



YOUR HANDY GUIDE TO BINDING ON THE BROKER PORTAL

FOR VACANT BUILDING AND BUILDERS RISK



DISTINGUISHED
SELF-SERVICE

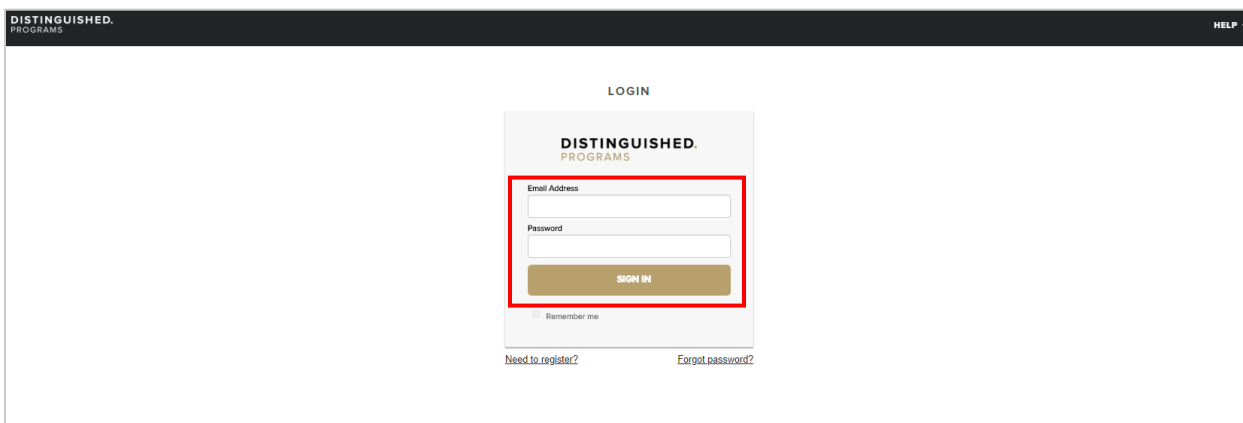
Binding Online for Vacant Buildings and Builders Risk

Through the Broker Portal, you can easily quote and bind your Vacant Building and Builders Risk business. To learn how to quote and bind online follow the steps below. Please see last page for [best practices](#).

If you have Vacant Building or Builders Risk business, you can self-service bind if:

1. The submission is in quoted status
2. Effective date is current or future date
3. No changes need to be made on the quote

