

WEB TROPICS

Premier Online System

Accessing the application system for new business or the Agency Book of Business online is simple.



Getting Started...

1. Log onto www.pboa.com and select the Web Tropics Icon.
2. Enter the following: Agency Number, Branch Number and Password
3. Select an option from the top tabs to navigate through the various sections.
4. Select Book of Business to view all of your accounts and their current status.
5. Select any item highlighted in blue or red for additional information.

Examples:

- Select a policy number from the list; on the next screen you will be able to select the Invoice/ Cash link at the bottom of the page. For further details on the invoice, select the invoice number. Where no cash was applied, this screen will show when the payment is due and what (if any) invoices are delinquent.
- Select the Incurred Losses link from the main book of business screen to review the status of a claim. If you have any questions on a claim, select the word Claims at the bottom of the page to email the contact person.
- Select the blue Commission tab to review commissions paid to date. Select Commissions Representative at the bottom of the page to send an email with commission questions, directly to the contact person.
- Select the Application tab to submit an on-line application for quotation.

In order for an application to be approved or denied, all fields containing an * must be complete. Detected errors must be corrected before proceeding. Quotes generated through Web Tropics are for Guaranteed Cost only. If the account generates a premium greater than \$10,000 it may qualify for a dividend product, however it must be submitted to an Underwriting Representative. If the account qualifies for a dividend product a quote will be faxed to your agency. By selecting the Underwriting Rep link (located at the bottom of the application section) an e-mail can automatically be generated to your Underwriter.

This information is only a brief summary of what is available through Web Tropics. If after exploring the system, you have any questions, please do not hesitate to contact your Underwriter. If you have questions while you are in Web Tropics, simply click on the link at the bottom of the page for an automatic email to be generated to the appropriate person. We hope that you find Web Tropics a useful tool in keeping your agency informed regarding its book of business.

WEB TROPICS

Agency User Agreement

Please complete this **Agency User Agreement** and return it to Diane McCoy at Risk Services & PBOA to obtain access to the Web Tropics application. You may email it to dmccoy@pboa.com or fax it 941.366.1076. If you have any questions, please contact Diane McCoy, Marketing Administrator at 941.955.0793 x 330.

Agency Number _____

Branch Number _____

Agency Name _____

Agency Address _____

Agency Password _____
(requires all letters to be capitalized)

Name(s) of Authorized Person(s) to utilize the Risk Services & PBOA Web Tropics Online System:

Name	Email Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Agency hereby:

Represents and warrants that use of the Risk Services & PBOA Web Tropics website by each Authorized Person shall at all times meet all applicable state law requirements necessary to enable them to lawfully place insurance risks via the Risk Services & PBOA website on behalf of the Agency.

Represents and warrants that the Agency and each Authorized Person shall provide true, accurate, and current information via the Risk Services & PBOA Web Tropics website.

Agency shall ensure that all Risk Services & PBOA website user names and passwords issued to or used by any Authorized Person(s) are maintained securely and confidentially.

Name of Agency Principal

Title

Signature of Agency Principal

Date