

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
- 2. Click Producer Login

AmWINS SPECIALTY AUTO	SEARCH	Q ENGLISH ESPAÑOL
HOME PRODUCER LOGIN * POLICYHOLDERS * PRODUCTS * REPORT A CLAIM ABOUT ASA * CONTACT	US •	
FLORIDA PRODUCER LOGIN Click Texas Producer Login		
12 /		
New Customer Service Hours		
Giving you MORE by extending our customer service hours.		2 9 P
AUTOMATI CALENDAR		
0 0 0		

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

	-				
Home	Quote	Policy Access	Mail/Reports	Forms/Resources	My Account
Tuesday September 13, 2016 Sign In: Username Password: Login		*	SPECIALTY A	NS uto	
Live Support >>>> ONLINE CLICK HERE TO TALK!		Please	An AmWINS Group Company	This Page	

Create Your Digital Signature

- 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

Home Quote Policy Access Mail/Reports Forms/Resources My Access Tuesday September 13, 2016 Producer Digital Signature Logout:: Manage Account My Account No digital signature set - please create digital signature 1. Click My Account View Producer Web Users 3. Click Create New Digital Signature 1. Click My Account Manage Digital Signature 2. Click Manage Digital Signature 1. Click My Account Action Items 2. Click Manage Digital Signature 2. Click Manage Digital Signature O Unsigned Esig Apps 0 Pending Cancellations 2. Click Manage Digital Signature O Lonsigned Esig Apps 0 Pending Cancellations 0. Requotable Policies 2 Expired E&O/License 0. Action Items 0. Action Items	PECIALTY AUTO					
Tuesday September 13, 2016 Producer Digital Signature Logout:: Manage Account No digital signature set - please create digital signature My Account 3. Click Create New Digital Signature View Producer Web Users 3. Click Create New Digital Signature Manage Digital Signature 2. Click Manage Digital Signature Action Items 2. Click Manage Digital Signature 0 Unsigned Esig Apps 0 Pending Cancellations 0 Requotable Policies 2 Expired E&O/License 0 Action Items 0	Home	Quote	Policy Access	Mail/Reports	Forms/Resou	rces My Account
Logoutt: Manage Account No digital signature set - please create digital signature 1. Click My Account My Account 3. Click Create New Digital Signature 1. Click My Account Manage Digital Signature 3. Click Create New Digital Signature 1. Click My Account Change Password Update Contact Information 2. Click Manage Digital Signature 2. Click Manage Digital Signature 0 Unsigned Esig Apps 0 Unsigned Esig Apps 2. Click Manage Digital Signature 3. Click Create New Digital Signature 0 Unsigned Esig Apps 0 Pending Cancellations 0. Requotable Policies 2. Expired E&O/License 0 Action Items 0. Action Items 0. Click Manage Digital Signature 0. Click Manage Digital Signature	Tuesday September 13, 2016	CREATE NEW DIGITAL S	IGNATURE	Producer Digital Signa	ture	
3. Click Create New 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 Reguotable Policies 2 Expired E&O/License 0 Action Items	Logout:: Manage Account		No digita	l signature set - please create	e digital signature	1. Click My Account
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	View Producer Web Users		3. Click Cr	eate New Digital Signa	ature	
Stats 0 Unsigned Esig Apps 0 Pending Cancellations 0 Requotable Policies 2 Expired E&O/License 0 Action Items	Change Password Update Contact Information Action Items CLICK HERE to view your new UW Action Required Items!	2. Click Man	age Digital Signatur	2		
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0 Action Items	2 Expired E&O/License					
	0 Action Items					

