

Policy Issuance

Quick Card



Overview

This quick card will outline how to bind and issue a new business quote and access policy documents. Quotes are bound and issued through GreatBuilderUSA.

1.) Click on **Quote Summary**.

Policy Information

Product: [Single Location Policy \(USA\)](#)

Term ID: [Redacted]

Status: **Quoted**

Insured

Premium (USD)

[Quote Summary](#)

2.) Select deductible option on the left side of the screen.

NOTE - Check billing type to make sure it is correct prior to issuing the policy.

Quote Summary

Deductible - Default Quote Group	Premium	Limits	Deductibles
\$1000 Deductible - Default Quote Group			
Builders Risk	2,875.00	1,474,500 Per Occurrence	1,000 Per Occurrence
Additional Optional Coverage Premium	188.00		
Total (USD):	\$3,063.00		
\$2500 Deductible - Default Quote Group			
Builders Risk	2,728.00	1,474,500 Per Occurrence	2,500 Per Occurrence
Additional Optional Coverage Premium	188.00		
Total (USD):	\$2,916.00		
\$5000 Deductible - Default Quote Group			
Builders Risk	2,595.00	1,474,500 Per Occurrence	5,000 Per Occurrence
Additional Optional Coverage Premium	188.00		
Total (USD):	\$2,783.00		

Select Close

3.) Once selected, you will see the premium for the deductible on the right side of the screen. Click **Submit to Issue**.

POLICY INFORMATION

- GENERAL CONTRACTOR
- RISK INFORMATION
- COVERAGES
- ADDITIONAL INTERESTS
- COMMENTS/ADJUSTMENTS

Common Screens

- View Quote Calculations
- Notes & Tasks
- Attachments
- Remittance Slips/Documents
- E-mails

Actions

- Validate for Quote
- Submit to Issue**
- DO NOT USE
- Delete
- Print Document
- Compose E-mail

Status: **Quoted**

Distributor: [Redacted]

Effective: [Redacted]

Expiry: [Redacted]

Insured

Change Client

Premium (USD)

\$3,063.00

Quote Summary

4.) Policy documents are available by clicking **Remittance Slips/Documents** on the left side of the screen.

The screenshot displays a software interface for policy issuance. On the left, a sidebar titled "Submission Screens" lists several options, with "Remittance Slips/Documents" highlighted in yellow. The main content area is titled "QUOTING INSTRUCTIONS" and contains the following text:

Producer Code: [redacted] Distributor Name: [redacted]

INSTRUCTIONS

To begin an ENDORSEMENT or POLICY EXTENSION, please select Endorse from the Actions widget in the left corner of your screen.

To request a CANCEL, please select Send E-mail from the Actions widget in the left corner of your screen. Select and Complete the 'Agent Cancel Request' and send to RC.Referal@GAG.com.

Policy Effective Date * April 5, 2023

On the right side, the "Policy Information" section shows:

- Product: Single Location Policy (USA)
- Policy No: [redacted]
- Status: Bound and Issued
- Distributor: [redacted]
- Effective: [redacted]
- Expiry: [redacted]

Below this, there are sections for "Insured" and "Premium (USD)", both containing redacted information. A "Quote Summary" link is visible at the bottom right.