

Homeowner Insurance

User Manual

Important Point: For *Internet explorer* users go to tools -> Compatibility View Settings, uncheck display intranet sites and use Microsoft compatibility list -> close

The site is best viewed in 1366 x 768 screen resolution for IE

Purpose of the document:

Intention of this document is to guide the user to effectively use the application.

The logical arrangement of the information and screen prints shall enable the user

To understand the sequence and navigation of the system.

1. Connecting to the application :

You must connect to the application using the following address:

<http://ctsc00849530701:9000/HomeIns/>

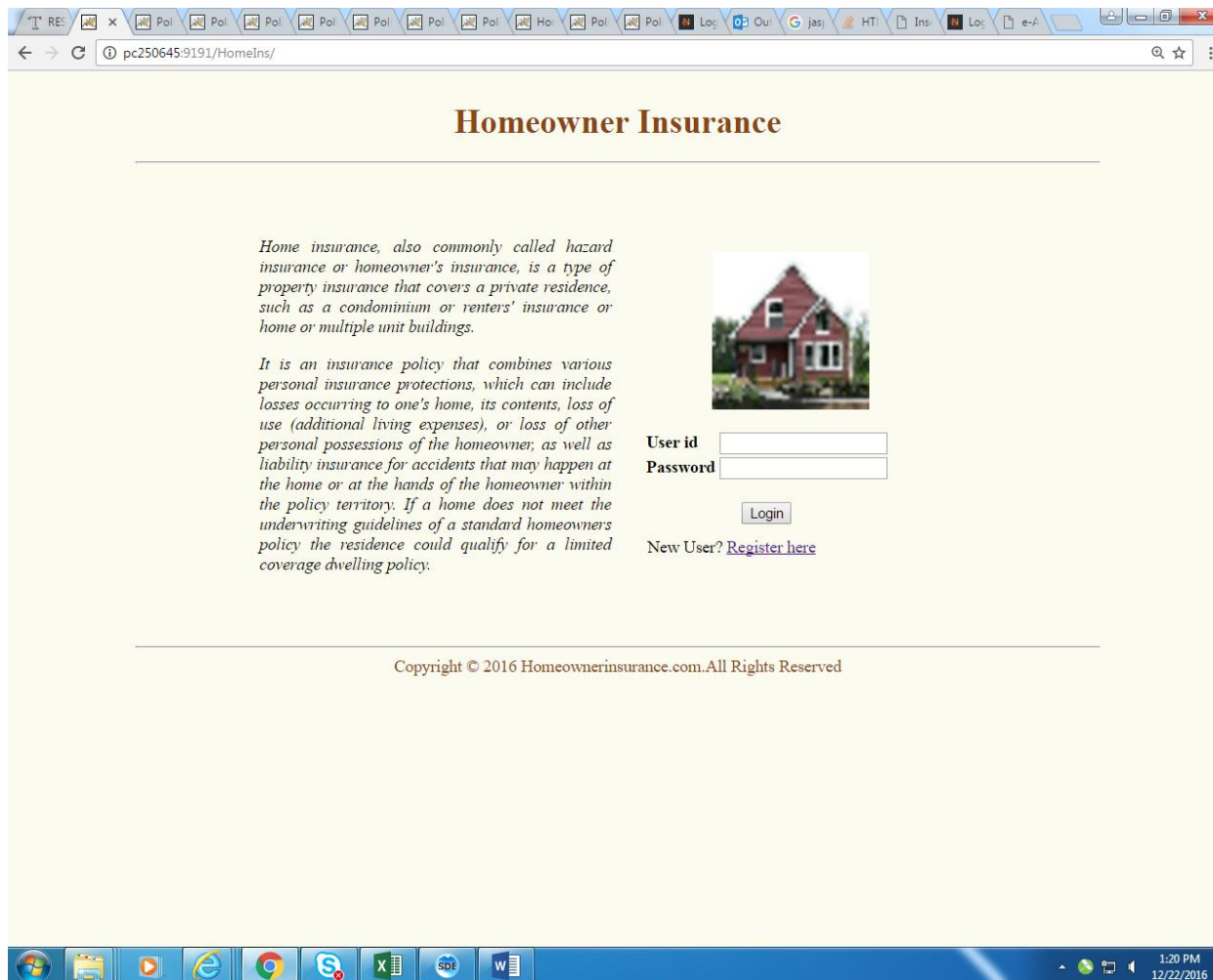


Fig 1

2. Authentication :

User can login as **User** or **Admin** as per their authority. First we will go through User login And check all the functionality of a user login. Refer screen print below for the User login.

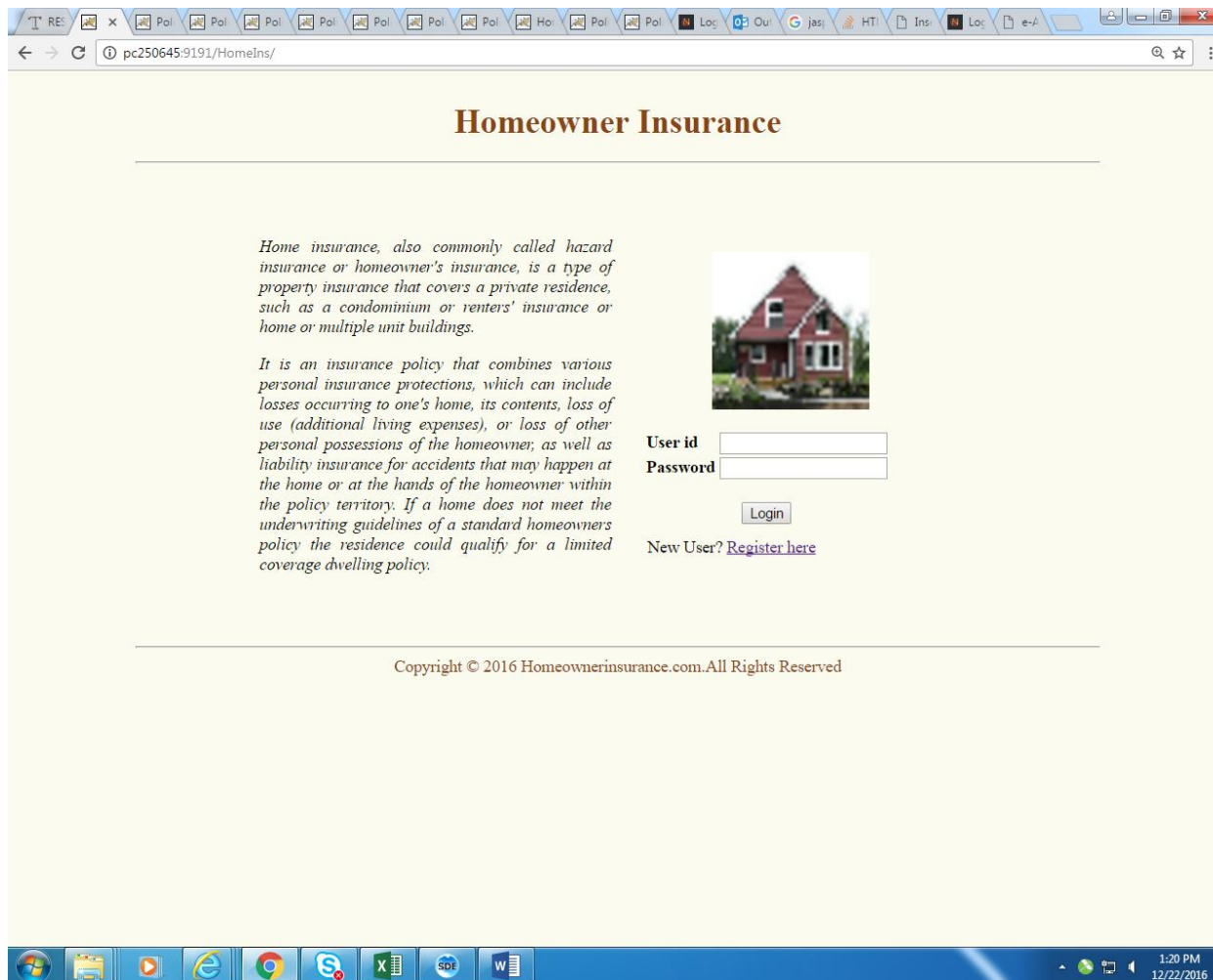


Fig 2

Field	Validation
User Name	Cannot be Null
	Length less than 20 characters

	Only contain alphanumeric characters
Password	Cannot be Null
	Length less than 20 characters
	Only contain alphanumeric characters

- 1) Normal User (**User Name:** USER , **Password:** USER)
- 2) Admin User (**User Name:** admin, **Password:** admin)

New User Registration:

*New user can be enrolled to the application by clicking **Register here** link (fig 2). User will Be guided to fill registration form (fig 3).*

Homeowner Insurance

User Details

Note: Password must be 8 characters with numbers and characters only.

