

## Getting Started with the Builders Risk Plan Insured by Zurich

Registration instructions for instant access with no minimum commitment

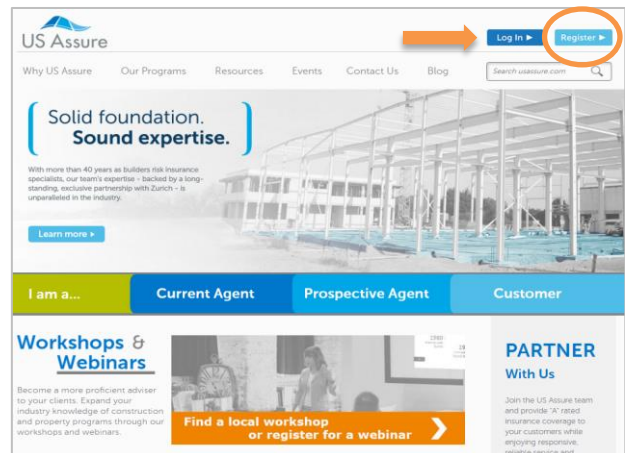
**It's fast and simple to access the US Assure Builders Risk Plan insured by Zurich. Follow the four steps below to get started today. Our dedicated team of specialists is also available at (800) 800 – 3907 to assist you.**

You will need to provide information on the following items in order to complete registration:

1. Individual license number(s)
2. Federal tax identification (FEIN), business or social security number (SSN)
3. Agency license number(s)
4. Errors & Omissions Policy information

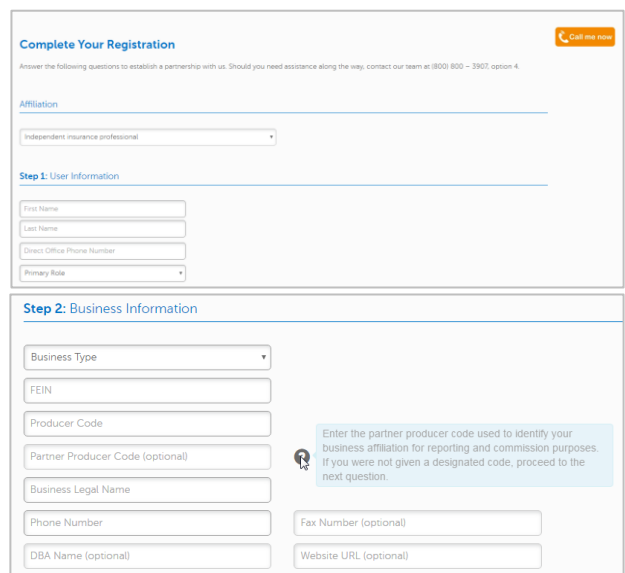
### Step 1: Begin at usassure.com

Visit [usassure.com](http://usassure.com) and navigate to the Register button in the top right corner. Click **Register** to begin the four step sign up process.



### Step 2: Complete the Online Form

Answer the questions by providing your contact and other business information to set up your online account and profile.



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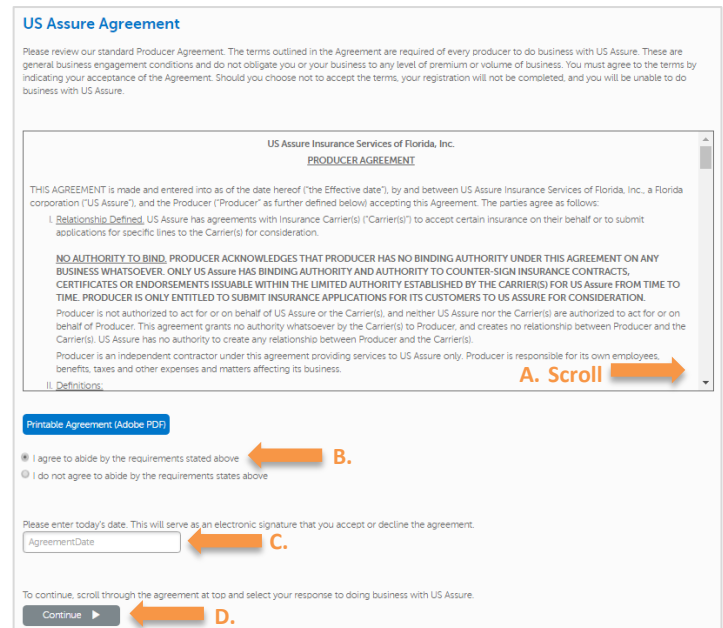
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### Step 3: Accept the General Business Agreement

Accept the US Assure business agreement by following these steps:

- Scroll down through the agreement using the bar at the right.
- Select the option next to "I agree to terms of the agreement."
- Enter the current date into the field provided; this will act as your electronic signature.
- Click the **Continue** button.