1. Login to Broker Portal



LOGIN

DISTINGUISHED.
PROGRAMS

Email Address

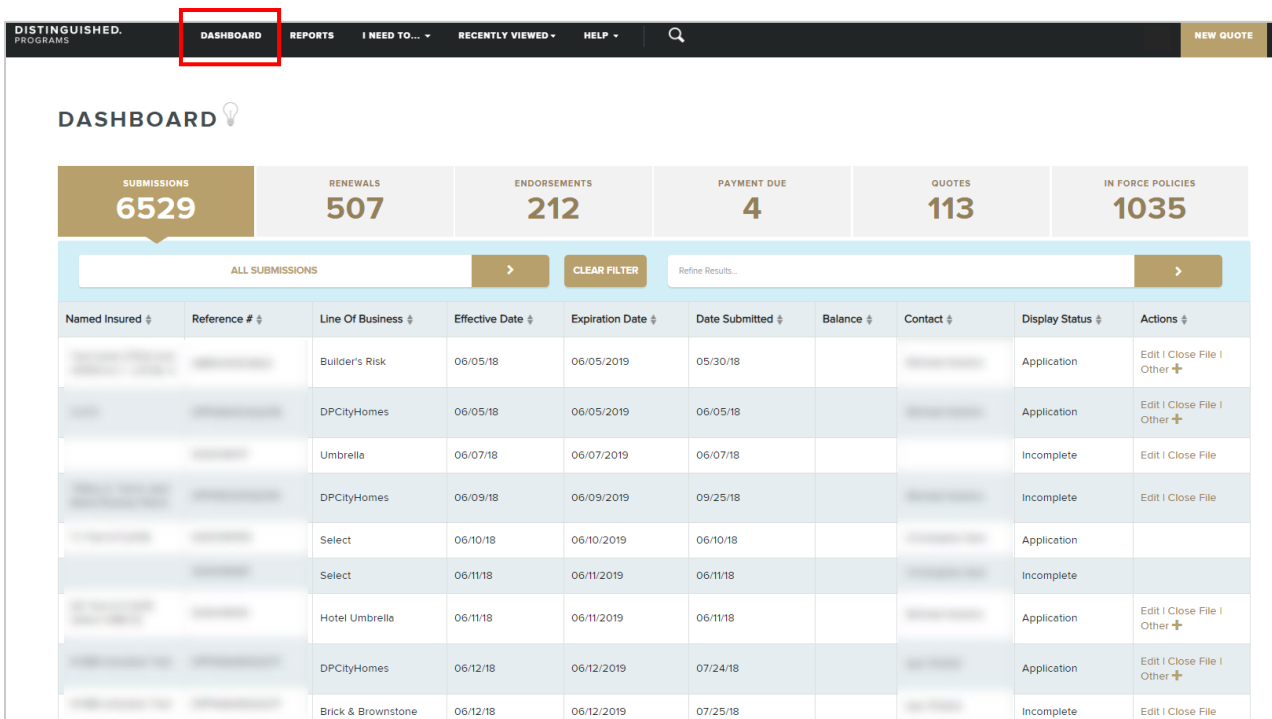
Password

SIGN IN

Remember me

[Need to register?](#) [Forgot password?](#)

2. Go to the Broker Portal Dashboard



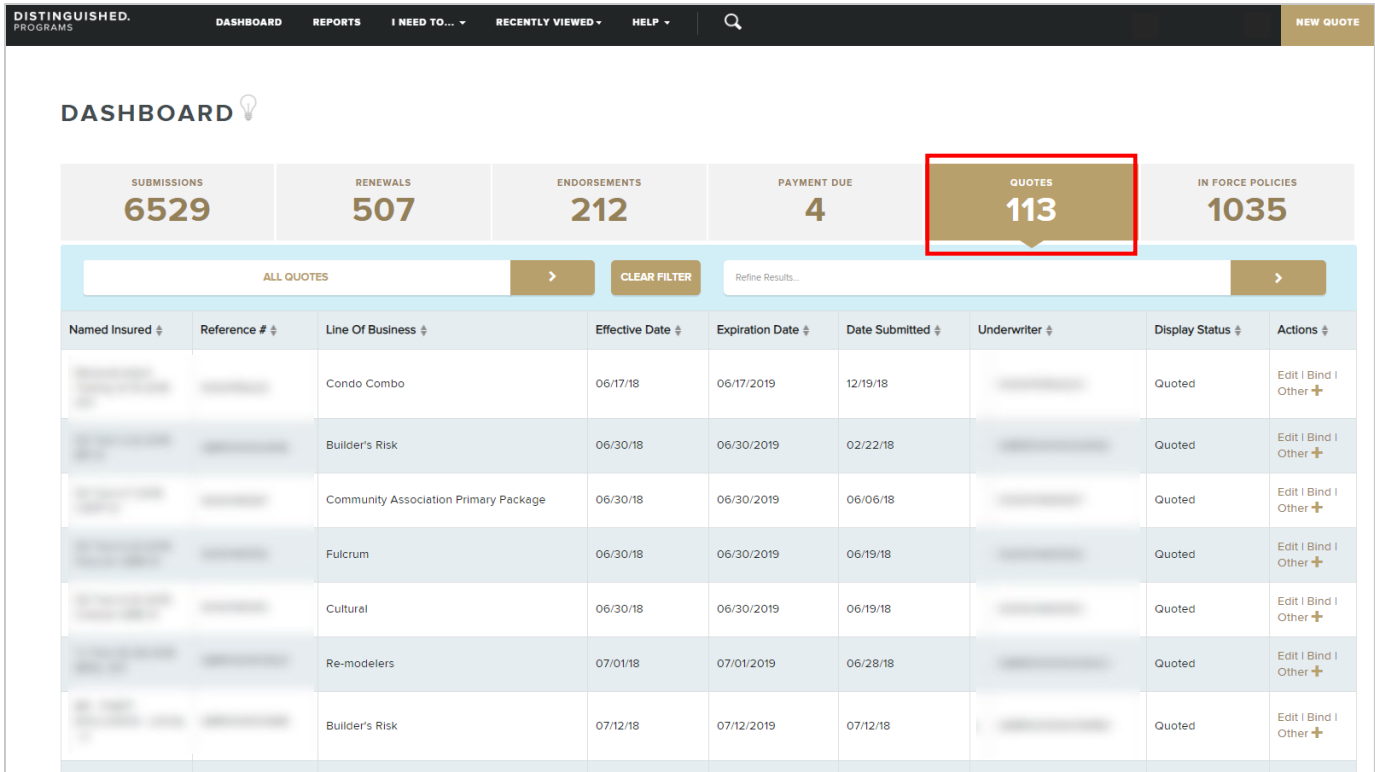
DASHBOARD

SUBMISSIONS	RENEWALS	ENDORSEMENTS	PAYMENT DUE	QUOTES	IN FORCE POLICIES
6529	507	212	4	113	1035

ALL SUBMISSIONS CLEAR FILTER Refine Results...