User id *

Password *

Re-enter password*

Login

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Fig 3

*User has to fill in all the mandatory field, not adhering to which lead to error message dialog To pop up. User can cancel the pop up by clicking **ok** in the dialog box and fill in the required*

Field. Refer fig 4 when user leaves User Id field blank, error dialog pops up.

Sample Data:

User Id	Password	Re-enter Password
Ctsuser100	Pass1234	Pass1234
ctsuser007	Pass1234	Pass1234

Field	Validation
User Name	Cannot be Null
	Length less than 20 characters
	Only contain alphanumeric characters
Password	Cannot be Null
	Length less than 20 characters
	Only contain alphanumeric characters
Re-enter Password	Cannot be Null
	Length less than 20 characters
	Only contain alphanumeric characters
	Password & re-enter password must be same

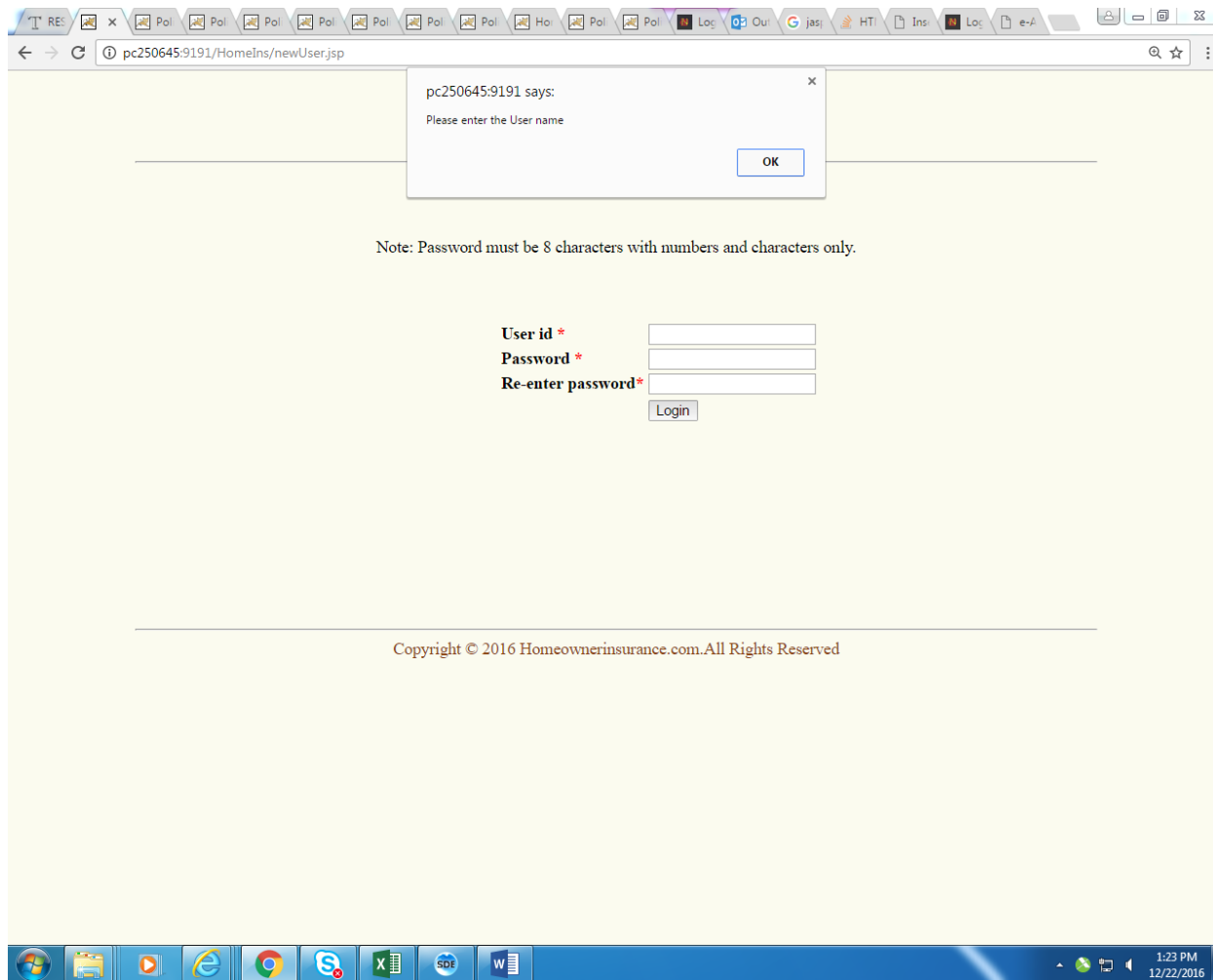


Fig 4

3. Logging In as User :

User can login to the application using the same user id and password used for registering. If user enters wrong credentials he will be prompted with error message as in fig 5.

