

Getting Started with the Builders Risk Plan Insured by Zurich

Registration Instructions

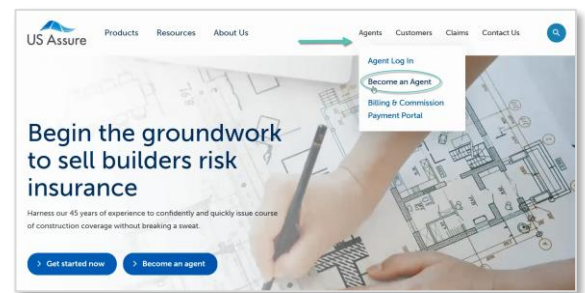
It's fast and simple to access the US Assure Builders Risk Plan insured by Zurich. Follow the steps below to get started today. Our dedicated team of specialists is also available at (800) 800 – 3907 to assist you.

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

Hover over Agents on right of the top navigation menu and then select [Become an Agent](#) from the drop-down menu.

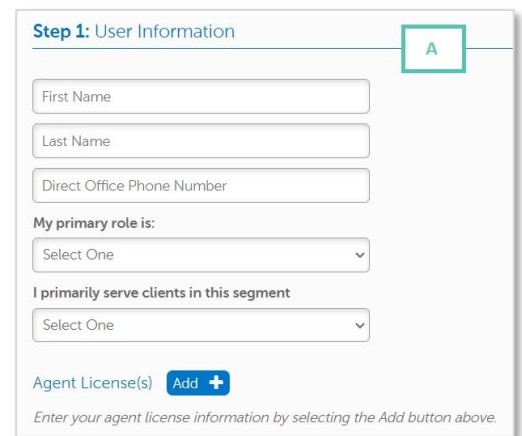
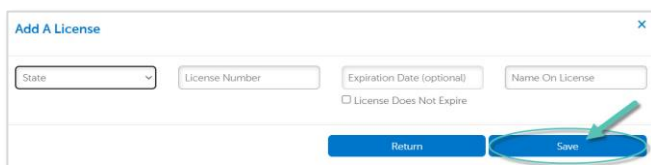


Step 2: Complete the Online Form

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

A. User Information

When adding an agent license, you must click **Save** to move forward.

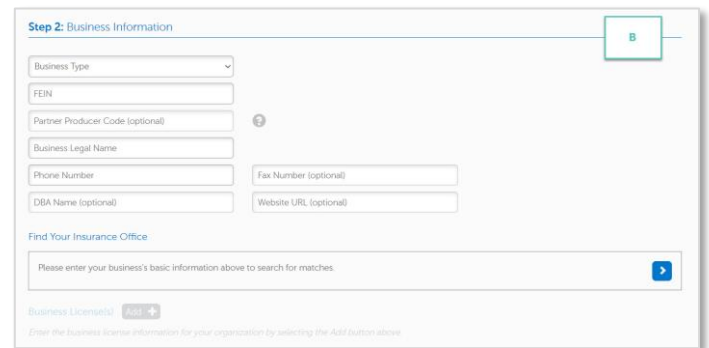


Getting Started with the Builders Risk Plan Insured by Zurich

Registration Instructions

B. Business Information

- Business Type
- FEIN (numbers only)
- Producer Code (Zurich appointed only; skip if not applicable)
- Partner Producer Code (optional; skip if not applicable)
- Business Legal Name (case sensitive)
- Phone Number
- Business License Number (skip if not applicable)
- Physical Address
- Mailing Address
- Billing Address

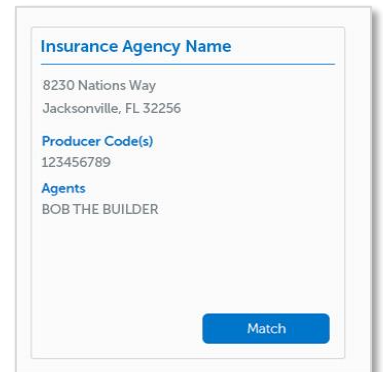


Is your agency already registered?

If your office has an existing relationship with us, our system will populate it in the box titled **Find My Insurance Office**. You can then connect to your agency by clicking the Match button.