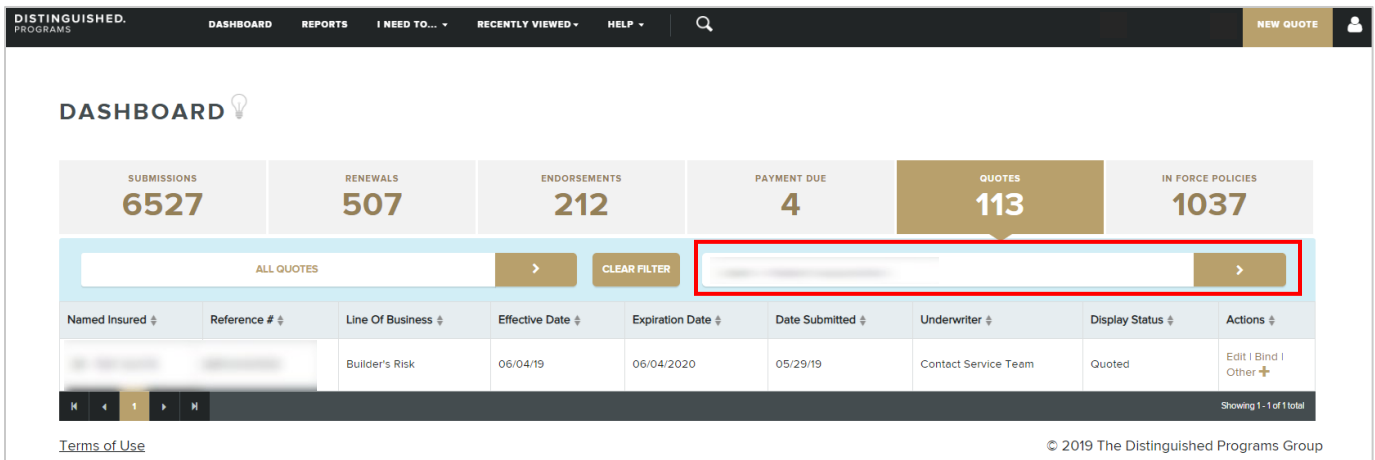
Named Insured	Reference #	Line Of Business	Effective Date	Expiration Date	Date Submitted	Balance	Contact	Display Status	Actions
		Builder's Risk	06/05/18	06/05/2019	05/30/18			Application	Edit Close File Other +
		DPCityHomes	06/05/18	06/05/2019	06/05/18			Application	Edit Close File Other +
		Umbrella	06/07/18	06/07/2019	06/07/18			Incomplete	Edit Close File
		DPCityHomes	06/09/18	06/09/2019	09/25/18			Incomplete	Edit Close File
		Select	06/10/18	06/10/2019	06/10/18			Application	
		Select	06/11/18	06/11/2019	06/11/18			Incomplete	
		Hotel Umbrella	06/11/18	06/11/2019	06/11/18			Application	Edit Close File Other +
		DPCityHomes	06/12/18	06/12/2019	07/24/18			Application	Edit Close File Other +
		Brick & Brownstone	06/12/18	06/12/2019	07/25/18			Incomplete	Edit Close File

