

Online Businessowners' Renewal Questionnaire Report

1. To Review the Report

Review your online BOP Renewal Questionnaires and submit electronically with the click of a button. Easy to find, just click on the **"NEW! BOP Renewal Questionnaire"** link under Commercial Lines Tools on *ARBELLA CONNECT*[™] home page.



The screenshot shows the ARBELLA CONNECT website interface. At the top, there is a navigation bar with the following tabs: WORK IN PROGRESS, NEW BUSINESS, POLICY & BILLING, TOOLS & GUIDES, and AGENCY RESOURCES. Below the navigation bar, there is a "QUICK SEARCH" section on the left with a "Policy Search" dropdown menu and input fields for "Policy number:", "Last name:", and "First name:". There are "Submit" and "Reset" buttons below these fields. The main content area is titled "ARBELLA CONNECT – EVERYTHING YOU NEED TO SUCCEED!" and has three tabs: "Personal Lines", "Commercial Lines", and "All Lines". Under the "Commercial Lines" tab, there is a section for "COMMERCIAL LINES TOOLS" with the text: "These tools and guides to research prospective business are also integrated into our online applications." Below this text is a list of links: "NEW! BOP Renewal Questionnaire" (highlighted with a red box) and "Reference Center". To the right of the "Commercial Lines" tab, there is a "NEW BUSINESS" section with the text: "To get a quote or complete an application, select a product and click the Start button." Below this text is a "Select One" dropdown menu and a "Start" button. At the bottom of the "NEW BUSINESS" section, there is a "BOP Quick Quote" link.



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Important Information about Online BOP Renewal Questionnaires

1. Completed renewal questionnaires must be submitted for underwriting consideration in order to properly price and determine continued acceptability of the BOP policy. All changes must meet Arbella's BOP Underwriting Guidelines and Rules. Manuals are located in the CL Reference Center.
2. The renewal questionnaires will be required for a period of *one-year* for conversion purposes.
3. Questionnaires submitted electronically will remain online for 30 days after renewal date for reviewing for agents. Internal users will continue to have access to the form.
4. Online questionnaires provide a snapshot of the policy based on the current information on file and allow electronic entry of new or updated information required for renewal consideration. Review, enter required information as needed, and electronically submit to Arbella with a click of a button. IMPORTANT YOU MUST CLICK "SAVE" IN ORDER TO VIEW CHANGES ON THE PDF.
5. An online indicator "DUE DATE" -turns red and a  will appear for questionnaires not received for policies that renew in 70 days. Refer to the reminder by clicking on the . Electronically submit a completed questionnaire by the listed "DUE DATE."
6. Check questionnaire status using the "REQUEST STATUS" drop down feature. There are three statuses:

"NOT SUBMITTED"	A completed questionnaire is due and has not been submitted to Arbella
"SUBMITTED"	A completed questionnaire was submitted electronically to Arbella and will be reviewed by Underwriting
"RECEIVED"	A completed questionnaire was received by Arbella via U.S. mail, fax, or email and will be reviewed by Underwriting.

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1. Report Displays in "RENEWAL DATE" order – earliest date displays (Please Note: Policy#, Insured Name & Insured Address will display):

ARBELLA[®] >>> AGENT LOGOUT

[WORK IN PROGRESS](#) |
 [NEW BUSINESS](#) |
 [POLICY & BILLING](#) |
 [TOOLS & GUIDES](#) |
 [AGENCY RESOURCES](#) |
 [REPORTS](#) |
 [CLAIMS](#)

BOP RENEWAL REPORT: AGENCY 100285 - DOWLING INS AGCY INC
 [Help](#) |
  [Print All Records](#)

Producer: |
 Renewal Month: |
 Request Status: [More Options](#)

Currently displaying policies for AGENCY 100285

1 - 10 of 13 [Next](#)

