



AN EASY GUIDE TO OUR WEBSITE

Start at www.uticafirst.com

Agent Manuals

AGENTS ONLY=>LOGIN=>AGENCY INFORMATION=>
COMMERCIAL LINES MANUALS or PERSONAL LINES MANUALS

Agent Status & Production Reports

AGENTS ONLY=>LOGIN=>BIS REPORTS=>LOGIN=>INBOX=>SELECT
TYPE OF REPORT

- Daily Activity (includes Pending Cancellations...see bottom of screen)
- Cancellation Report
- Monthly Production
- Quarterly Production
- 5 Year Production (by LOB and by year....see bottom of screen)
- Open Claims
- Total Claims

Archives / Announcements of rate changes & underwriting info

AGENTS ONLY=>LOGIN=>AGENCY INFORMATION=>
COMPANY NEWS=>AGENCY E-MAIL ARCHIVE

Billing Status on a policy

AGENTS ONLY=>LOGIN=>INQUIRY=>BILLING INQUIRY

Brochures

AGENTS ONLY=>LOGIN=>FORMS=>FORMS AND BROCHURES=>
=>Select Brochure

Claim status

AGENTS ONLY=>LOGIN=>INQUIRY=>CLAIM INQUIRY

Commission Reports

AGENTS ONLY=>LOGIN=>PRINCIPALS ONLY=>LOGIN=> SELECT
MONTH

Company Personnel Directory with email address

AGENTS ONLY=>LOGIN=>WELCOME=>COMPANY DIRECTORY

Company Specific Forms

AGENTS ONLY=>LOGIN=>AGENCY INFORMATION=>
FORMS & BROCHURES
--Credit Card payment form
-- E-Z Direct Deposit form
-- Commercial lines supplement applications
-- Personal lines supplement applications
-- Commercial renewal survey forms

Competitive Classes

AGENTS ONLY=>LOGIN=>WELCOME=>COMPETITIVE CLASSES

Copy of current policy

AGENTS ONLY=>LOGIN=>ONLINE DOCUMENTS=>
DOCUMENT SEARCH

Flood Policy writing

CUSTOMER SERVICE=>INDUSTRY LINKS=>NFS / FLOODPRO

Frequently asked questions

AGENTS ONLY=>LOGIN=>HELP/TUTORIAL=>FAQ'S

Manuals

See Agent Manuals (above)

Notice of Loss

AGENTS ONLY=>LOGIN=>NOTICE OF LOSS

Policy Data /Coverages / Endorsements / Premiums

AGENTS ONLY=>LOGIN=>INQUIRY=>POLICY INQUIRY

Quote a Policy

AGENTS ONLY=>LOGIN=>NEW BUSINESS=> SELECT TYPE OF
POLICY=>NEW APPLICATION=>Begin entering info

Review a Policy Form

AGENTS ONLY=>LOGIN=>FORMS & BROCHURES=>POLICY FORMS=>
=>Enter Form number or name

Review a Quote

AGENTS ONLY=>LOGIN=>NEW BUSINESS=>SELECT TYPE OF
POLICY=>QUOTE INDEX=> Choose quote