3. Click on **Quotes**



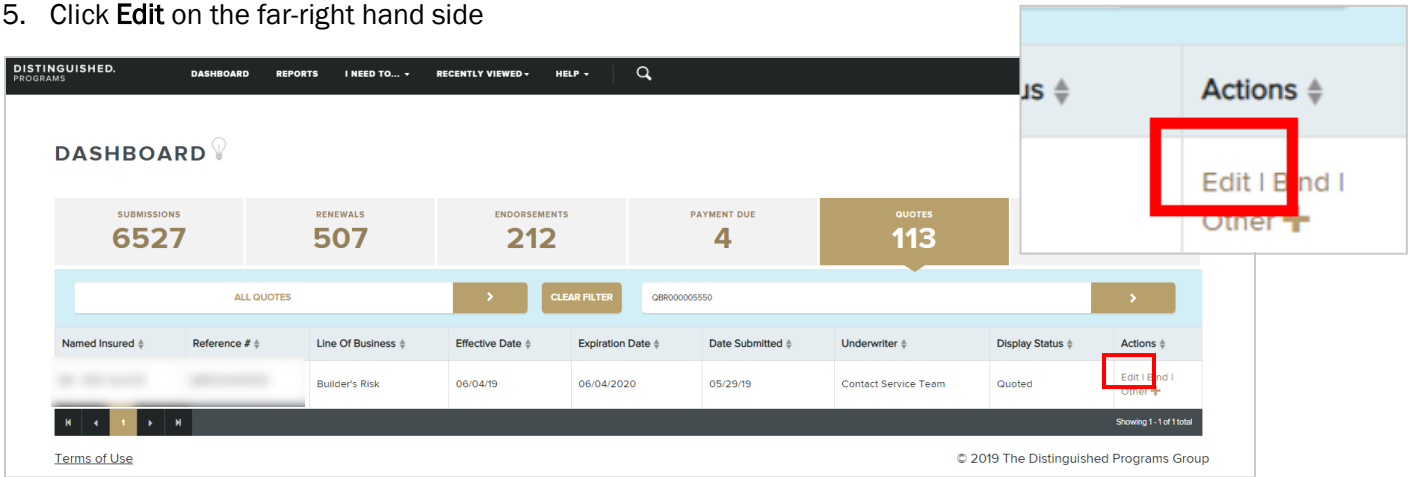
The screenshot shows the 'DASHBOARD' interface with a navigation bar at the top containing 'DASHBOARD', 'REPORTS', 'I NEED TO...', 'RECENTLY VIEWED', and 'HELP'. A search icon and a 'NEW QUOTE' button are also present. The dashboard features a summary row with the following metrics: SUBMISSIONS (6529), RENEWALS (507), ENDORSEMENTS (212), PAYMENT DUE (4), **QUOTES (113)** (highlighted with a red box), and IN FORCE POLICIES (1035). Below this is a filter section for 'ALL QUOTES' with a 'CLEAR FILTER' button and a search input field. The main data table has the following columns: Named Insured, Reference #, Line Of Business, Effective Date, Expiration Date, Date Submitted, Underwriter, Display Status, and Actions. The table contains several rows of data, including 'Condo Combo', 'Builder's Risk', 'Community Association Primary Package', 'Fulcrum', 'Cultural', 'Re-modelers', and another 'Builder's Risk' entry.

4. Search for your submission



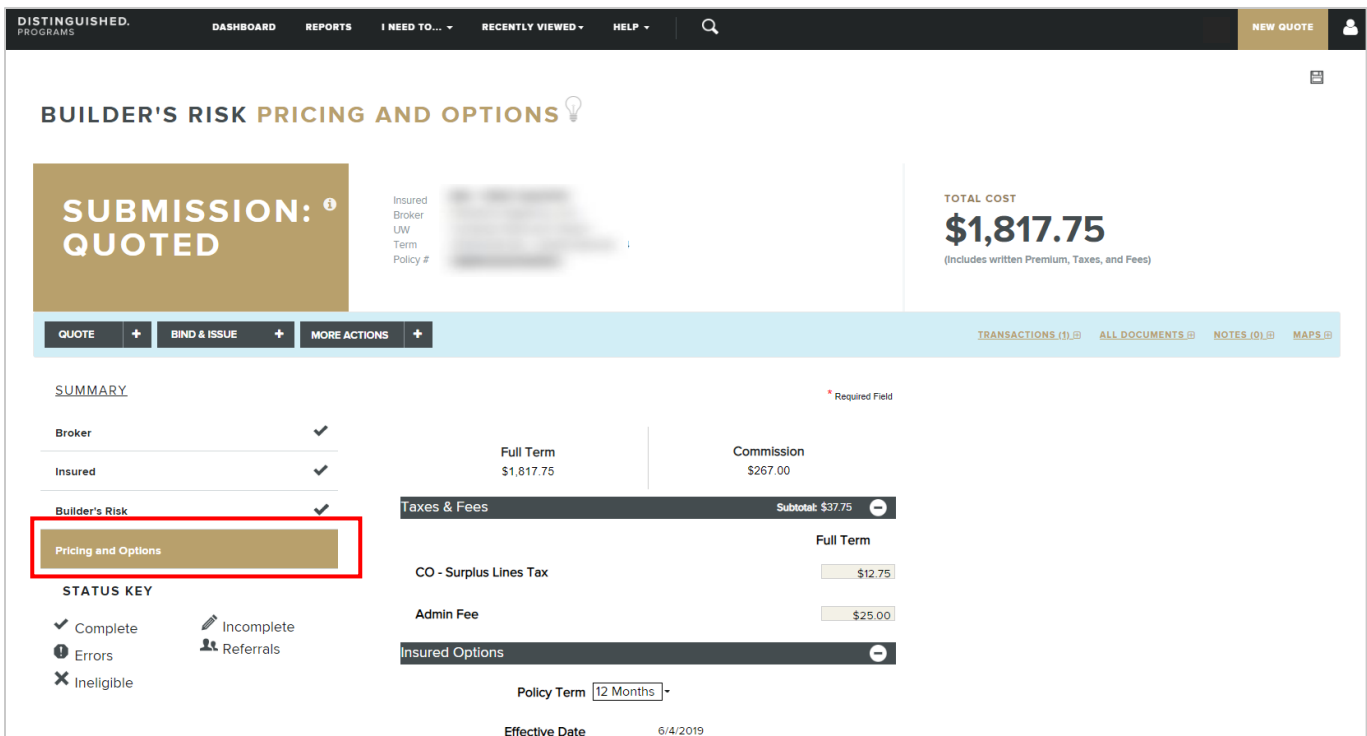
This screenshot shows the same dashboard interface, but with the search input field in the 'ALL QUOTES' filter section highlighted by a red box. The summary metrics are: SUBMISSIONS (6527), RENEWALS (507), ENDORSEMENTS (212), PAYMENT DUE (4), **QUOTES (113)**, and IN FORCE POLICIES (1037). The table below shows a single row for 'Builder's Risk' with an effective date of 06/04/19 and an expiration date of 06/04/2020. The underwriter is listed as 'Contact Service Team'. The bottom of the page includes a pagination bar showing 'Showing 1-1 of 1 total' and a 'Terms of Use' link. The footer contains the copyright notice '© 2019 The Distinguished Programs Group'.