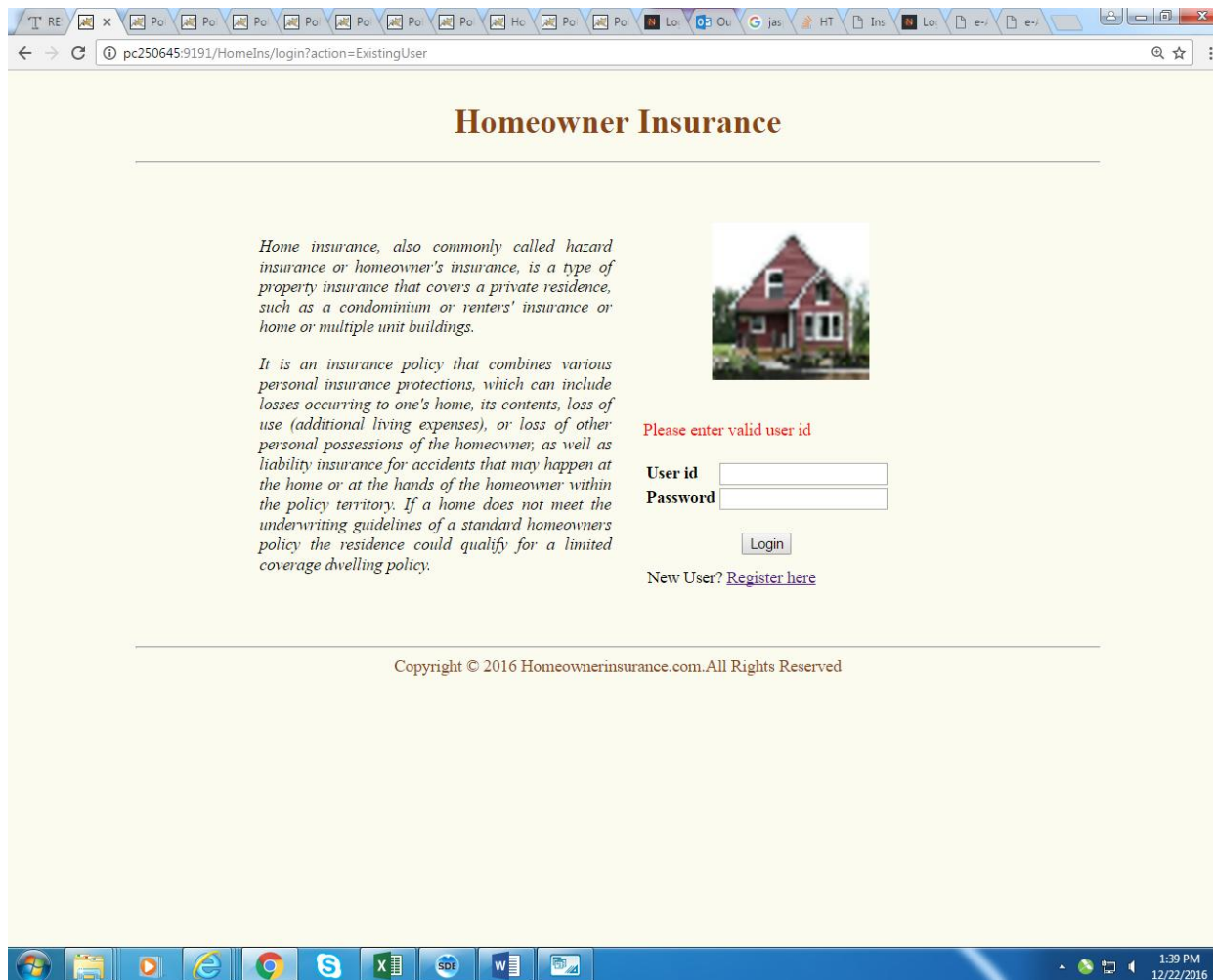


Fig 5

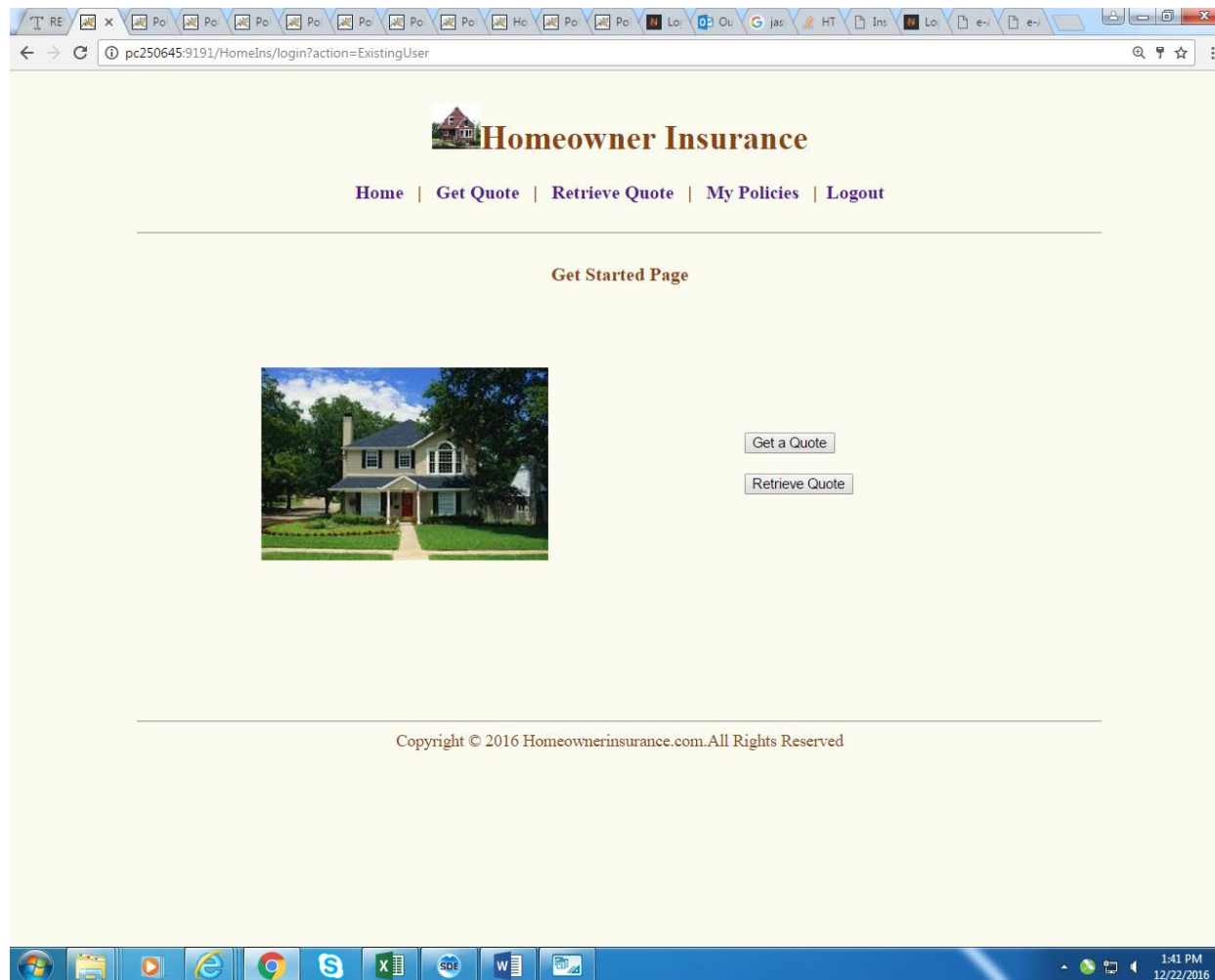


Fig 6


6. *Get a Quote:*

Once user has successfully logged in, user can submit his quotation by clicking Get a Quote *link* in Get Started Page. Once user clicks get a Quote he will be redirected to Get Quote Page as shown in Fig 7

Get Quote

Home | [Get Quote](#) | [Retrieve Quote](#) | [My Policies](#) | [Logout](#)

Get Quote



Residence Type *

Address Line 1 *

Address Line 2

State *

City *

Zip *

Residence Use *

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Fig 7

7. Get Quote Page :

In Get Quote Page user has to enter all the mandatory field like Residence Type, Address Line 1, State, City, Zip, Residency Use. If user enters any field blank or invalid he will be Popped up with error message (fig 8).

Sample Data:

Residence Type	Address Line 1	Address Line 2	State	City	Zip	Residence Use
Single Family home	Main road 1	Line 2	Alaska	junta	99801	primary
Condo	Street 1	Street 2	Maharashtra	Mumbai	456241	Secondary
Townhouse	Lane 1	Lane 2	California	Albany	12201	primary

