

ADOBE E-SIGN

6 QUICK STEPS TO DIGITAL SIGNATURES

BEGINNING THE E-SIGN PROCESS

- Agent locates the requested quote from the SSIU portal and selects the Adobe E-Sign & Bind button.

USING ADOBE SIGN - INSURED

- STEP 1: 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



INSURANCE QUOTE

AGENCY INFORMATION
South Shore Insurance Agency
101 State Hwy 95, Box 2
Morgantown, WV 26541
Mindy Dees
mindy@sshoreins.com (202) 633-4474

POLICY FORM - South Shore Auto

| DESCRIPTION | AMOUNT | COVERAGE | AMOUNT |
|--------------------|---------|--------------------|---------|
| Collision | \$5,000 | Collision | \$5,000 |
| Comprehensive | \$5,000 | Comprehensive | \$5,000 |
| Medical Payments | \$5,000 | Medical Payments | \$5,000 |
| Uninsured Motorist | \$5,000 | Uninsured Motorist | \$5,000 |

UNDERWRITING COMMENTS

| Item | Description | Amount | Class |
|------|--------------------|---------|-------|
| 1 | Collision | \$5,000 | 1 |
| 2 | Comprehensive | \$5,000 | 2 |
| 3 | Medical Payments | \$5,000 | 3 |
| 4 | Uninsured Motorist | \$5,000 | 4 |

South Shore Insurance Underwriters Has Sent You [Application.pdf](#) to Sign

[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.



26179-A Capital Drive,
Daphne, AL 36526
251.923.4474

www.ssiuw.com
portal.ssiuw.com

Questions/Assistance:
binder@ssiuw.com

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

- STEP 2: Insured clicks link in the email body to access the application.
 - Link takes Insured to Adobe Sign secure website.
- STEP 3: Insured clicks on yellow Start arrow to begin signing the application.

Adobe Sign Application.pdf

| | | | |
|---------------------------------|-----------|-------------|---------|
| Coverage B Other Structures: | \$0 | Policy Fee: | \$35.00 |
| Coverage C Personal Property: | \$10,000 | Taxes: | \$19.25 |
| Coverage D Loss of Use / Rents: | \$4,000 | | |
| Coverage E Personal Liability: | \$300,000 | | |
| Coverage F Medical Payments: | \$1,000 | | |

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 | | |

TOTAL DUE: \$404.25
*Minimum 25% Earned Premium Applies

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
251-933-4474 | www.ssiu.com

- STEP 4: Insured clicks yellow Next arrow to go to the first signature placeholder.

| | | | | |
|----------|--------|---------|---------|----------|
| \$350.00 | \$0.00 | \$35.00 | \$19.25 | \$404.25 |
|----------|--------|---------|---------|----------|

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.

- STEP 5: Insured clicks the placeholder to type their signature text, click Apply button.

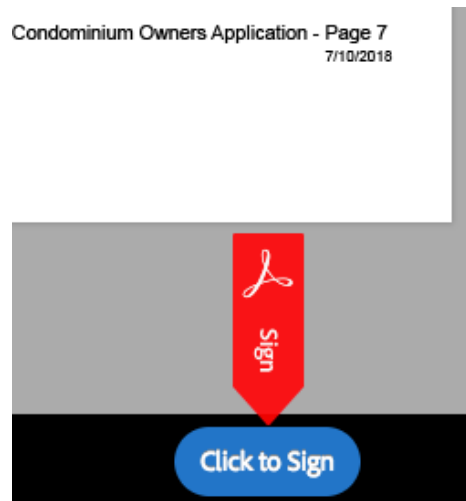
Type Draw Image Mobile

Insured Name

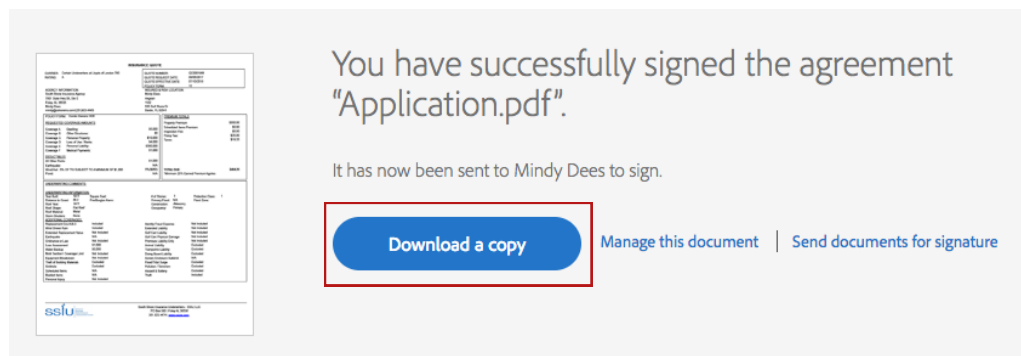
Close Apply

- STEP 6: Insured proceeds by clicking the yellow Next arrow to move to the next field; click on the placeholder field to enter signature or initial. Repeat until each required field has been completed.

- STEP 7: Select Click to Sign when prompted by the red Sign arrow.



- STEP 8: Confirmation screen appears to indicate the application has been completed successfully.
- STEP 9: Insured can download a copy of the completed application if needed by clicking the Download a Copy button.



USING ADOBE SIGN - AGENT

Once Insured has completed the e-sign process, the application is automatically emailed to the Agent for their signature.

- Agent follows same STEPS 1-7 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.

ssiu

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portal.ssiuw.com