5. Click **Edit** on the far-right hand side



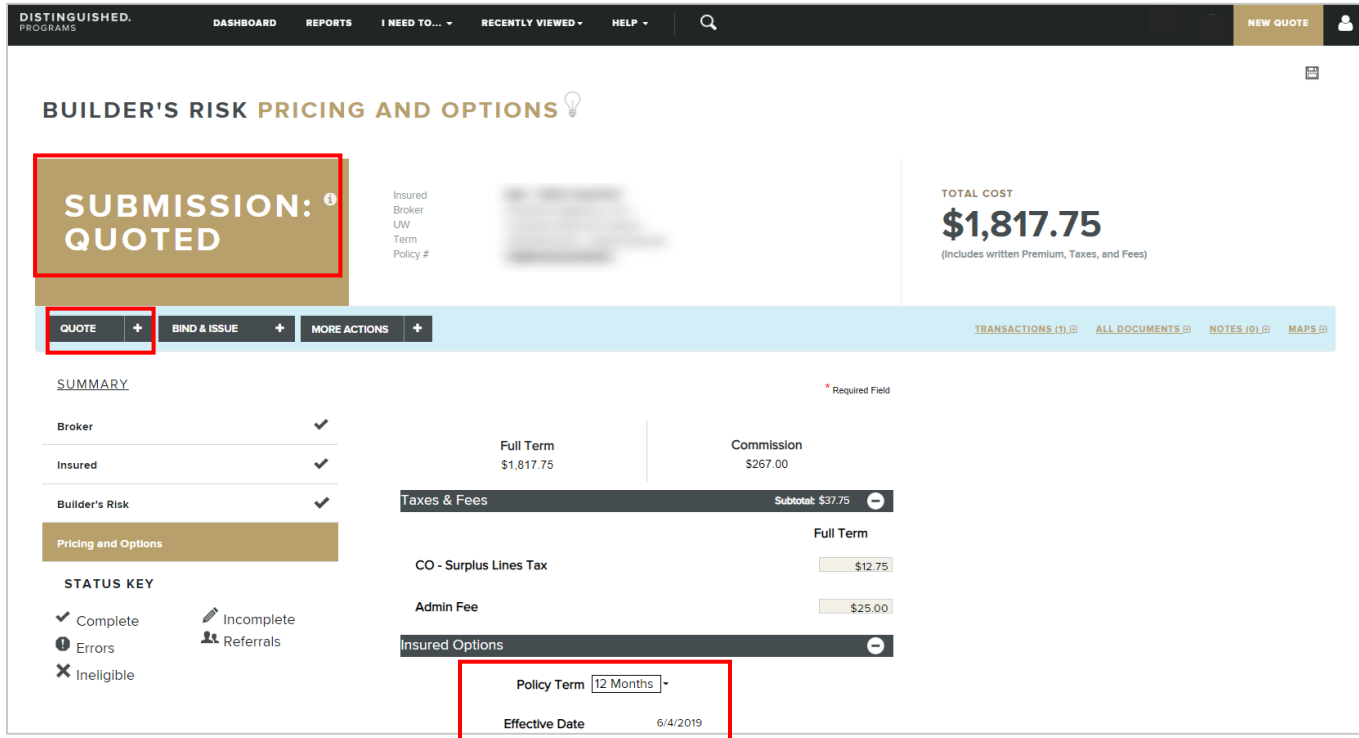
The screenshot shows the 'DASHBOARD' for 'Distinguished Programs'. At the top, there are navigation tabs: DASHBOARD, REPORTS, I NEED TO..., RECENTLY VIEWED, and HELP. Below this is a summary section with four cards: SUBMISSIONS (6527), RENEWALS (507), ENDORSEMENTS (212), and PAYMENT DUE (4). The 'QUOTES' card shows 113 quotes. Below the summary is a table of 'ALL QUOTES' with columns: Named Insured, Reference #, Line Of Business, Effective Date, Expiration Date, Date Submitted, Underwriter, Display Status, and Actions. The 'Actions' column for the first row contains 'Edit', 'End', and 'Other' buttons, with the 'Edit' button highlighted by a red box. A callout box on the right shows a zoomed-in view of the 'Actions' dropdown menu, also with the 'Edit' button highlighted in red.

