

# Online Artisan Survey Tutorial

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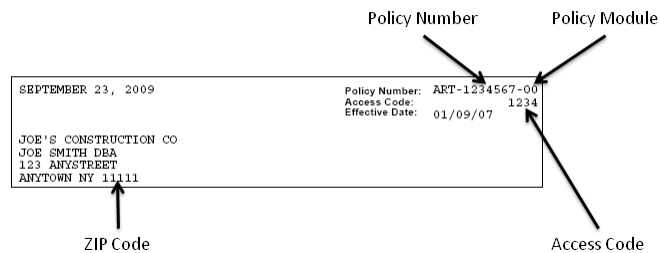
## Before Beginning

You will need the following:

- The survey notification letter from Utica First Insurance
- Your policy number
- The ZIP Code on the policy's mailing address
- A valid email address

## Steps

1. In your web browser, navigate to <http://www.uticafirst.com/artisansurvey/>
2. Click Get Started.
3. In the Personal Information section, enter all of the required information including your email address.
4. In the Policy Information section, enter the information printed on the notification letter you received from Utica First Insurance.



5. Make sure to read the disclaimer and check the box if you agree to it.
6. Click Begin Artisan Survey.
7. Answer all of the questions in the survey. There are five pages in the survey. Use the Next button to move to the next page of the survey.
8. On the first Final Review page, verify that your email address is correct.
9. Click Next.
10. On the second Final Review page, click View Survey to review your answers.
11. After reading the Policyholder Disclaimer, select I Agree.
12. Enter your name into the provided field.
13. Click Submit Survey to Utica First. Your survey is completed only after clicking this button.

## After Finishing

After your survey is submitted, you will receive a verification email. In the email, there will be a link to our website. With this link, you can retrieve a finished copy of your survey that was submitted to Utica First Insurance. If you find any omissions or errors on your survey or do not receive an email, you should immediately call the Artisan Survey Unit at 1-800-456-4556 Option 1.