

HOW TO GUIDE

6 Quick Steps to Digital Signatures



Adobe Sign

Step 1: Using Adobe Sign

- Agent selects the requested quote from the SSIU rater and selects the Adobe E-Sign & Bind button
- Insured receives an email from **South Shore Insurance Underwriters** with a link to access the pre-filled application



South Shore Insurance Underwriters
 Please sign Application.pdf
 To: Mindy Dees,
 Reply-To: applications@sshoreins.com

Email Subject

South Shore Insurance Underwriters Has Sent You **Application.pdf** to Sign

Email Body

[Click here to review and sign Application.pdf.](#)

After you sign **Application.pdf**, the agreement will be sent to **Mindy Dees** and binder@ssiuw.com. Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email**. Instead, [click here](#) to delegate.

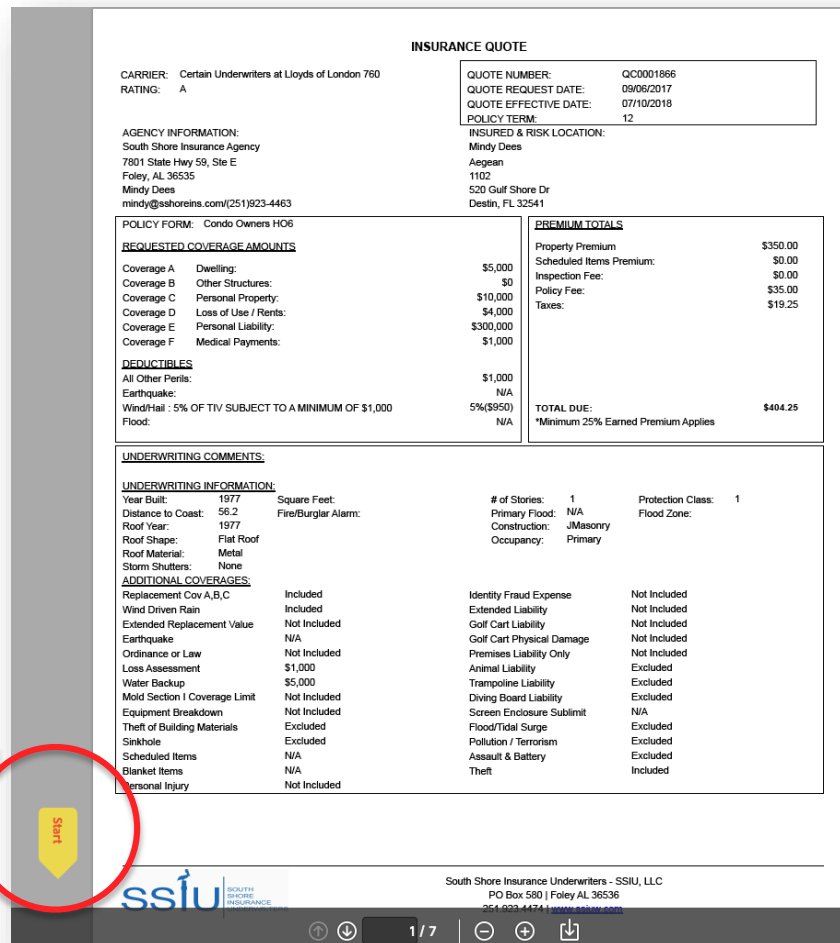
To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.



Step 3: Using Adobe Sign

- Link takes Insured to Adobe Sign secure website
- Insured clicks on yellow Start arrow to begin signing the application

Start Button



INSURANCE QUOTE

CARRIER: Certain Underwriters at Lloyds of London 760
RATING: A

AGENCY INFORMATION:
South Shore Insurance Agency
7801 State Hwy 59, Ste E
Foley, AL 36535
Mindy Dees
mindy@sshoreins.com | 251-923-4463

QUOTE NUMBER: QC0001866
QUOTE REQUEST DATE: 09/06/2017
QUOTE EFFECTIVE DATE: 07/10/2018
POLICY TERM: 12

INSURED & RISK LOCATION:
Mindy Dees
Agean
1102
520 Gulf Shore Dr
Destin, FL 32541

POLICY FORM: Condo Owners HOB

REQUESTED COVERAGE AMOUNTS	
Coverage A Dwelling:	\$5,000
Coverage B Other Structures:	\$0
Coverage C Personal Property:	\$10,000
Coverage D Loss of Use / Rents:	\$4,000
Coverage E Personal Liability:	\$300,000
Coverage F Medical Payments:	\$1,000

PREMIUM TOTALS	
Property Premium	\$350.00
Scheduled Items Premium:	\$0.00
Inspection Fee:	\$0.00
Policy Fee:	\$35.00
Taxes:	\$19.25
TOTAL DUE:	\$404.25
*Minimum 25% Earned Premium Applies	

DEDUCTIBLES

All Other Perils:	\$1,000
Earthquake:	N/A
Wind/Hail : 5% OF TV SUBJECT TO A MINIMUM OF \$1,000	5%(\$950)
Flood:	N/A

