



## MEMORANDUM

DATE: April 28, 2006

TO: All Agents

FROM: James W. Oliver  
General Manager

RE: Mandatory Use of TWIA E-Quote System for Submission of New Policy Requests

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The majority of insurance companies are limiting or not writing wind/hail coverages in the coastal counties. As a result, TWIA is receiving a significant number of new policy requests. We expect these new policy requests to increase much more over the next year.

Internally, we are taking steps such as hiring new employees, streamlining procedures, etc., to adjust to the increasing numbers of applications. In addition to the internal adjustments, we must have help from agents for us to remain as efficient as possible, so please note the following change in procedure:

**Any requests for new policies received in the TWIA offices on or after June 5, 2006 must be submitted on our TWIA E-Quote web applications. Any submissions received on or after June 5, 2006 that are not on our E-Quote web applications will be returned to the agents unbound, for resubmission on the proper forms.**

Data on the web application does not have to be re-entered at TWIA; thus we avoid duplicate entry.

If you have not already done so, you need to sign up to use our E-Quote and application system. Once you sign up, you can get a quote for residential, commercial and/or government structures and their contents. When you complete a web application, it can be printed in your office and submitted to us with a check for the first year's premium.

Please read the attached instructions on how to register and use the TWIA E-Quote/application system. In addition, I encourage everyone who will have a need to use our system in the future to attend one of our agent seminars being held at various locations on the coast, beginning May 2, 2006, with the Brownsville, Texas session. The schedule and registration form to attend the workshops is posted on our website home page.

### Texas Windstorm Insurance Association

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## **“HOW TO REGISTER TO USE E-QUOTE”**

E-Quote has been operational since 2002, and now has over 4000 registered users, so moving to this platform exclusively means only a few agents not yet registered will need to do so. To register as an E-Quote agent:

1. Access the T.W.I.A. web site at: [www.twia.org](http://www.twia.org),
2. From the T.W.I.A. Home page, click on “Downloads” from the menu on the left hand side of the screen.
3. Next click on the underlined heading, “How to register to use E-Quote”.
4. When the document opens, print it off and follow the instructions to sign up for E-Quote.

Once registered, each time you desire to quote a T.W.I.A. premium or complete a T.W.I.A. application, you can simply go to the T.W.I.A. Home Page and click on E-Quote from the menu options on the left hand side of the screen and login with the email address and password you gave us in the registration process.

For help with navigation within E-Quote, go back to the Downloads menu described above, but click on “How to process a quote or application” under “E-Quote Help Manuals” near the top of the screen instead of the How to Register link you used to learn how to sign up. This step by step and screen by screen help manual will guide you through the application process. Once you’ve done it a time or two, it will become second nature and easier each time you do it.

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