6. Go to the **Pricing and Options** tab



The screenshot shows the 'BUILDER'S RISK PRICING AND OPTIONS' page. At the top, there is a navigation bar with 'NEW QUOTE' and a user profile icon. The main header reads 'BUILDER'S RISK PRICING AND OPTIONS'. Below this is a summary section with a 'SUBMISSION: QUOTED' badge, 'Insured Broker UW Term Policy #' information, and a 'TOTAL COST' of \$1,817.75 (including written premium, taxes, and fees). A navigation bar contains 'QUOTE', 'BIND & ISSUE', and 'MORE ACTIONS' tabs, with 'QUOTE' selected. Below this is a 'SUMMARY' section with a 'Required Field' indicator. The 'Builder's Risk' section is highlighted with a red box, and the 'Pricing and Options' sub-tab is also highlighted with a red box. The 'STATUS KEY' section shows 'Complete' (checked), 'Errors' (1), 'Ineligible' (X), 'Incomplete' (pencil icon), and 'Referrals' (person icon). The 'Taxes & Fees' section shows a subtotal of \$37.75, with 'CO - Surplus Lines Tax' at \$12.75 and 'Admin Fee' at \$25.00. The 'Insured Options' section shows a 'Policy Term' of 12 Months and an 'Effective Date' of 6/4/2019.

7. Confirm the submission is in quote status (**Submission: Quoted**), if not, click the plus sign next to **Quote**
8. Verify all information is correct including term and effective date. For issues with changing effective date see [Best Practices on page 9](#)



BUILDER'S RISK PRICING AND OPTIONS

SUBMISSION: QUOTED

Insured
Broker
UW
Term
Policy #

TOTAL COST
\$1,817.75
(Includes written Premium, Taxes, and Fees)

QUOTE + BIND & ISSUE + MORE ACTIONS +

TRANSACTIONS (0) ALL DOCUMENTS (0) NOTES (0) MAPS (0)

