

# Getting Started with AmWINS

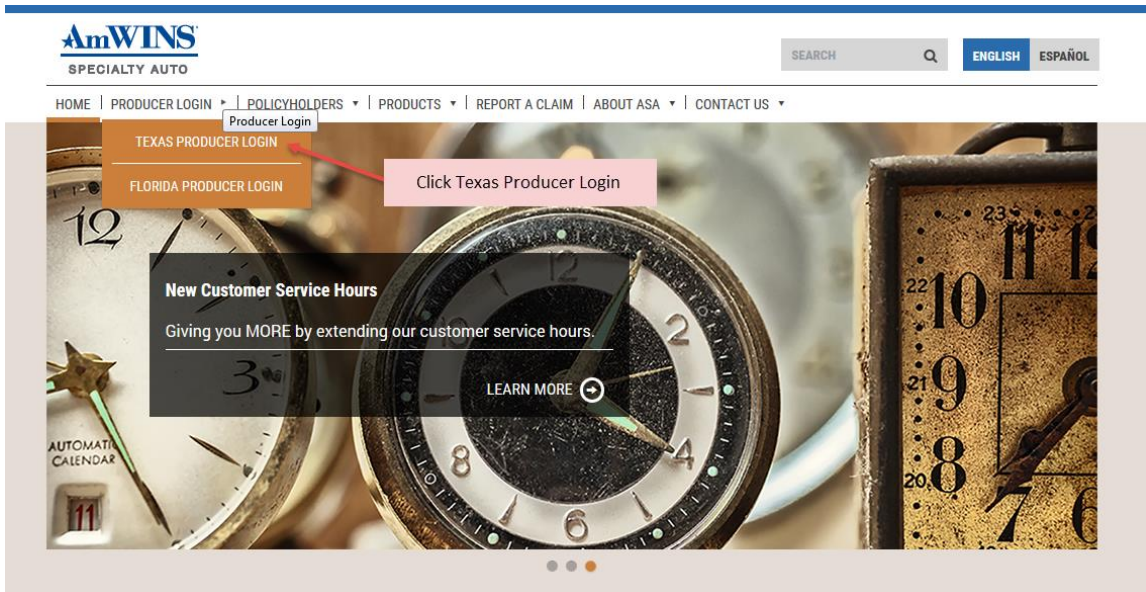
Welcome to AmWINS Specialty Auto! You should have received an email that included the following information:

- Agency code
- System Username
- System Temporary Password

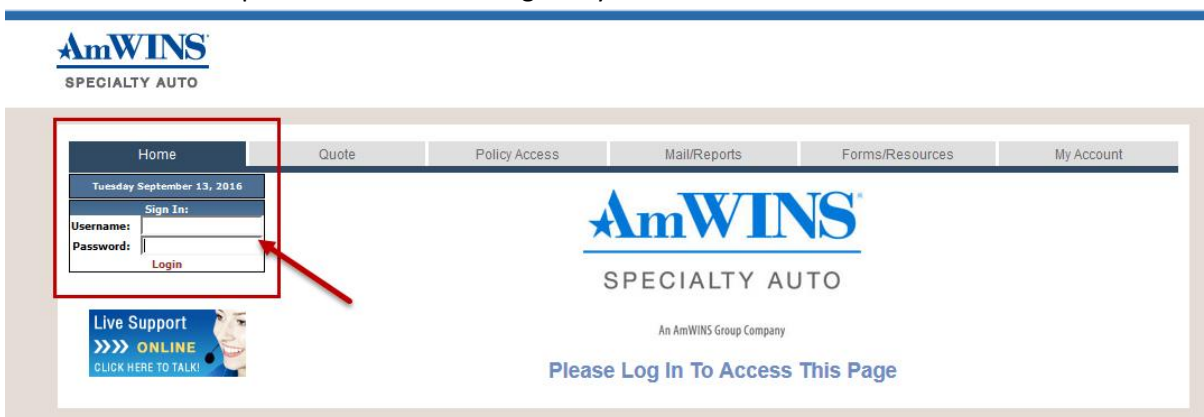
The following are instructions to get you started with AmWINS.

## Logging into the AmWINS System

1. Go to [amwinsauto.com](http://amwinsauto.com)
2. Click Producer Login



3. Use the credentials provided via email to login to your AmWINS account



## Create Your Digital Signature

1. Once you've logged into your account (see above Logging into the AmWINS System, steps 1 – 4) on the AmWINS System, you must create your digital signature to begin quoting business.
2. Click the My Account tab
3. Click Manage Digital Signature in the left navigation column
4. Click Create New Digital Signature

AmWINS  
SPECIALTY AUTO

Home Quote Policy Access Mail/Reports Forms/Resources My Account

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Logout: Manage Account

My Account

View Producer Web Users

Manage Digital Signature

Change Password

Update Contact Information

Action Items

CLICK HERE to view your new UW Action Required Items!

