



2145 Ford Parkway | Suite 202 | St. Paul, MN 55116 | (800) 328-0828 | Fax: (651) 646-1971 | [www.nsa-mga.com](http://www.nsa-mga.com)

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## **ONLINE QUOTING WITH NORTHERN STATES AGENCY**

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### **HOW TO REGISTER:**

Visit our website at [www.nsa-mga.com](http://www.nsa-mga.com). Click on the Quotes tab on the left-hand side of the page. Click on any of the products listed under United States Liability Insurance Group. A new Internet browser window will open. From there, click on Create New Account and enter the required information. These simple steps will complete your registration.

### **HOW TO QUOTE:**

From the Quotes page on Northern State's Agency's website, click on the appropriate product that corresponds with the account you are looking to insure. Log into the quoting system with your email address and the password you created when registering. Next, you will be prompted to search for the submission by named insured and state. If you have not previously entered this particular application into the quoting system, you will be prompted to begin with the online application. Simply enter the information into the system as requested and as it applies to your applicant. Follow through the quoting system until you receive an actual quote or another message.

### **BINDING COVERAGE:**

If the web quoting system did produce a quote for you, the quote will list the premium, and "subject to" items of the quote, and will provide an application for you to complete and have the insured sign in order to bind coverage. If you didn't receive a quote, or if the risk does not comply with the "subject to" items listed in the quote, please refer to the next section. If you would like to bind the quote provided, please fax your bind request and supporting documentation to (651) 646-1971 or email it to Bethany Dawson ([bdawson@nsa-mga.com](mailto:bdawson@nsa-mga.com)). Provided your bind request is complete, we will bind the date it is received or the desired effective date, whichever is later. We will also require a 25% down-payment of premium, plus the entire surplus lines tax and policy fee amount by agency check to our office within five business days of binding coverage.

### **DIDN'T RECEIVE A QUOTE?:**

If the web quoting system did not provide you a quote, the account will be referred to our office automatically and an underwriter at Northern States Agency will contact you. If you determine that your applicant doesn't meet the "subject to" items of the quote, please contact our office at (800) 328-0828, as we have a number of other markets available with which we might be able to help you write the business.

### **COMMISSION AND POLICY FEES:**

Your commission for quotes produced and bound through this on-line system will vary by product. There will also be a policy issuance fee of \$25.00 charged by our office.

### **ELIGIBLE STATES:**

Most of the products available for your online quoting will be offered on a surplus lines basis. Therefore we ask that you only quote risks in the following states where NSA is licensed: Colorado, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. (However, a few of these products are quoted with an admitted carrier, and therefore, we will be able to consider them nationwide. Please call an underwriter at NSA to discuss these individual cases further.

### **QUESTIONS:**

If you have any questions, comments, or concerns with this system, please contact Tad Rootes by email at [trootes@nsa-mga.com](mailto:trootes@nsa-mga.com) or by phone at (651) 262-2234.