SUMMARY

Broker ✓
Insured ✓
Builder's Risk ✓

Pricing and Options

STATUS KEY

- ✓ Complete
- ✗ Ineligible
- 🔧 Incomplete
- 👤 Referrals

Full Term \$1,817.75 Commission \$267.00

Taxes & Fees Subtotal: \$37.75

CO - Surplus Lines Tax \$12.75

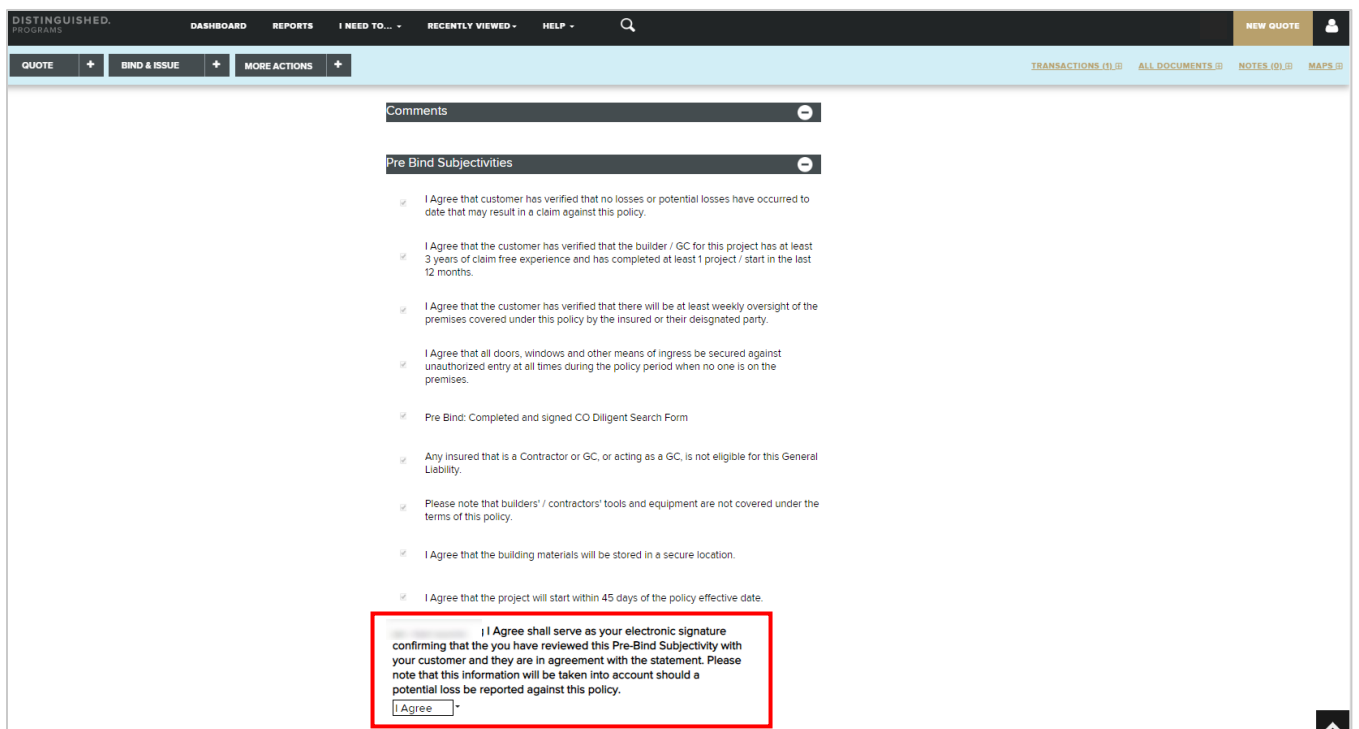
Admin Fee \$25.00

Insured Options

Policy Term 12 Months

Effective Date 6/4/2019

9. Scroll down to agree to the **Pre-Bind Subjectivities**



Comments

Pre Bind Subjectivities

- ☐ I Agree that customer has verified that no losses or potential losses have occurred to date that may result in a claim against this policy.
- ☐ I Agree that the customer has verified that the builder / GC for this project has at least 3 years of claim free experience and has completed at least 1 project / start in the last 12 months.
- ☐ I Agree that the customer has verified that there will be at least weekly oversight of the premises covered under this policy by the insured or their designated party.
- ☐ I Agree that all doors, windows and other means of ingress be secured against unauthorized entry at all times during the policy period when no one is on the premises.
- ☐ Pre Bind: Completed and signed CO Diligent Search Form
- ☐ Any Insured that is a Contractor or GC, or acting as a GC, is not eligible for this General Liability.
- ☐ Please note that builders' / contractors' tools and equipment are not covered under the terms of this policy.
- ☐ I Agree that the building materials will be stored in a secure location.
- ☐ I Agree that the project will start within 45 days of the policy effective date.
- ☐ I Agree shall serve as your electronic signature confirming that you have reviewed this Pre-Bind Subjectivity with your customer and they are in agreement with the statement. Please note that this information will be taken into account should a potential loss be reported against this policy.

I Agree

10. Scroll down to select a **Billing Option**

a. Agency

DISTINGUISHED. PROGRAMS DASHBOARD REPORTS I NEED TO... RECENTLY VIEWED HELP Q

QUOTE + BIND & ISSUE + MORE ACTIONS + TRANSACTIONS (1) ALL DOCUMENTS NOTES (0) MAPS

Pre Bind: Completed and signed CO Diligent Search Form

Any Insured that is a Contractor or GC, or acting as a GC, is not eligible for this General Liability.

Please note that builders / contractors' tools and equipment are not covered under the terms of this policy.

I Agree that the building materials will be stored in a secure location.

I Agree that the project will start within 45 days of the policy effective date.

... selecting I Agree shall serve as your electronic signature confirming that the you have reviewed this Pre-Bind Subjectivity with your customer and they are in agreement with the statement. Please note that this information will be taken into account should a potential loss be reported against this policy.

I Agree

Billing Options

... please confirm how you and your customer would like Agency to pay for this policy. Please note that if you elect Direct Bill we will cc you on all email correspondence including the policy documents, notices of cancellation, etc.

E-Signature to Bind This Policy

... selecting I Agree shall serve as your electronic signature confirming that the Customer has selected to purchase the insurance policy based on the quote shown on this page and if any post bind subjectivities are listed on this page they will provide this information to our underwriters for review within 10 business days of the bind and that you have authority and are proceeding to bind the Customer to the terms, conditions, and payment obligations of the insurance policy.