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

Update Your Temporary Password

- 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

AmWINS					
SPECIALTY AUTO				1. Click My Account	
Home	Quote	Policy Access	Mail/Reports	Forms/Resources	My Account
Tuesday September 13, 2016			503300 's Account Inform	ation	
	Username:*				
	Producer Number:*				
Logout:: Manage Account	Web User Email Address:	I			
My Account	Agency Email Address:				
View Producer Web Users	Website Address:				
Manage Digital Signature	Agency Name:*				
Change Password	Vailing Address:				
Update Contact Information	one:				
Action Items	Fax				
CLICK HERE to view your urgen	Inste 2. Click Chan	ge Passowrd			
Ow Action Required items:	New Business E-Check AD	anity:-			
Stats	New Business E-Check Ab	vility Eff. Date:*			
0 Unsigned Esig Apps	For your protecti	on, information marked with	an asterisk(*) can only be cl	hanged by calling AmWINS Specialty	Auto or emailing
46 Pending Cancellations			marketing@amwinsauto.	com.	
111 Requotable Polic			Change Password		
0 Expired E&O/Lice 3. E	nter Old & New Pas	swords	Old Password:		
19 Action Items			iew Password:		
C Last Updated:		Conf	rm Password:		
2016-09-13 11:34:06			Change ┥	4. Click 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

PECIALTY AUTO		1 Cial Outer Tak					
		1. Click Quote Tab					
Home	Quote	Policy Access	Mail/Reports	Forms/Resources	My Account		
Tuesday September 13, 2016			Start A New Quote				
			New Quote 🔶 🔶	2. Click N	lew Quote button		
Logout:: Manage Account		Sear	ch Saved Quotes By Insure	d Name			
Quote	Last I	Name:	First Name:		Login office only		
Action Items					Search		
CLICK HERE to view your urgent		Sea	arch Saved Quotes By Quote	Date			
Stats	Start Date:		End Date:		Login office only		
	Sep 👻 1	3th 🔻 2016 👻	Sep 👻 13th	▼ 2016 ▼	Search		
	*3 Months Max Search Range. Records older than 90 days are unavailable.						
**Y	**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

AmWINS		
SPECIALTY AUTO		
Househo	old Information-Screen 1 of 4	
Primary Insured's License Type:	Primary Insured's State Licensed:	Primary Insured's Driver License #:
US License	TEXAS	I
O Foreign License/International License/Matricula ID		
O No License		Driver Search ?
Producer on policy:	• 11111	
First Name:	•	Middle Name:
Last Name:	•	Suffix
Street Address:		
City:		
State:	TEXAS	> Zip Code: •
Mobile Phone:		
Home Phone:		
Work Phone:		
Email Address:		
Re-enter Email Address:		_
Payment Reminder Notification:	No Notification 🗸	?
Enroll in Paperless:	○Yes ○No	?
Effective Date:	▶ Feb ♥ 1st ♥ 2016 ♥	
	Continue	

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



- 7. Continue through screens and complete required information
- 8. 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

Wai 1. P	Click Return to Quote	e been signed up for mobile text notifications.*
	Summary	
		Return To Quote Summary Save/Exit Print Quote Proceed to Binding

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

	NS.							
				QUOTE SUM	MARY			
Primary Insured's License O US License O Foreign License/Inter O No License	L a Type: mational License,	ast Driver s	Search Date ID	Driver Seau No Driver Primary Insured's State	r ch: Search Done Licensed:	Prir	nary Insured's Dri Driver Search	ver License #:
			н	lousehold Informatio	n:			Update Household Info
Name: TEST TEST	Addr:			с	ity:		St: TX	Zip: County: Alt Gar: 75094 COLLIN N
Effective Date:		Exp	iration Date	2:			BI:	PD:
05-09-2016		11-0	09-2016			3	0,000/60,000	25,000
NDVR: ND			ſ	Discounts/Surcharge	S: CBR: A			
# Name	DOR:			Included Drivers:	5822.	Chara	Dhav	Add Included Driver
1 TEST TEST	10-10-19	75		INSURED	5822:	Class:	Pts:	Edit
				Excluded Drivers: No excluded dr	ivers.			Add Excluded Driver
				Vehicles:				Add a Vehicle
# Year: Make:	Model:	Terr: C	lass:	Sym: BI/PD/CMP/COL	BI:	PD:	Тс	tal: Driver#: 1
1 2014 HONDA	CIVIC LX	72	34	196/200/653/655	\$256	\$298	\$	554 Edit Delete
			Program	Update U/W Question m Selected:	VALUE (LTD/6MC		_	Select different AmWINS Program
				Save/Exit	Rate	-	Click to receiv	ve a new rate