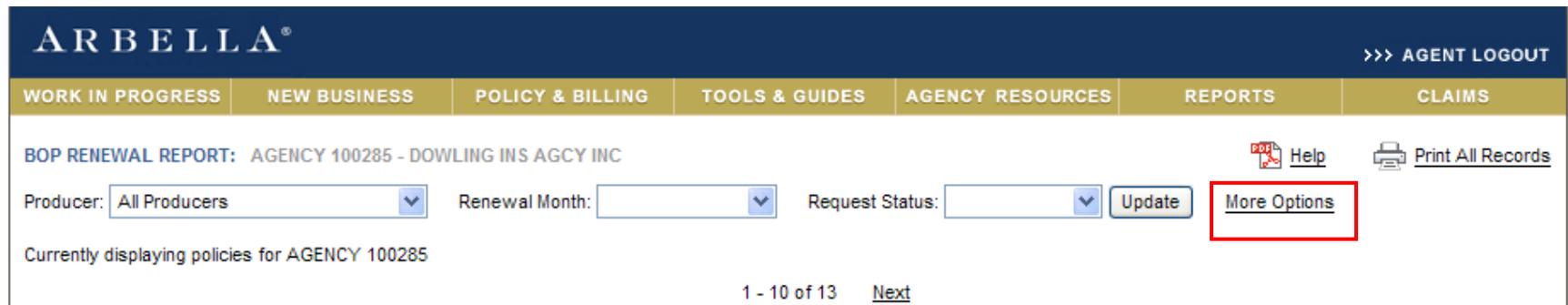
RENEWAL DATE	POLICY NUMBER	INSURED NAME	ADDRESS	PRODUCER	DUE DATE	STATUS
09-01-2013				28400	07-13-2013	Submitted
09-13-2013				28400	07-25-2013	Submitted
09-21-2013				28341	08-02-2013 	Not Submitted
09-22-2013				28400	08-03-2013 	Not Submitted
10-10-2013				28400	08-21-2013	Submitted
10-21-2013				28400	09-01-2013	Submitted
10-25-2013				28400	09-05-2013 	Not Submitted
10-28-2013				28400	09-08-2013 	Not Submitted
10-30-2013				28400	09-10-2013 	Not Submitted
11-01-2013				28400	09-12-2013 	Not Submitted

[Agent Home Page](#) |
 [Work in Progress](#) |
 [New Business](#) |
 [Policy & Billing](#) |
 [Tools & Guides](#) |
 [Agency Resources](#) |
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Online Businessowners' Renewal Questionnaire Report

To Filter or Search the Report

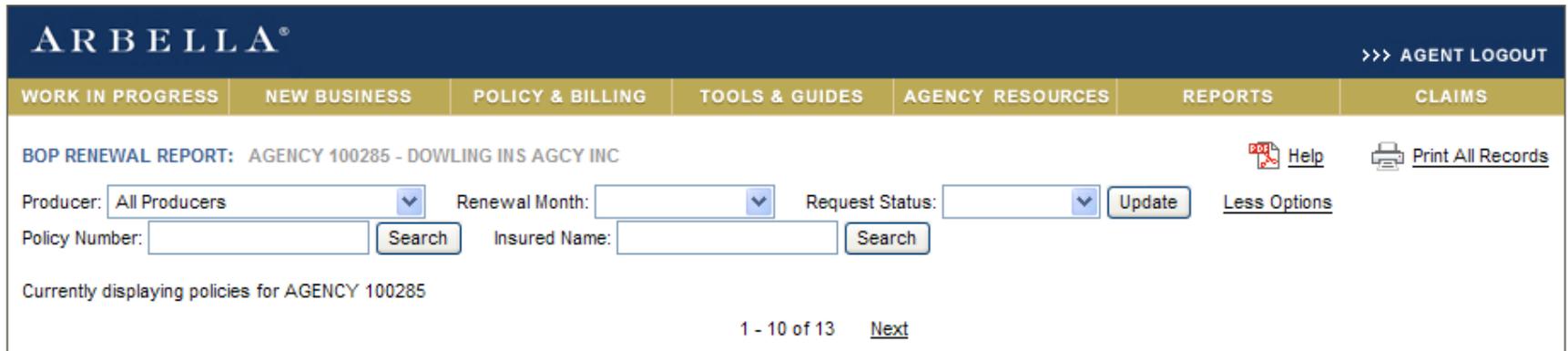
1. To filter questionnaires based on “Producer” (select producer code or “All Producers”), “Renewal Month” (select month) or “Request Status” (“Not Submitted”, “Submitted”, or “Received”) choose option desired and click “**Update**”. The desired results will display. The current filter selections will always display at the top of the screen.



The screenshot shows the Arbella web interface for a BOP Renewal Report. At the top, there is a dark blue header with the Arbella logo and a link for 'AGENT LOGOUT'. Below this is a navigation bar with tabs for 'WORK IN PROGRESS', 'NEW BUSINESS', 'POLICY & BILLING', 'TOOLS & GUIDES', 'AGENCY RESOURCES', 'REPORTS', and 'CLAIMS'. The main content area displays the report title 'BOP RENEWAL REPORT: AGENCY 100285 - DOWLING INS AGCY INC'. There are three dropdown menus for 'Producer' (set to 'All Producers'), 'Renewal Month', and 'Request Status'. An 'Update' button is next to the 'Request Status' dropdown. A 'More Options' button is highlighted with a red box. To the right, there are links for 'Help' and 'Print All Records'. At the bottom, it shows 'Currently displaying policies for AGENCY 100285' and a pagination indicator '1 - 10 of 13' with a 'Next' link.

Online Businessowners' Renewal Questionnaire Report

- To search by "Policy Number", click "**More Options**" – the search will be independent of the current filter settings and will return the possible matches.