Remember, there is no premium or volume commitment for you or your organization to do business with US Assure.



**US Assure Agreement**

Please review our standard Producer Agreement. The terms outlined in the Agreement are required of every producer to do business with US Assure. These are general business engagement conditions and do not obligate you or your business to any level of premium or volume of business. You must agree to the terms by indicating your acceptance of the Agreement. Should you choose not to accept the terms, your registration will not be completed, and you will be unable to do business with US Assure.

US Assure Insurance Services of Florida, Inc.  
**PRODUCER AGREEMENT**

THIS AGREEMENT is made and entered into as of the date hereof ("the Effective date"), by and between US Assure Insurance Services of Florida, Inc., a Florida corporation ("US Assure"), and the Producer ("Producer" as further defined below) accepting this Agreement. The parties agree as follows:

I. Relationship Defined. US Assure has agreements with Insurance Carrier(s) ("Carrier(s)") to accept certain insurance on their behalf or to submit applications for specific lines to the Carrier(s) for consideration.

**NO AUTHORITY TO BIND. PRODUCER ACKNOWLEDGES THAT PRODUCER HAS NO BINDING AUTHORITY UNDER THIS AGREEMENT ON ANY BUSINESS WHATSOEVER. ONLY US Assure HAS BINDING AUTHORITY AND AUTHORITY TO COUNTER-SIGN INSURANCE CONTRACTS, CERTIFICATES OR ENDORSEMENTS ISSUABLE WITHIN THE LIMITED AUTHORITY ESTABLISHED BY THE CARRIER(S) FOR US Assure FROM TIME TO TIME. PRODUCER IS ONLY ENTITLED TO SUBMIT INSURANCE APPLICATIONS FOR ITS CUSTOMERS TO US Assure FOR CONSIDERATION.**

Producer is not authorized to act for or on behalf of US Assure or the Carrier(s), and neither US Assure nor the Carrier(s) are authorized to act for or on behalf of Producer. This agreement grants no authority whatsoever by the Carrier(s) to Producer, and creates no relationship between Producer and the Carrier(s). US Assure has no authority to create any relationship between Producer and the Carrier(s).

Producer is an independent contractor under this agreement providing services to US Assure only. Producer is responsible for its own employees, benefits, taxes and other expenses and matters affecting its business.

II. Definitions:

**Printable Agreement (Adobe PDF)**

I agree to abide by the requirements stated above **B.**

I do not agree to abide by the requirements stated above

Please enter today's date. This will serve as an electronic signature that you accept or decline the agreement.

AgreementDate **C.**

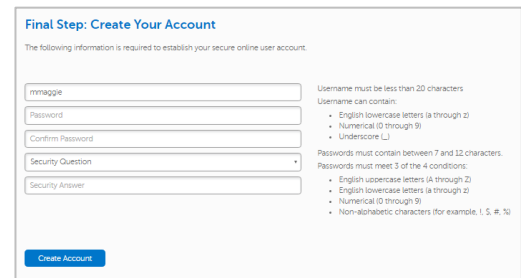
To continue, scroll through the agreement at top and select your response to doing business with US Assure.

**Continue** **D.**

### Step 4: Create Your Personal Account Information

Establish your secure online user account by creating a password and selecting your personal security question. The system automatically selects a username based on your first and last names, which may be changed.

### Congratulations! You completed registration.



**Final Step: Create Your Account**

The following information is required to establish your secure online user account.

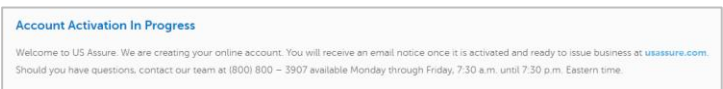
Username must be less than 20 characters  
Username can contain:

- English lowercase letters (a through z)
- Numerical (0 through 9)
- Underscore ( \_ )

Passwords must contain between 7 and 12 characters.  
Password must meet 3 of the 4 conditions:

- English uppercase letters (A through Z)
- English lowercase letters (a through z)
- Numerical (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

**Create Account**



**Account Activation In Progress**

Welcome to US Assure. We are creating your online account. You will receive an email notice once it is activated and ready to issue business at [usassure.com](http://usassure.com). Should you have questions, contact our team at (800) 800 - 3907 available Monday through Friday, 7:30 a.m. until 7:30 p.m. Eastern time.

You will receive a web page message confirming you have successfully completed registration. Within 10 minutes, you will also receive an email notifying you that your account set up is complete and ready for you to begin quoting and issuing builders risk business online.