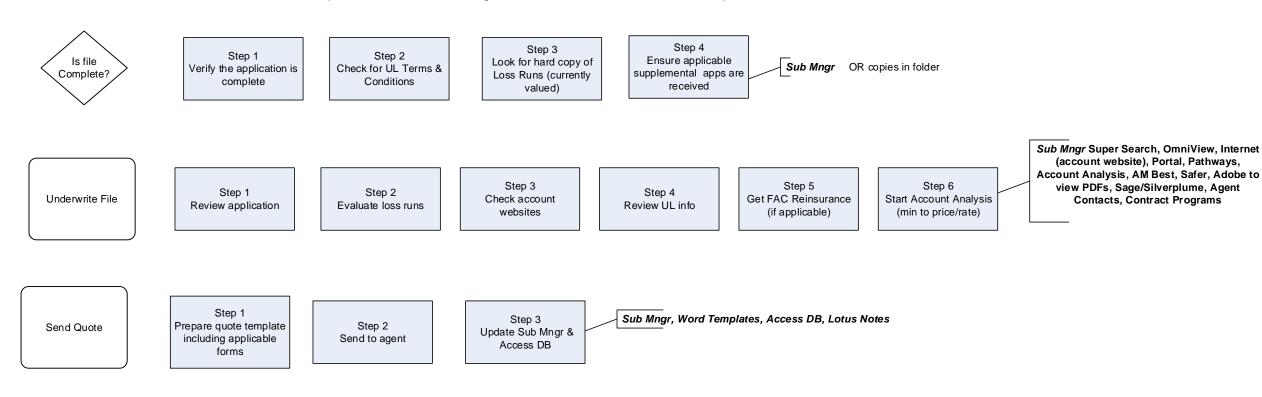
Excess New Business and Renewals As Is Process Risk Clearance Sub Mngr Clear Submission Submission Received UW Manger Sub Mngr, OmniView & Lotus Notes Do you No Review File approve? Close & Release file Sub Mngr, OmniView Sub Mngr & OmniView & Super Search Match with green Sub Is it a folder & Print out Mngr Renewal? Yes pertinent info No No Perform cursory Sort files Is file checks on file Acceptable √Do you have (typically in date Underwrite File* Send Quote* (referrals/ Complete? √for Excess authority? Underwriter order) declines) Manual Manual No Lotus Send request for additional info to Notes the Agent. Sub Mngr Verify any Decline or Refer ∄ind reques changes to the Is info to Special Risk received? quote & received? document file No Close & Release file Close & Release file Assistant Sub Sub Mngr Prepare Binder Mngr for Policy Issuance + * = Refer to the Activity List for additional steps included in this process.

Listed below is a break down of the detailed steps that are included in a high level on the NB/Renewal Process Map.



Excess Policy Issuance As Is Process Underwriter Account Analysis Create Analysis Sheet Receives Bind Request from Agent & adds notes on the binder Word Template Access DB SIRIS Access DB Word Template Access DB & Sub Mngr & Lotus Notes Create Access SIRIS to Update Access* FAC? Renewar Create & send the **Update Access** "simplified" Route Update Access* generate Policy # and Sub Mngr to Binder with Binder info Slip using Word & return to UW **Bound Status Manual** template Yes * Used to track number of days sent to/received from UW Create & send **UW Assistant** FAC Binder & Document Correspondence Renewal Policy # Word Template on Previous # OmniView Confirm Renewal vs Lapse in Coverage Sub Mngr SIRIS **OmniView** Access DB Verify SIRIS Organize file and Send to end Send paper file o Update Access Add call up informaton include separator with complete queue in Sub Policy Processing document to OV (Policy/Quote/ via Mail Room sheets date Mngr Dates) Manual Index sheet used to code Manual - At a min print ACCORD, Binder, Acct Analy Sheet and Special endts. Policy Proc Issue Policy SIRIS