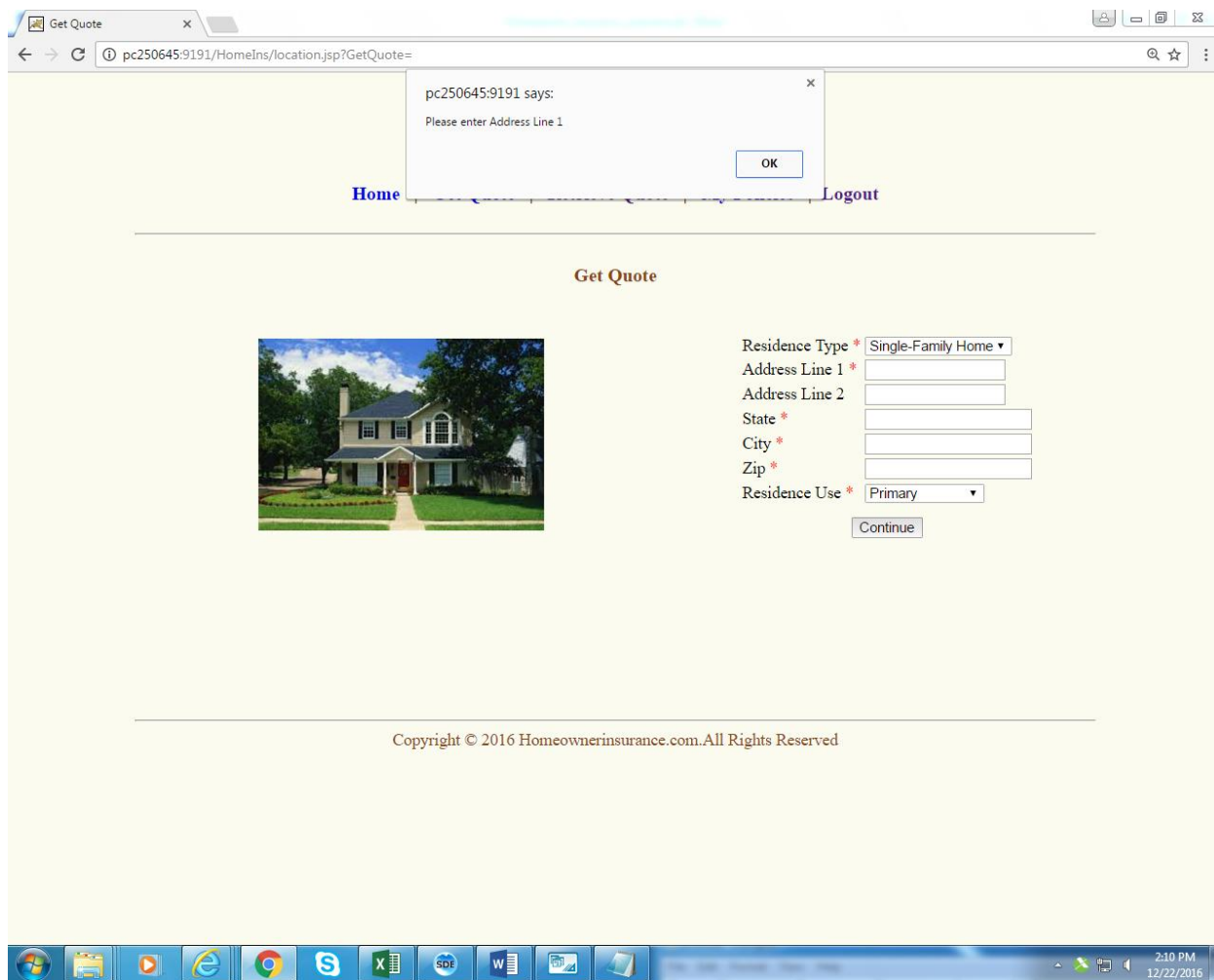


Fig 8

Location Page	
Field	Validation
Residence type	Must Be selected
	Should be any one of the following values, <ul style="list-style-type: none"> • Single-Family Home • Condo • Townhouse • Rowhouse • Duplex • Apartment
Address Line 1	Cannot be Null
	Length less than 50 characters
	Only contain alphanumeric and ,-/ . (space) characters
Address Line 2	Cannot be Null
	Length less than 100 characters
	Only contain alphanumeric and ,-/ . (space) characters
City	Cannot be Null
	Length less than 15 characters
	Only contain alphanumeric and space characters
State	Cannot be Null
	Length less than 15 characters
	Only contain alphanumeric and space characters
Zip	Cannot be Null
	Length less than 10 characters
	Only contain numeric values
Residence Use	Must be selected
	Should be any one of the following values, <ul style="list-style-type: none"> • Primary • Secondary • Rental Property

6. Homeowner Information :

Once user submits the quote he/she will be redirected to Homeowner Information Page wherein He must enter all the mandatory fields like First name, Last name, Date of birth, Are you retired, Social security number, Email address (fig 9)

Sample Data:

First Name	Last Name	Date of Birth	Are you retired	Social Security Number	Email
Francis	Joshi	04-05-1985	No	123654875	joshi@gmail.com
Sunil	Kumar	05-04-1991	No	879524632	sunil@gmail.com
Radha	M	04-05-1950	Yes	586742536	radha@gmail.com

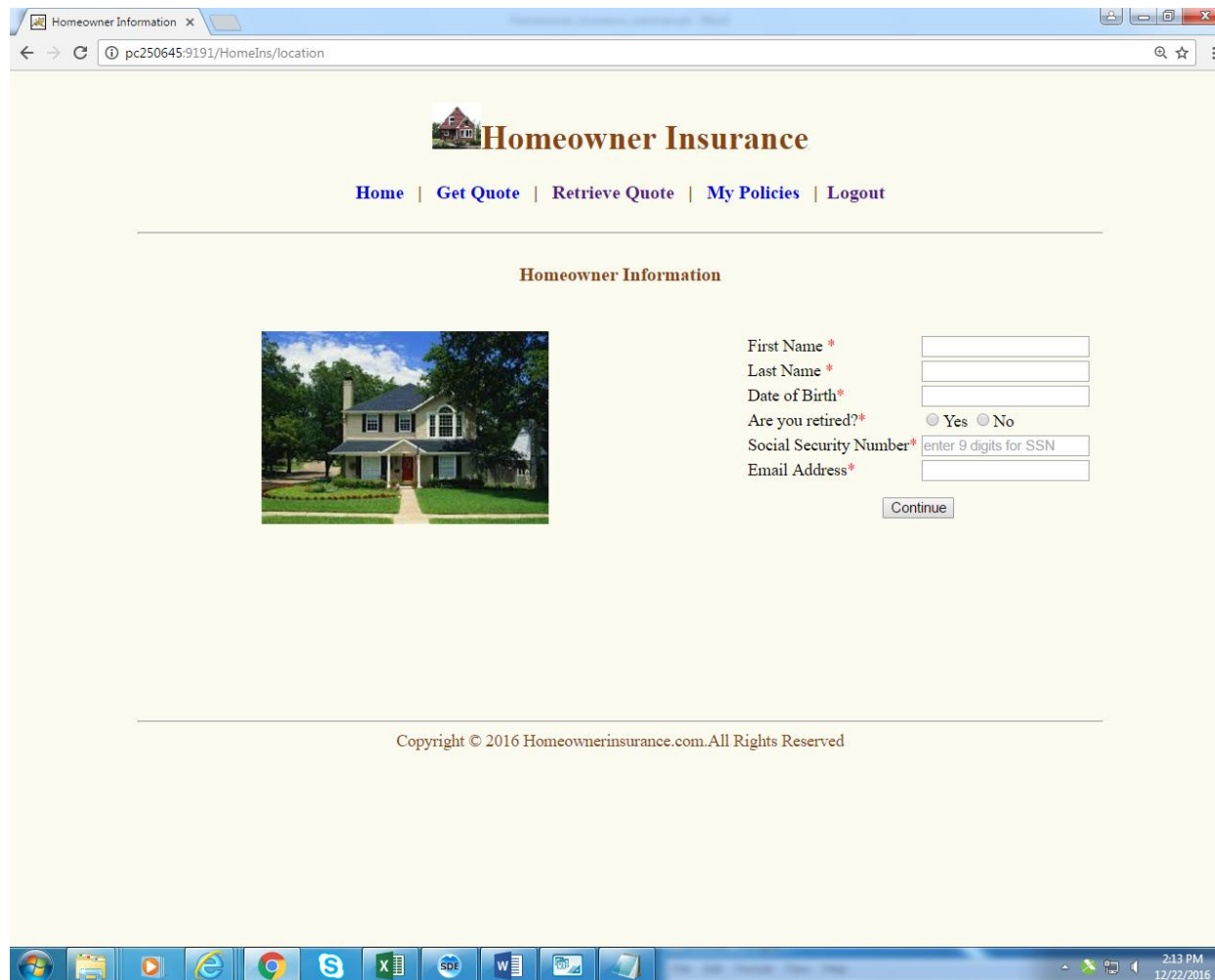


Fig 9

Home Owner Information Page	
Field	Validation
First Name	Cannot be Null
	Length less than or equal to 30 characters
	Only contain alphanumeric and space characters
Last Name	Cannot be Null
	Length less than or equal to 30 characters
	Only contain alphanumeric and space characters
Date of Birth	Cannot be Null
	Length less than or equal to 10 characters
	Must follow the date format like (yyyy-MM-dd)
Are you retired	Must be selected
Social security number	Cannot be Null
	Length less than or equal to 9 characters
	Only contain numeric values
Email Address	Cannot be Null
	Length less than or equal to 50 characters
	Must be in valid email format

7. *Property Details* : By clicking *continue button* from *homeowner information* user will be redirected to *Property Details* page wherein user will be submitting the form with all the mandatory fields of his residence like Market value of house , built year of house , square footage, Dwelling style, Roof material ,Type of garage, Number of full baths ,number of half baths, swimming pool (fig 10)

Property Information

pc250645:9191/HomeIns/homeownerInfo

Homeowner Insurance

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Property Details

What is the market value of your home? * \$

What year was your home originally built? *

Square footage * sq ft

Dwelling style *

Roof Material *

Type of Garage *

Number of full baths *

Number half baths *

Does your home have a swimming pool? ☐ Yes ☒ No

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Fig 10

What is the market value of	What year was	Square footage	Dwelling style	Roof Material	Type of Garage	Number of Full Baths	Number of Half Baths	Does your home have
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your home	your house originally built							swimming pool
25000	2010	1500	1 story	Concrete	Attached	2	1	No
15000	2010	2000	1.5 story	Clay	Detached	2	1	No

8. Coverage Details : User can check the coverage details like Quote id, Monthly premium , Dwelling coverage, Detached Structure , Personal property , Additional living expense , Medical expense , Deductible(fig 11) . User can get additional information on all the calculations by clicking Additional info link (fig 12). If user is interested to buy the quote he can click proceed to buy. User will be redirected Quote Details (fig 13) from where he can click rest of information to buy the quote.

