1. Log in through the Agent Portal and click on the “Open Policy Center” button.
2. From the “Desktop” tab, select “Actions” => “New Submission.”
3. Enter the insured’s information and select “Search.”
4. Select “Create New Individual Account.”
5. Enter insured’s account information and select “Update.”
6. Select “Full Application” for the submission type.
7. Fill out the “Pre-Qualification Questions” and select “Next.”
8. Enter insured’s mailing information, desired effective date, agency location, and additional named insured/Premium Finance info (if applicable) then select “Next”
9. Enter insured’s location address.
10. Select “Yes” to “Will you be requesting coverage for a dwelling at this risk location?” and “No” to “Are there any unscheduled detached structures on premises?” then click “Ok.” (this will display the “Locations and Risk Items” screen)
11. Select “Add Item” => “New Item” => “New Item.” (this will display the “Details” tab)
12. Fill out the “Property Description” field, then select “Residential Structures with the Option to add Personal Property” for the risk category and “Single Family Dwelling” for the risk item type.
13. For Residential Policies: Enter the MSB policy number into Policy Center and select “Import MSB Info.” (Refer to Importing a Replacement Cost Valuation Job Aid for more information)
   For Commercial Policies: Log in to Corelogic https://twia.msbcommercial.com (Refer to the Commercial Valuation Tool Job Aid for more information)
14. Complete all required fields that populate once the MSB is imported.
15. Navigate to the “Coverages” tab and enter the coverage information.
16. Complete any necessary additional info (if applicable) on the Credits and Surcharges and Additional Interests tabs.
17. Select “OK” and “Calculate Premium.”
18. Select “Next” until you reach the “Payment” screen, select payment type, and click “Submit to TWIA.” (Refer to the Payments or Wellington Premium Finance Job Aids for more information)
19. Select “Continue” on the “Required Documentation” screen.
20. Check the box for Submission Certification on the “Submission Acknowledgement” screen and select “Continue.”
21. Your submission should now be complete.