premium. Initial invoice will be sent to agent with binder; must be shared with insured.
Progressive	Auto	Signed Progressive proposal, including any attached forms. The EFT form is required if the account will be enrolled in EFT. Proof of prior coverage and/or current GL policy are required if discounts have been applied.	Direct billed. Do not collect premium. Credit card or checking account information is required at the time of binding to process down payment. Progressive may limit the acceptable payment type depending on the insured's financial history.
Travelers	BOP/Umb	Signed Travelers proposal.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
	WC	Signed Travelers proposal. Officer inclusion/exclusion form if applicable.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
	Auto	Signed Travelers proposal.	Direct billed. Invoice will be sent directly to the insured. Do not collect premium. No payment information is required at the time of binding.
USLI	Admitted GL/BOP	Completed and signed USLI proposal and attached applications, including any attached terrorism form.	Can be direct or agency billed. If direct billed, invoice will be sent directly to the insured; do not collect premium. If agency billed, collect full payment from the insured; your agency will be billed for the full premium by NBS.
	Non-Admitted GL/BOP	Completed and signed USLI proposal and attached applications, including any attached terrorism form and surplus lines affidavit.	Agency billed. Collect full payment from the insured. Your agency will be billed for the full premium by NBS.