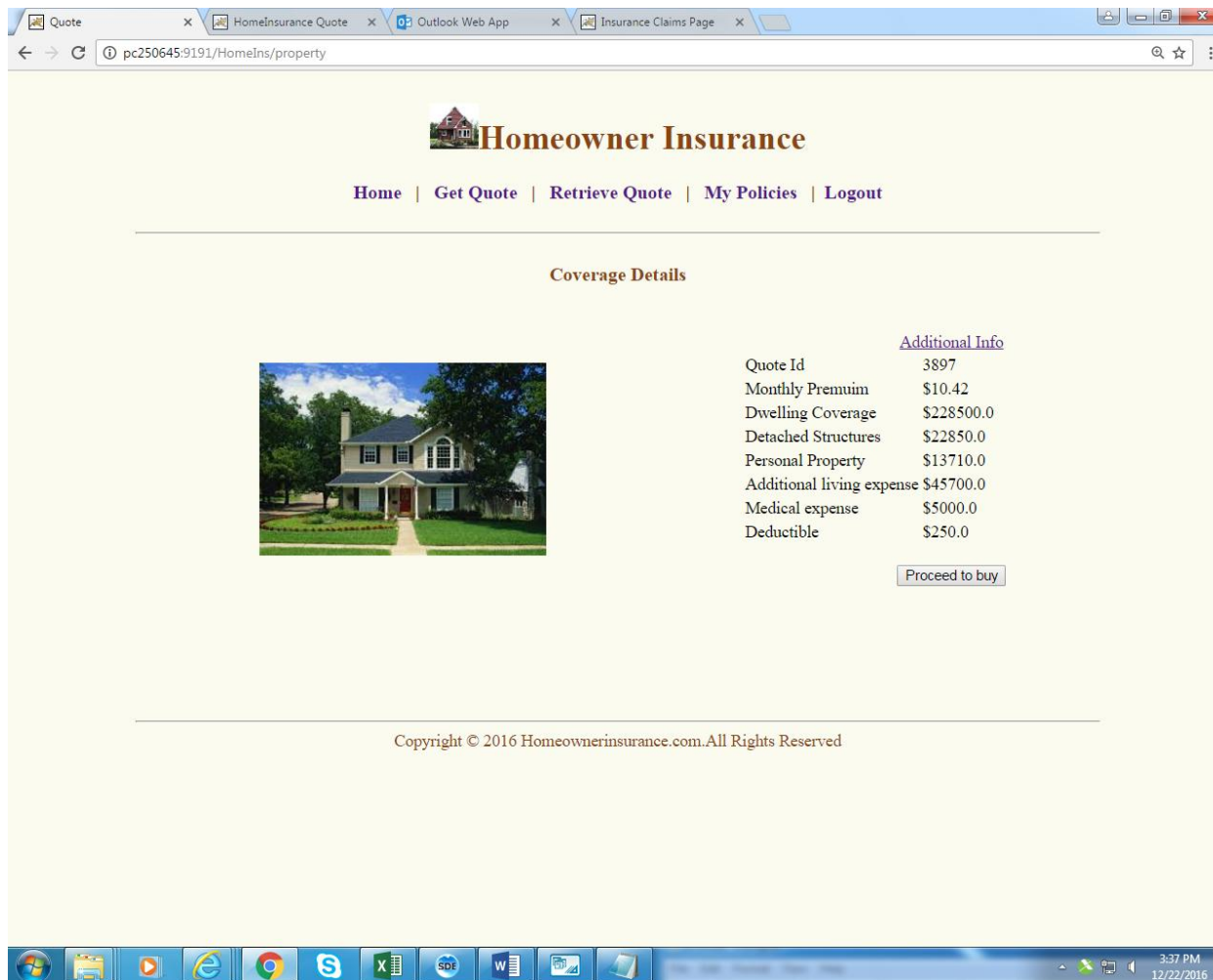


Fig 11

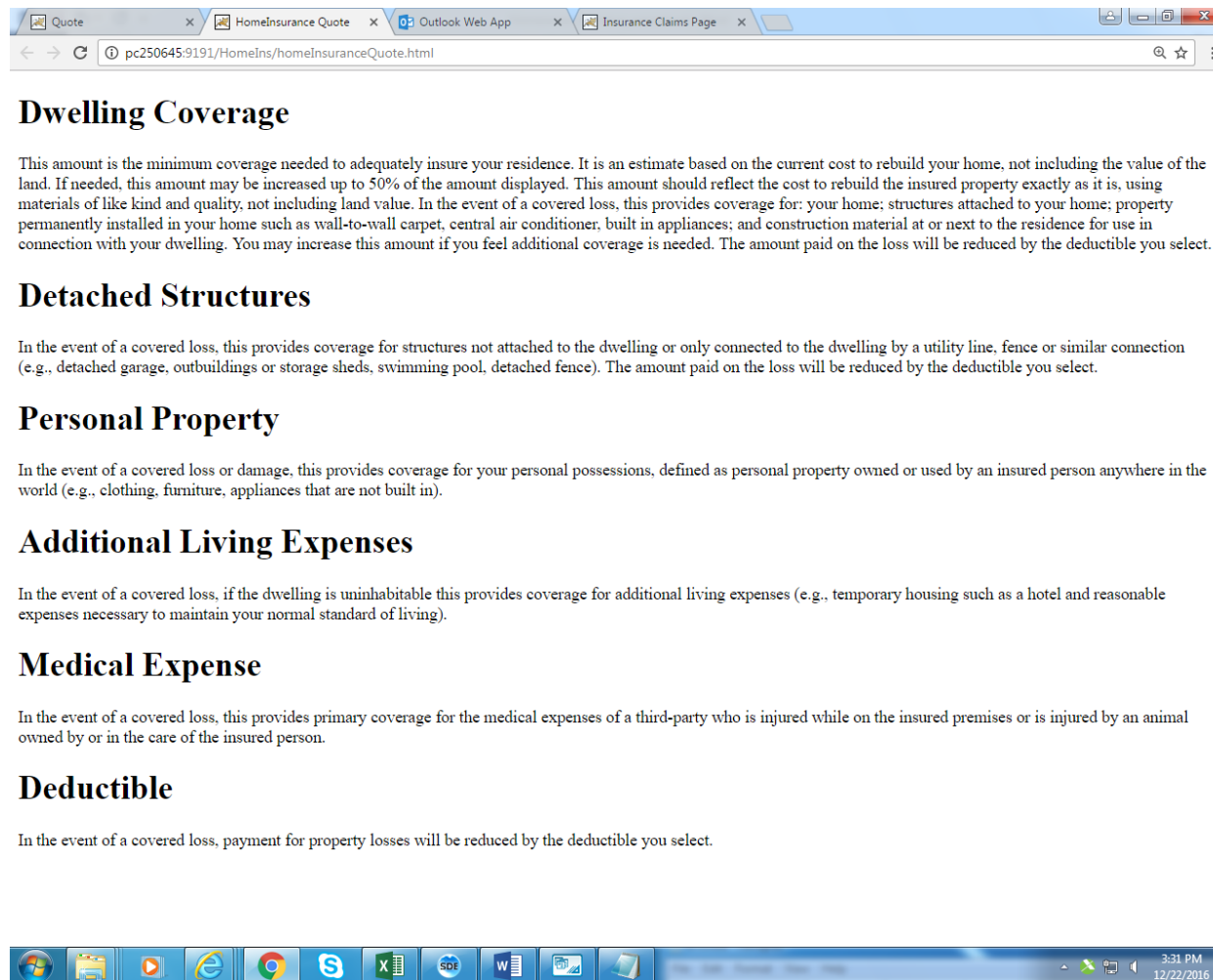


Fig 12



Fig 13

9. Quote Summary :

In Quote summary page he can check his monthly premium, Location details, Homeowner details, Property details, Coverage details (fig 14).

