How to Access User Applications at the Agency Level
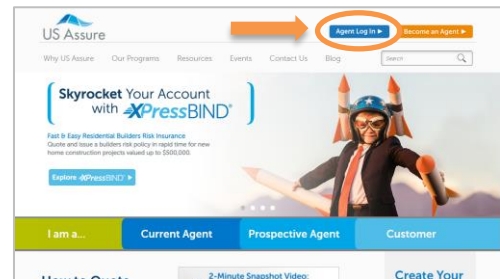## Builders Risk Plan Insured by Zurich

Need help accessing a builders risk application submitted online by another user at your agency? When producers and CSRs are out of the office, it shouldn't stop you from supporting clients at the exact time they need it. And, we've created a solution to ensure your business won't skip a beat.

Registered users within the same office can access and make changes to online builders risk applications in progress by another representative of the agency. If your agency has multiple producer codes, your UserID must be assigned to the same producer code where the application originated. There's no user password sharing required because you can access everything under your personal account with US Assure.

Follow these instructions to take control of a builders risk application already in progress under another user's account.
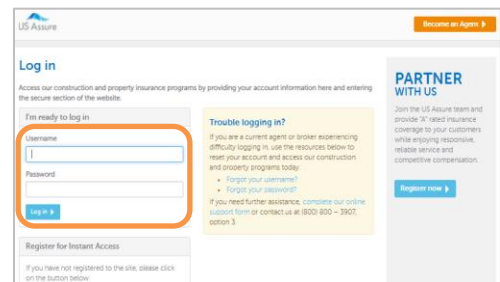
Step 1: Begin at usassure.com

Visit **usassure.com**, and click the **Agent Log In** button in the top right corner.
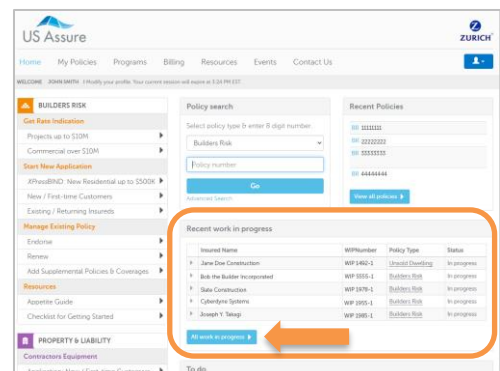

Step 2: Enter your log in credentials

Submit your username and password to access your account. Click **Log In**.

Step 3: Navigate to the Recent Work In Progress box

Once logged into the policy dashboard, locate the **Recent Work In Progress** box. Click the "**All Work In Progress**" button to view all online applications in progress.
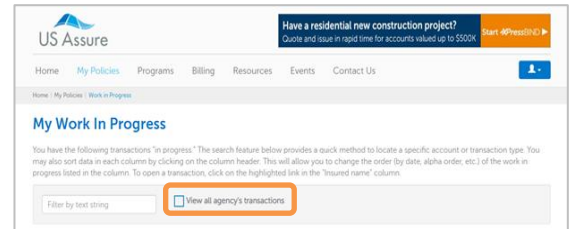
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Step 4: Access agency transactions

On the Work In Progress page, locate the checkbox that says **"View all agency's transactions"** next to "Filter by text string." Move cursor to the checkbox, and click on it.

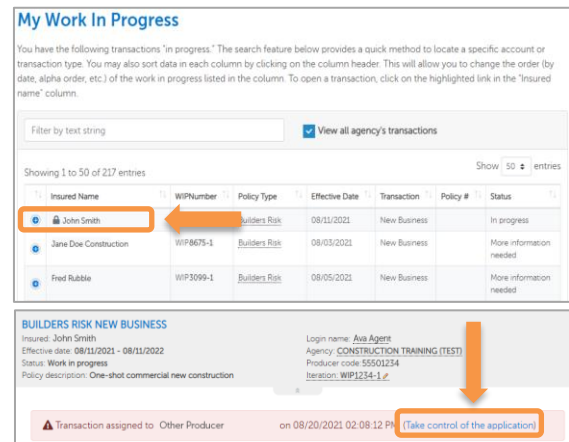You now have access to all of your agency's work in progress online applications.

Step 5: Unlock / take control of another user's application

From the My Work In Progress page, select the desired application with a lock icon next to it.

Once the locked application is clicked, it will take you to a read only view of the full application. Move cursor to **"Take control of the application,"** and click the text.

You now have control of the online application.

Bonus: View a list of users who previously accessed an application

Within the application in progress, move cursor to the bolded text next to "Login name," and click the bolded text, which is the username. The box that populates will display the person who started the application, and the usernames of anyone else who made changes within it, with corresponding date and time stamps.