ARBELLA >>> AGENT LOGOUT

WORK IN PROGRESS NEW BUSINESS POLICY & BILLING TOOLS & GUIDES AGENCY RESOURCES REPORTS CLAIMS

BOP RENEWAL REPORT: AGENCY 100285 - DOWLING INS AGCY INC  Help  Print All Records

Producer: All Producers Renewal Month: Request Status: Update Less Options

Policy Number: Search Insured Name: Search

Currently displaying policies for AGENCY 100285

1 - 10 of 13 [Next](#)

To View and Update Questionnaire

- To view, click on policy number:

10-25-2013	7500026770	Alex's Bar & Grill	123 Marudy Drive S. Weymouth, MA 02190	28400	09-05-2013 	Not Submitted
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- The BOP Renewal Questionnaire will display. There are currently two required fields - FEIN or TAX ID# and Estimated Annual Gross Sales. Please fill as much information out as possible so that we can promptly and properly process your renewal policy.

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[Agent Home Page](#) | [Arbella.com](#)

ARBELLA CONNECT™
» AGENT LOGOUT

WORK IN PROGRESS
NEW BUSINESS
POLICY & BILLING
TOOLS & GUIDES
AGENCY RESOURCES
REPORTS
CLAIMS

BOP POLICY RENEWAL QUESTIONNAIRE

[Return to search](#) [Printable PDF](#)

Policyholder(s): Alex's Bar and Grill 123 Marudy Drive S.Weymouth, MA 02190	Policy Number: 7500026770 Renewal Date: Agency Name: DOWLING INS AGCY INC Agency Code: 100285 Producer Code: 28400 Annual Expiring Premium: \$3,248.00
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Questionnaire Status: **Not Submitted**

* Required Field

1. * FEIN or TAX ID#:
2. Have there been any material changes to the risk in the past year? Yes No
 If yes, describe the changes.
3. Have there been any changes with regard to management in the past year? Yes No
 If yes, describe the changes.
4. * Estimated Annual Gross Sales:
5. Any additional locations or buildings? Yes No
 If yes, describe and include building age, number of stories, etc.
6. Do you want Employment Practices Liability Coverage? Yes No
 If yes, Number of Employees:
7. Do you want Data Breach Coverage? Yes No
8. If eligible, would you like us to combine your BOP Renewal bill with your Commercial Auto bill? Yes No
- Additional Comments:

We appreciate and thank you for promptly providing your responses to this questionnaire. Your answers are needed to properly process your renewal policy. Your answers will not automatically increase, enhance, modify, or delete any coverage. Failure to complete this questionnaire might cause a delay in the issuance of the policy renewal.

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3. To save changes to a questionnaire at any time before submission, click  located at bottom of screen. A “Successful Save” message will display briefly then fades. **IMPORTANT – YOU MUST CLICK “SAVE” IN ORDER TO VIEW CHANGES ON THE PDF.**
4. To print, click on  [Printable PDF](#) located at top right hand side of the screen. **IMPORTANT – YOU MUST CLICK “SAVE” IN ORDER TO VIEW CHANGES ON THE PDF.**
5. To return to search, click on [Return to search](#) located at top right hand side of screen.
6. Required Fields: If adding or changing information, all fields within the section are required. If required information is missing, hard stop message will display at top of screen and will not allow user to **“SUBMIT”**. Sections that require mandatory entry are:
 - a. FEIN or TAX ID #
 - b. Estimated Annual Gross Sales

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The highlighted field is required

* Required Field

1. * FEIN or TAX ID#:

2. Have there been any material changes to the risk in the past year?

Yes No

If yes, describe the changes.

0/90

3. Have there been any changes with regard to management in the past year?

Yes No

If yes, describe the changes.

0/90

4. * Estimated Annual Gross Sales:

1. Click  Button.

2. A confirmation screen will display showing a SUBMITTED status and an option to print the submitted questionnaire.

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3. A submitted questionnaire will display a status of **SUBMITTED**.

10-25-2013 7500026770 Alex's Bar & Grill 123 Marudy Drive S. Weymouth, MA 02190 28400 09-05-2013 **Submitted**

4. A submitted questionnaire will display **QUESTIONNAIRE STATUS: SUBMITTED** and will no longer display the "SUBMIT" button. Once submitted, additional changes can no longer be electronically sent. The submitted questionnaire will be reviewed by Underwriting for changes and approval. Contact your Underwriter if a change was submitted in error or if additional changes are needed.

YOU HAVE SUCCESSFULLY SUBMITTED THE BOP RENEWAL QUESTIONNAIRE.

Submission Date: Sun, Sep 01, 2013 12:41:13 EDT

Agency: DOWLING INS AGCY INC

Agency Code: 100285

Policy Number: 7500026770

Policyholder Name: Alex's Bar & Grill

Status: Submitted

[Printable Questionnaire](#)

This renewal questionnaire may be subject to additional review and validation by the company; this is not a contract or a binder of coverage.

Please **print** this page and keep it for records.

[Return to search](#)