If the user wants to buy the policy he can click Buy Quote which will redirect him to Buy policy page (fig 15) wherein he can enter the date from which he has to start the policy (less than 60 days), after clicking the hyper link to Please click and read terms and conditions before buying policy, read the terms and conditions (fig 16) user can click the check box and click submit button

Quote Summary

Monthly Premium \$ 10.42

Buy Quote

Location Details		Homeowner Details	
<i>Quote Id</i>	3897	<i>First Name</i>	abcde
<i>Residence Type</i>	Single-Family Home	<i>Last Name</i>	def
<i>Address Line 1</i>	line 1	<i>Date of Birth</i>	2016-12-12
<i>Address Line 2</i>	line 2	<i>Is Retired ? -</i>	Yes
<i>City</i>	Fairbanks	<i>Social Security Number</i>	123456789
<i>State</i>	Alaska	<i>Email Address</i>	aaa@gg.com
<i>Zip</i>	99701		
<i>Residence Use</i>	Primary		

Property Details		Coverage Details	
<i>Market Value</i>	\$25000	<i>Monthly Premium</i>	\$10.42
<i>Year Built</i>	2016	<i>Dwelling Coverage</i>	\$228500.0
<i>Square Footage</i>	2000	<i>Detached Structures</i>	\$22850.0
<i>Dwelling Style</i>	1	<i>Personal Property</i>	\$13710.0
<i>Roof Material</i>	Concrete	<i>Additional living expense</i>	\$45700.0
<i>Garage Type</i>	Attached	<i>Medical expense</i>	\$250.0
<i>Number of Full Baths</i>	1	<i>Deductible</i>	\$250.0
<i>Number of Half Baths</i>	1		
<i>Has Swimming Pool? -</i>	false		

Buy Quote

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Fig 14

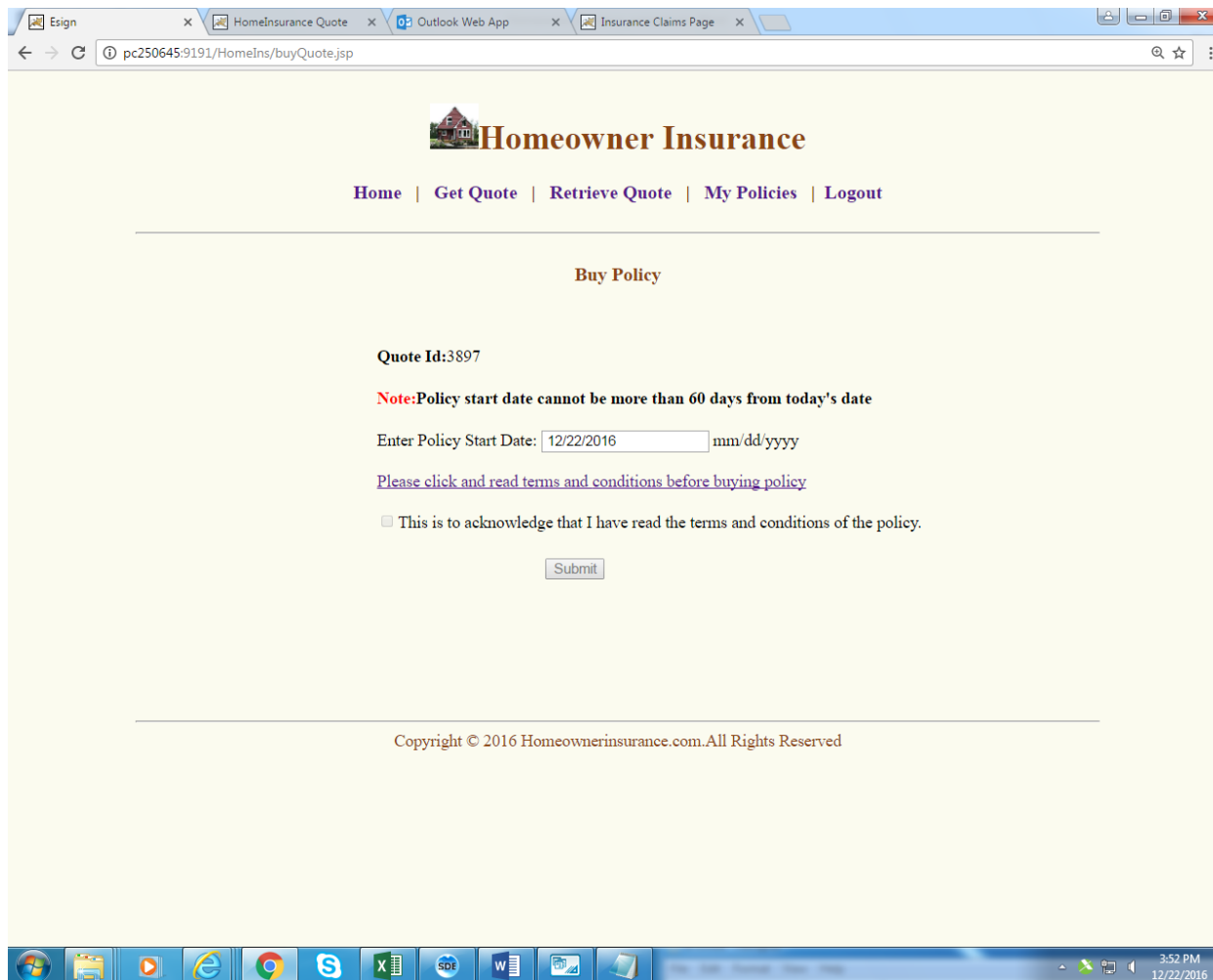


Fig 15

Buy Policy Page	
Field	Validation
Policy Start Date	Cannot be Null
	Length less than or equal to 10 characters
	Must follow the date format like (yyyy-MM-dd)
	Date can be with in next 60 days from current date.

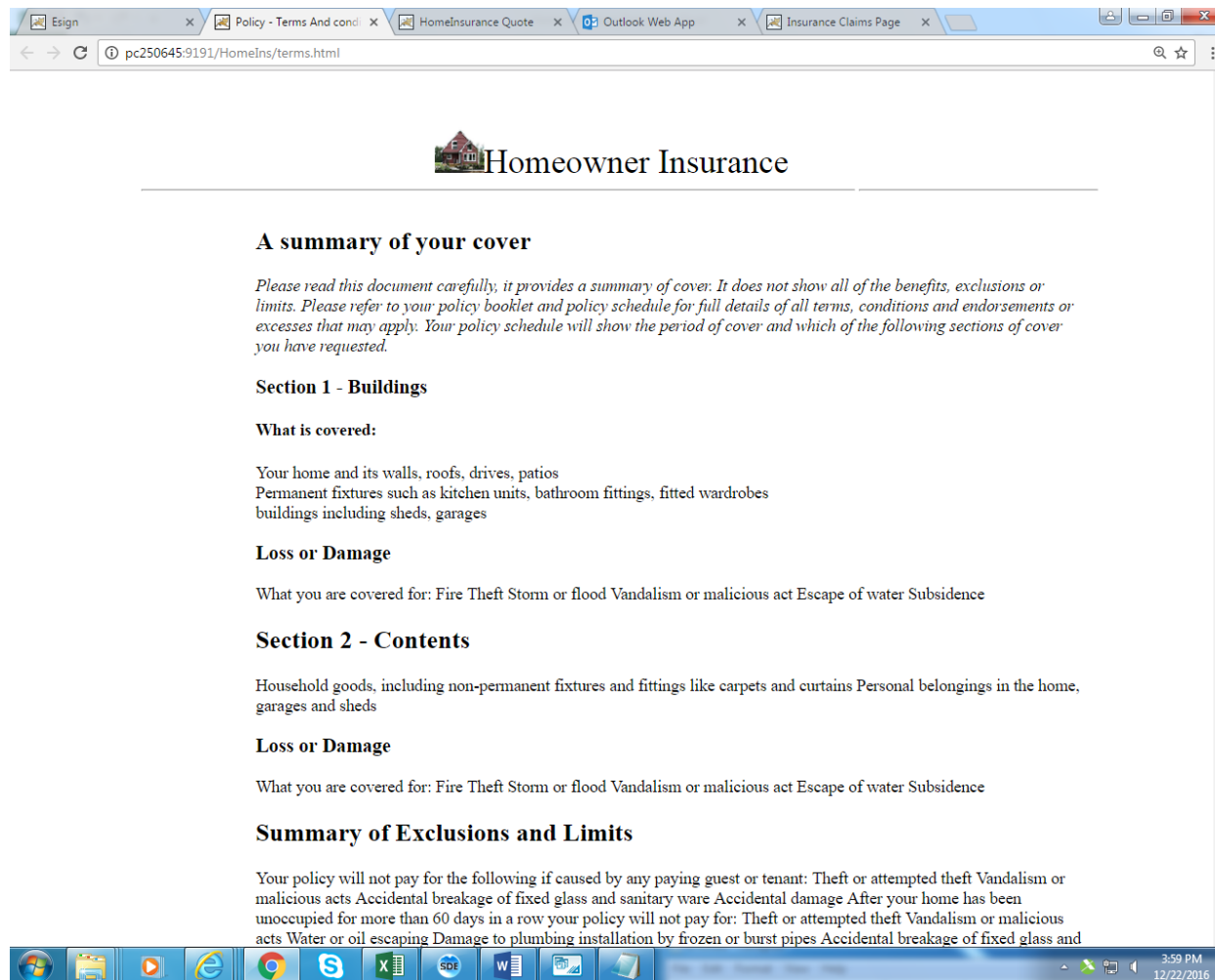


Fig 16


12. Policy Confirmation:

In policy confirmation page user can check his Quote Id, Policy key, Policy effective date, policy end date, policy term, policy status (Fig 17)

Policy Confirmation

Home | Get Quote | Retrieve Quote | My Policies | Logout

Policy Confirmation



Our customer service representative will contact you shortly for premium collection arrangements.