Stats

- 0 Unsigned Esig Apps
- 0 Pending Cancellations
- 0 Requotable Policies
- 2 Expired E&O/License
- 0 Action Items

Last Updated: 2016-09-13 11:43:07

503300's Account Information

Username:\*

Producer Number:\*

Web User Email Address:

Agency Email Address:

Website Address:

Agency Name:\*

Mailing Address:

Phone:

Fax:

Insta:

New Business E-Check Ability:~

New Business E-Check Ability Eff. Date:\*

For your protection, information marked with an asterisk(\*) can only be changed by calling AmWINS Specialty Auto or emailing [marketing@amwinsauto.com](mailto:marketing@amwinsauto.com).

Change Password

Old Password: |

New Password: |

Confirm Password: |

Change

5. Follow the instructions to complete the creation of your digital signature

## Update Your Temporary Password

1. Once you've logged into your account (see Logging into the AmWINS System, steps 1 – 4) on the AmWINS System
2. Click the My Account tab
3. Click Change Password in the left navigation column
4. Enter old and new passwords in the fields provided
5. Click the Change button

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Logout: Manage Account

My Account

View Producer Web Users

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Action Items

CLICK HERE to view your urgent UW Action Required Items!

Stats

- 0 Unsigned Esig Apps
- 46 Pending Cancellations
- 111 Requotable Polic
- 0 Expired E&O/Lice
- 19 Action Items

Last Updated: 2016-09-13 11:34:06

503300's Account Information

Username:\*

Producer Number:\*

Web User Email Address:

Agency Email Address:

Website Address:

Agency Name:\*

Mailing Address:

Phone:

Fax:

Insta:

New Business E-Check Ability:~

New Business E-Check Ability Eff. Date:\*

For your protection, information marked with an asterisk(\*) can only be changed by calling AmWINS Specialty Auto or emailing [marketing@amwinsauto.com](mailto:marketing@amwinsauto.com).

Change Password

Old Password: |

New Password: |

Confirm Password: |

Change

## Add AmWINS' Programs to Your Rater

If you have a Quick Quote or ITC account, be sure you add the following programs to your rater:

- AmWINS Excel (6mo/Std)
- AmWINS Legacy (6mo/Std)
- AmWINS Choice (1mo/Std)
- AmWINS Value (6mo/Ltd)

## Start Quoting

1. Once you've logged into your account (see Logging into the AmWINS System, steps 1 – 4) on the AmWINS System
2. Click the Quote tab
3. Click the New Quote button

The screenshot shows the AmWINS Specialty Auto website interface. The top navigation bar includes tabs for Home, Quote, Policy Access, Mail/Reports, Forms/Resources, and My Account. The 'Quote' tab is selected. Below the navigation bar, there is a 'Start A New Quote' section with a 'New Quote' button. A red arrow points to the 'Quote' tab, and another red arrow points to the 'New Quote' button. Below this, there are search sections for 'Search Saved Quotes By Insured Name' and 'Search Saved Quotes By Quote Date'. The 'Search Saved Quotes By Insured Name' section has fields for Last Name, First Name, and a 'Login office only' checkbox. The 'Search Saved Quotes By Quote Date' section has dropdown menus for Start Date (Sep 13th 2016) and End Date (Sep 13th 2016), and a 'Login office only' checkbox. A note below the search sections states: '\*3 Months Max Search Range. Records older than 90 days are unavailable.' and '\*\*You have Master or Group access. All offices are displayed by default. If you want to see only your individual records, click "Login office only" above.'

4. Enter the required information on the Household Information-Screen 1 of 4
5. Click the Continue button at the bottom

The screenshot shows the 'Household Information-Screen 1 of 4' form. The form includes the following fields and options:

- Primary Insured's License Type:** Radio buttons for US License (selected), Foreign License/International License/Matricula ID, and No License.
- Primary Insured's State Licensed:** A dropdown menu set to TEXAS.
- Primary Insured's Driver License #:** A text input field.
- Driver Search:** A button with a question mark icon.
- Producer on policy:** A text input field containing 11111.
- First Name:** A text input field.
- Last Name:** A text input field.
- Middle Name:** A text input field.
- Suffix:** A text input field.
- Street Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu set to TEXAS.
- Zip Code:** A text input field with a red arrow pointing to it.
- Mobile Phone:** A text input field with a hyphen separator.
- Home Phone:** A text input field with a hyphen separator.
- Work Phone:** A text input field with a hyphen separator.
- Email Address:** A text input field.
- Re-enter Email Address:** A text input field.
- Payment Reminder Notification:** A dropdown menu set to No Notification.
- Enroll in Paperless:** Radio buttons for Yes and No.
- Effective Date:** A date selector showing Feb 1st 2016.
- Continue:** A button at the bottom of the form with a red arrow pointing to it.

- On Household Information-Screen 2 of 4, you will be able to select which of the 4 AmWINS programs you would like to rate.

- Continue through screens and complete required information
- Once you've rated the policy, if you would like to change to a different AmWINS program to compare price, click Return to Quote Summary

- From Quote Summary, use the dropdown list at the bottom to select a different program and click the Rate button.