

# Depopulation Guide - Agent Phase

This job aid demonstrates how to complete the Agent Phase of the Assumption Reinsurance Depopulation Program, which offers insureds coverage in the standard market. For more information on the programs, please visit our website at: <https://www.twia.org/depopulation/>.

Not all agencies will be sent offers through the Program. If your agency has policies selected in the Program, your agency will receive an email with instructions for logging in. Once you log into the website, <http://depop.twia.org/wp-login.php>, using the information provided, you will see the screen below.

1

Policy Number	Primary Insured Name	Location Address	Policy Type	Agency	Carrier
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In these boxes, you can filter a search using certain policy criteria or by the Carrier that is interested in the policy.

In this section, relevant search results will be displayed showing policy information.

2

In the Carrier column, review the Carriers interested in each policy. After discussing the policy with the insured and carrier, select the new carrier in this dropdown menu. **Any selections are automatically saved.**



Through October 31, 2018, your agency can approve offers on the TWIA depopulation website. Those offers will be sent to your policyholders on December 1, 2018. Any offers not approved, or where no action has been taken, by October 31, 2018 will not be sent to your policyholders.

3

To select all offers from a specific carrier, filter by the carrier, then click the "Save All As \_\_\_\_\_ Insurance Company" button.

The "Export to CSV" button converts data to a spreadsheet format.

**Important:** Your agency must enter into a limited servicing agreement with, or be appointed by, the participating companies prior to approving any associated offers on the TWIA depopulation website.

For additional help, please call TWIA at 1-800-208-5948, or email [agentservices@twia.org](mailto:agentservices@twia.org).