UNDERWRITING COMMENTS:

UNDERWRITING INFORMATION:

Year Built: 1977	Square Feet:	# of Stories: 1	Protection Class: 1
Distance to Coast: 56.2	Fire/Burglar Alarm:	Primary Flood: N/A	Flood Zone:
Roof Year: 1977		Construction: JMasonry	
Roof Shape: Flat Roof		Occupancy: Primary	
Roof Material: Metal			
Storm Shutters: None			

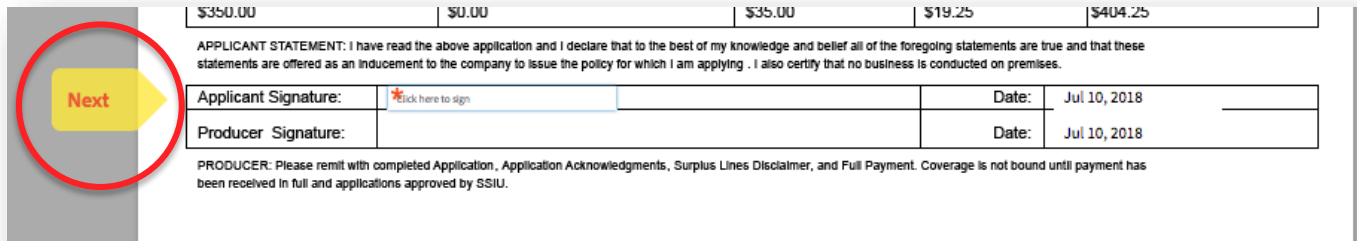
ADDITIONAL COVERAGES:

Replacement Cov A,B,C	Included	Identify Fraud Expense	Not Included
Wind Driven Rain	Included	Extended Liability	Not Included
Extended Replacement Value	Not Included	Golf Cart Liability	Not Included
Earthquake	N/A	Golf Cart Physical Damage	Not Included
Ordinance or Law	Not Included	Premises Liability Only	Not Included
Loss Assessment	\$1,000	Animal Liability	Excluded
Water Backup	\$5,000	Trampoline Liability	Excluded
Mold Section I Coverage Limit	Not Included	Diving Board Liability	Excluded
Equipment Breakdown	Not Included	Screen Enclosure Sublimit	N/A
Theft of Building Materials	Excluded	Flood/Tidal Surge	Excluded
Sinkhole	Excluded	Pollution / Terrorism	Excluded
Scheduled Items	N/A	Assault & Battery	Excluded
Blanket Items	N/A	Theft	Included
Personal Injury	Not Included		

South Shore Insurance Underwriters - SSIU, LLC
PO Box 580 | Foley AL 36536
251-923-4463 | www.ssiu.com

Step 4: Using Adobe Sign

- Insured clicks yellow Next arrow to go to the first signature placeholder



The screenshot shows a form with a table at the top containing values: \$350.00, \$0.00, \$35.00, \$19.25, and \$404.25. Below the table is an 'APPLICANT STATEMENT' section. A yellow arrow labeled 'Next' points to the 'Applicant Signature' field, which contains a red asterisk and the text '*click here to sign'. The 'Date' field is set to 'Jul 10, 2018'. Below this is a 'Producer Signature' field, also with a 'Date' of 'Jul 10, 2018'. At the bottom, there is a 'PRODUCER' disclaimer.

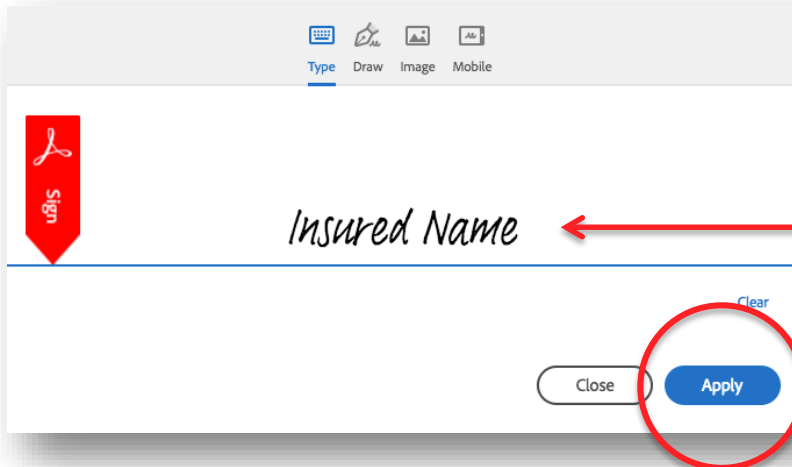
\$350.00	\$0.00	\$35.00	\$19.25	\$404.25
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APPLICANT STATEMENT: I have read the above application and I declare that to the best of my knowledge and belief all of the foregoing statements are true and that these statements are offered as an inducement to the company to issue the policy for which I am applying . I also certify that no business is conducted on premises.