Quote Id	3897
Policy Key	3897_1
Policy Effective Date	12/22/2016
Policy End Date	12/22/2017
Policy Term	1
Policy Status	ACTIVE

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Fig 17

10.Admin Login :

Admin can log in to the system by entering admin as user id and password, he will be redirected to Admin screen page (fig 18) wherein he can search a particular user by entering user id

Buy Policy Page	
Field	Validation
User Name	Cannot be Null
	Length less than or equal to 20 characters

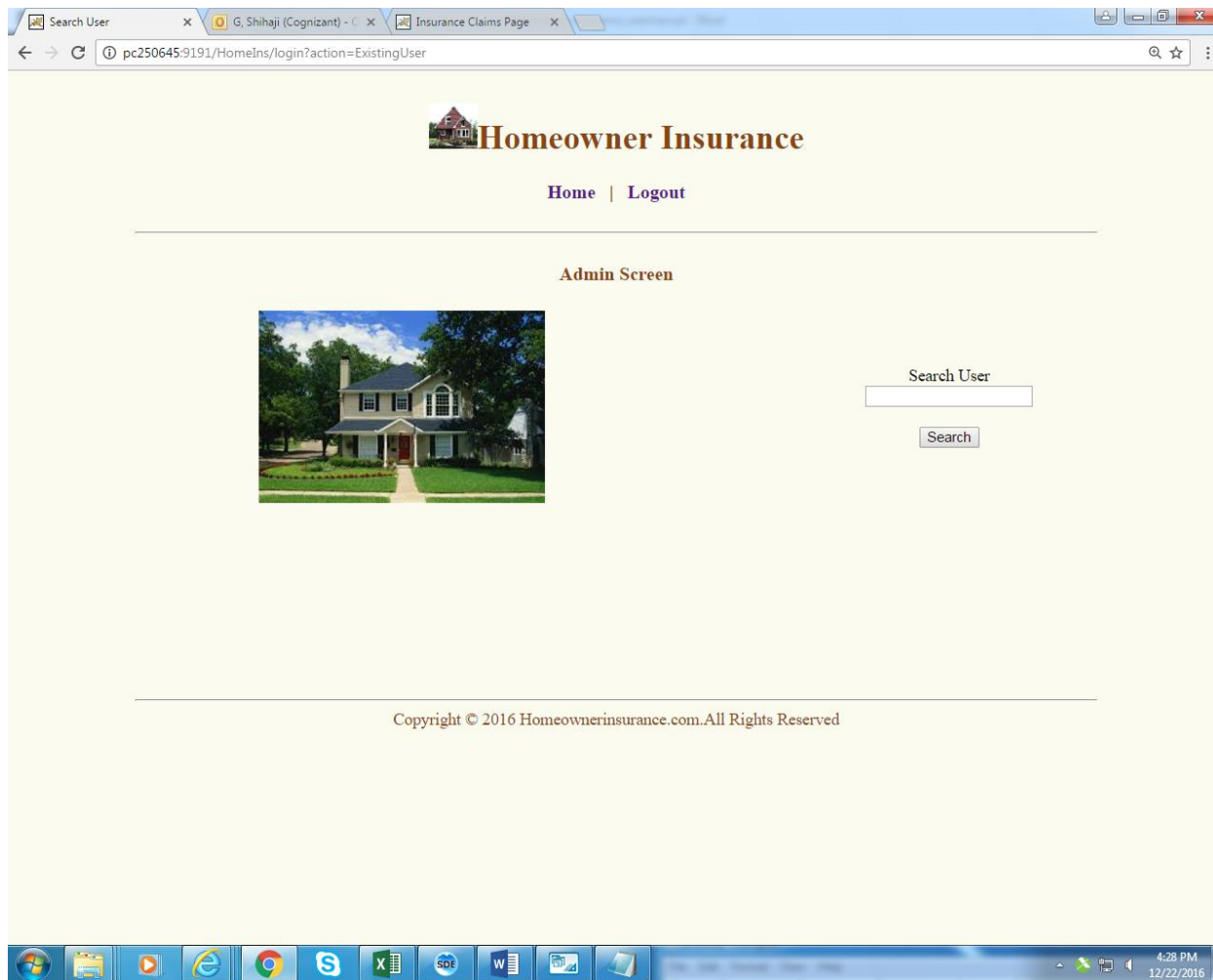
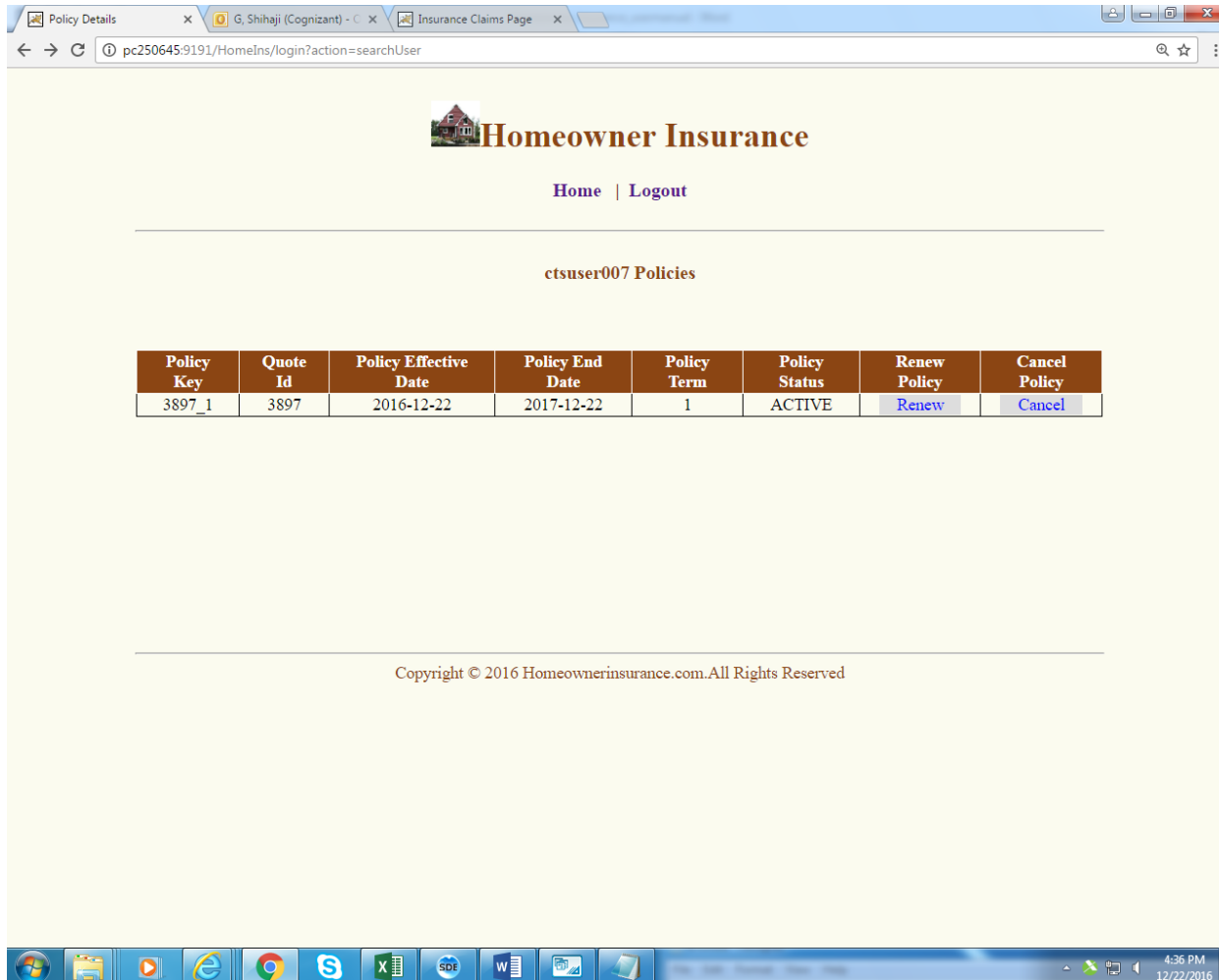