If the system doesn't automatically populate your existing agency, do not proceed. Instead, call a service representative at **(800) 800 – 3907, option 5** to ensure your registration is completed properly.

Your information has been matched to an existing organization already registered to conduct business with US Assure. Would you like this information populated to the business section of your account? Match



C. E&O Coverage Information

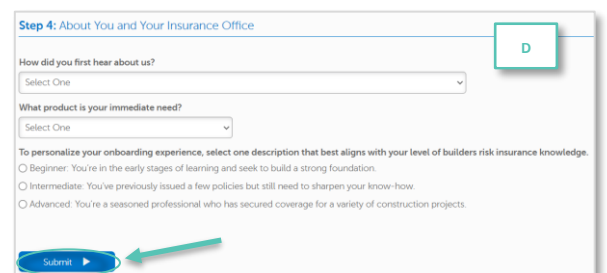
This information will be auto-filled when matching to a pre-existing agency in our system. If your agency is new to US Assure, you will need to provide the appropriate policy information.

Note: Zurich appointed agents are not required to include this information.



D. About You and Your Insurance Office

Select the appropriate answers about your company and the business you service. When finished, press **Submit**.



Getting Started with the Builders Risk Plan Insured by Zurich

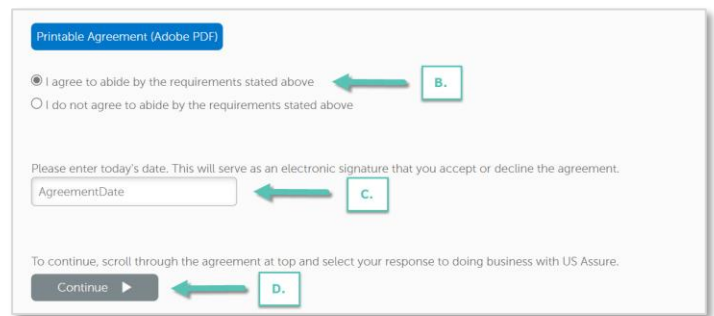
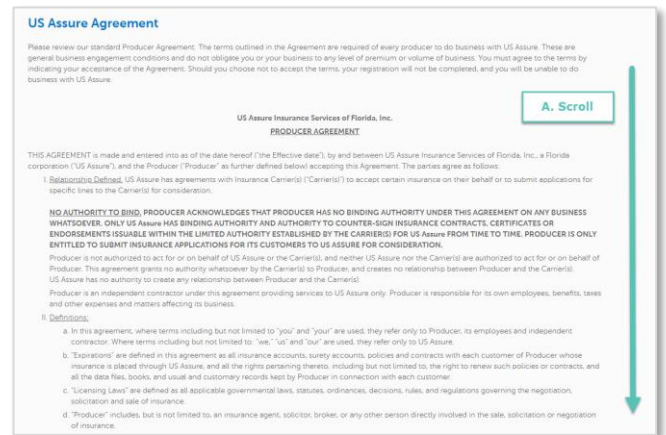
Registration Instructions

Step 3: Accept the User Agreement

Accept the US Assure business agreement by following these steps:

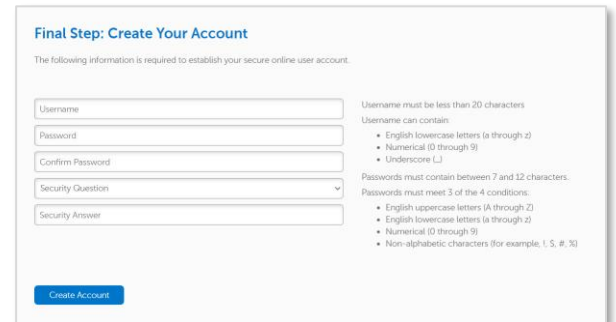
- A. **Scroll down** through the agreement using the bar at the right.
- B. Select the option “I agree to terms of the agreement.”
- C. Select the current date; this will act as your electronic signature.
- D. Click the **Continue** button.

Reminder! There is no premium or volume commitment for you or your organization to do business with US Assure.



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 name, which may be changed.



Congratulations! You completed registration.

Within 15 minutes, you will receive an email notifying you that your account set up is complete and ready for you access.

If you're appointed with Zurich, we will review your application and respond promptly.