Applicant Signature:	*click here to sign	Date:	Jul 10, 2018
Producer Signature:		Date:	Jul 10, 2018

PRODUCER: Please remit with completed Application , Application Acknowledgments, Surplus Lines Disclaimer, and Full Payment. Coverage is not bound until payment has been received in full and applications approved by SSIU.

- Insured clicks the placeholder to type their signature text, click Apply button



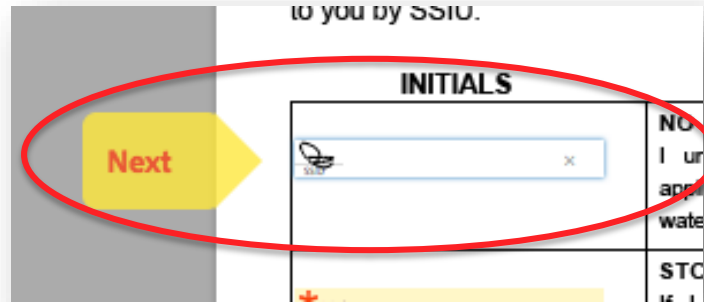
The screenshot shows the Adobe Sign signature interface. At the top, there are icons for 'Type', 'Draw', 'Image', and 'Mobile'. Below these is a red Adobe logo with the word 'Sign' written vertically. The main area contains the text 'Insured Name' in a cursive font. Below the text is a blue horizontal line. At the bottom, there are three buttons: 'Close', 'Apply', and 'Clear'. The 'Apply' button is circled in red.

Insured types Full Name

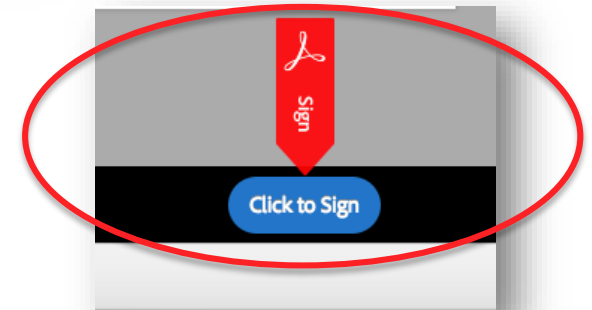
Click Apply button to use as signature

Step 5: Using Adobe Sign

- Insured proceeds by clicking the yellow Next arrow to move to the next required field; click on the placeholder field to enter signature or initial, then click Next arrow to continue

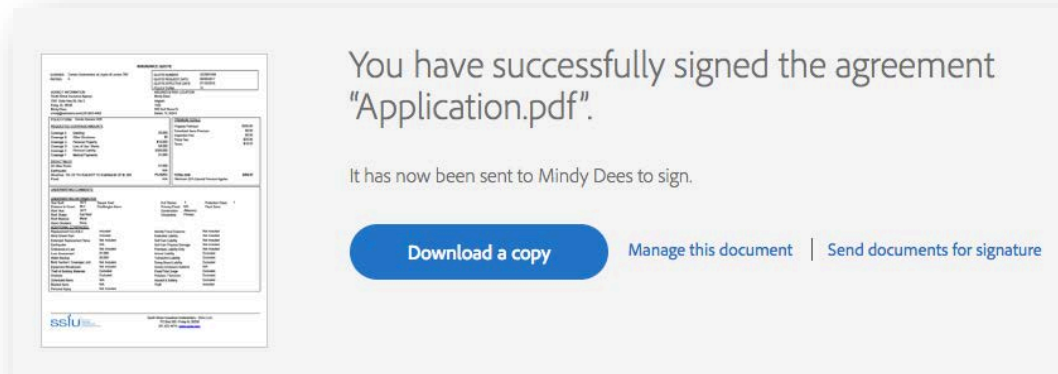


- Proceed with completion of each required field
- Click to Sign when prompted by the red Sign arrow



Step 6: Using Adobe Sign

- Confirmation screen appears to indicate the application has been completed successfully
- Insured can download a copy of the completed application if needed by clicking the Download a copy button



- **Application is automatically emailed to the Agent for their signature**
- Agent follows same steps 1 through 6 to sign the Application
- When completed, the Application is automatically emailed to SSIU's Policy Issuance Team for review and processing

Frequently Asked Questions

- Q:** I entered the wrong email address for the insured. Can it be corrected after I hit the Adobe E-Sign & Bind button?
- A:** YES! Our team can access the Adobe Sign Dashboard to correct the email address. Just contact our office and request the email be resent to the correct address.
- Q:** I sent the email to the insured, but they didn't receive it or it went to their junk mail. Can the email with the e-sign link be resent?
- A:** YES! Our team can access the Adobe Sign Dashboard to correct the email address. Just contact our office and request the email be resent to the Insured or Recipient.
- Q:** When is the policy considered bound?
- A:** Coverage is considered bound when the completed Applications signed by the Insured and Agent are received by SSIU. Please be sure to submit completed Applications **ON** or **BEFORE** the requested effective date to ensure no lapse in coverage.

Other questions? We're happy to help!

251.923.4474