Fig 18


13. User Policies

In user policies page admin can either renew a policy or cancel a policy by clicking the respective links (fig 19). Policies can be renewed only 1 month before the policy end date, but admin can renew cancelled policy. If admin cancels a policy he will be getting a confirmatory message and a new page with cancelled policy details (fig 20). If the admin renew a policy he will be redirected to new page with renewed policy details (fig 21)



Policy Details x G, Shihaji (Cognizant) - x Insurance Claims Page x

pc250645:9191/HomeIns/login?action=searchUser

 **Homeowner Insurance**

[Home](#) | [Logout](#)

ctsuser007 Policies

Policy Key	Quote Id	Policy Effective Date	Policy End Date	Policy Term	Policy Status	Renew Policy	Cancel Policy
3897_1	3897	2016-12-22	2017-12-22	1	ACTIVE	Renew	Cancel

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4:36 PM 12/22/2016

Fig 19

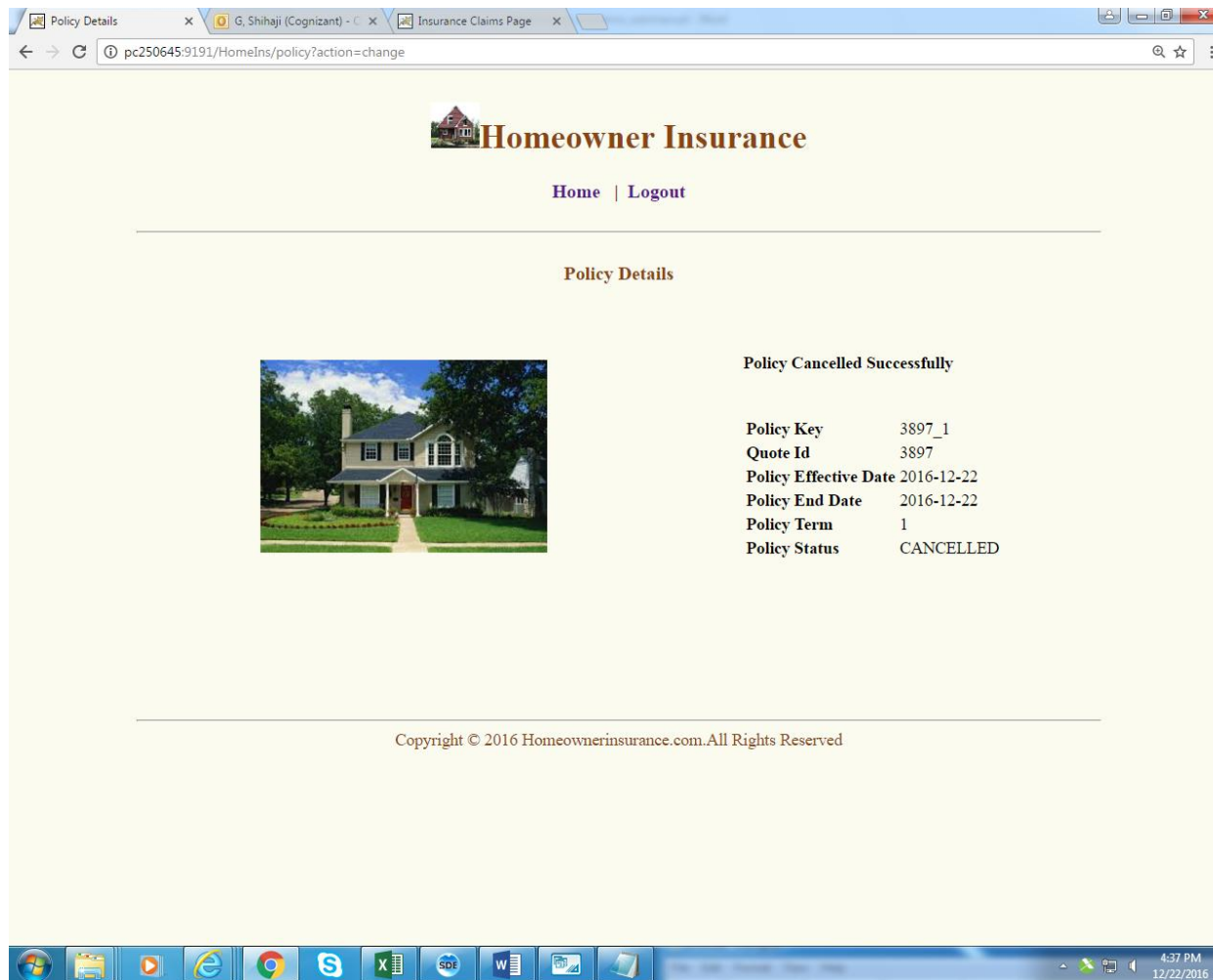


Fig 20

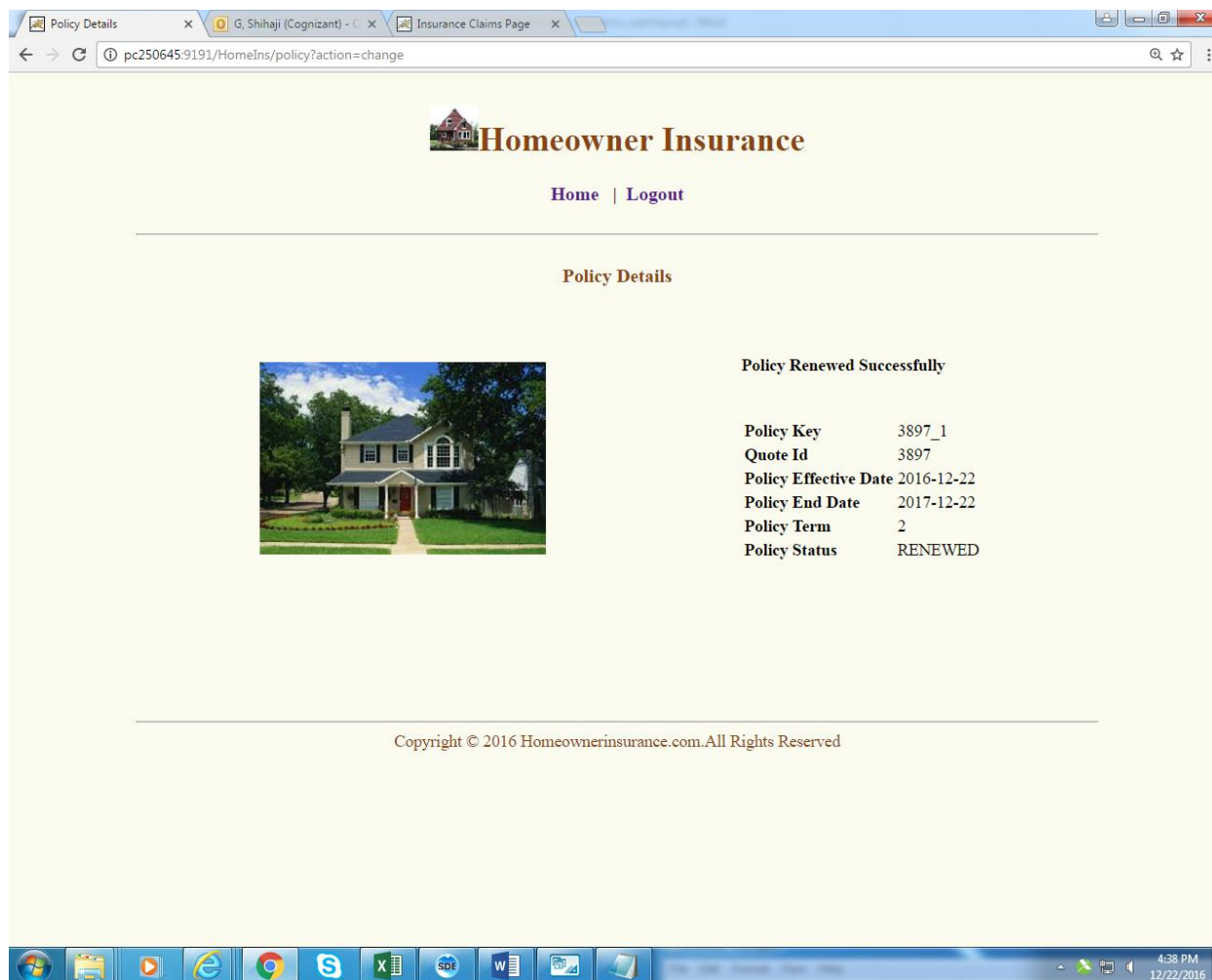


Fig 21