(Select)

b. Direct Bill

DISTINGUISHED. PROGRAMS DASHBOARD REPORTS I NEED TO... RECENTLY VIEWED HELP Q

QUOTE + BIND & ISSUE + MORE ACTIONS + TRANSACTIONS (1) ALL DOCUMENTS NOTES (0) MAPS

I Agree that the project will start within 45 days of the policy effective date.

... selecting I Agree shall serve as your electronic signature confirming that the you have reviewed this Pre-Bind Subjectivity with your customer and they are in agreement with the statement. Please note that this information will be taken into account should a potential loss be reported against this policy.

I Agree

Billing Options

... please confirm how you and your customer would like Insured/ Direct to pay for this policy. Please note that if you elect Direct Bill we will cc you on all email correspondence including the policy documents, notices of cancellation, etc.

Primary Phone 555-555-5555

*Insured E-mail Address _____

*Would you like us to bill the insured directly? Yes

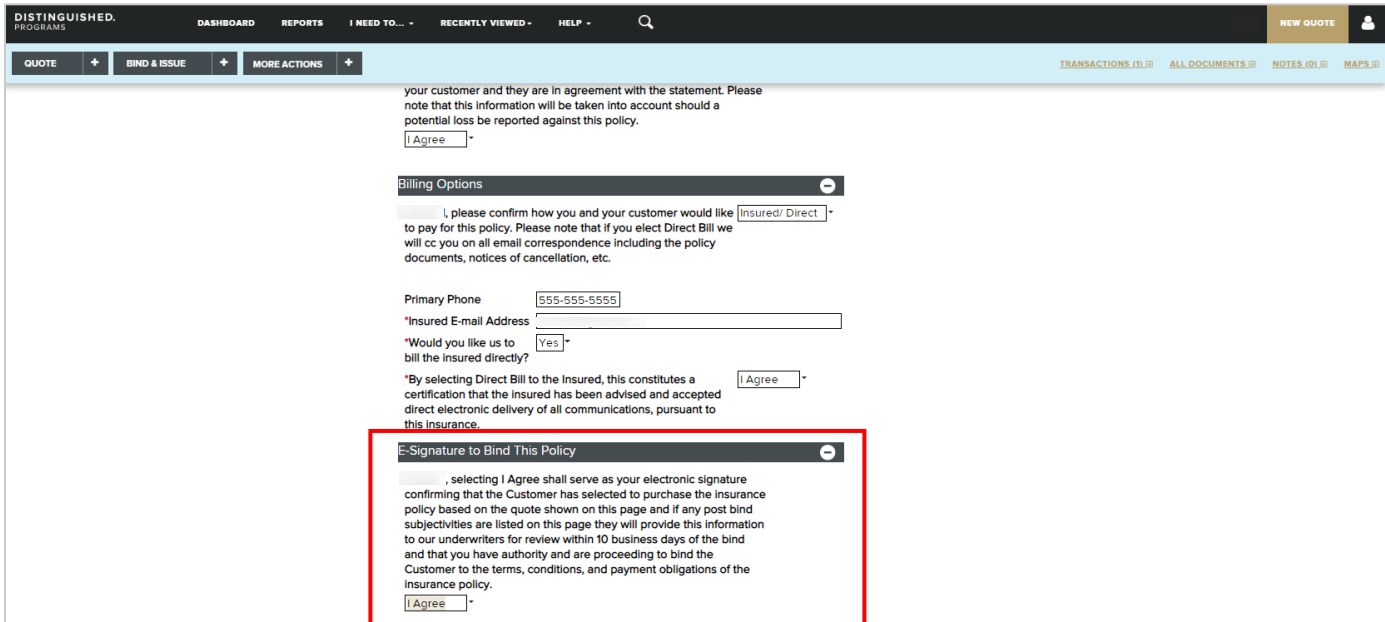
*By selecting Direct Bill to the Insured, this constitutes a certification that the insured has been advised and accepted direct electronic delivery of all communications, pursuant to this insurance. I Agree

E-Signature to Bind This Policy

... selecting I Agree shall serve as your electronic signature confirming that the Customer has selected to purchase the insurance policy based on the quote shown on this page and if any post bind subjectivities are listed on this page they will provide this information to our underwriters for review within 10 business days of the bind and that you have authority and are proceeding to bind the Customer to the terms, conditions, and payment obligations of the insurance policy.

(Select)

11. At the bottom of the page choose **I Agree** for the **E-Signature to Bind This Policy**



your customer and they are in agreement with the statement. Please note that this information will be taken into account should a potential loss be reported against this policy.

Billing Options

I, please confirm how you and your customer would like to pay for this policy. Please note that if you elect Direct Bill we will cc you on all email correspondence including the policy documents, notices of cancellation, etc.

Primary Phone

*Insured E-mail Address

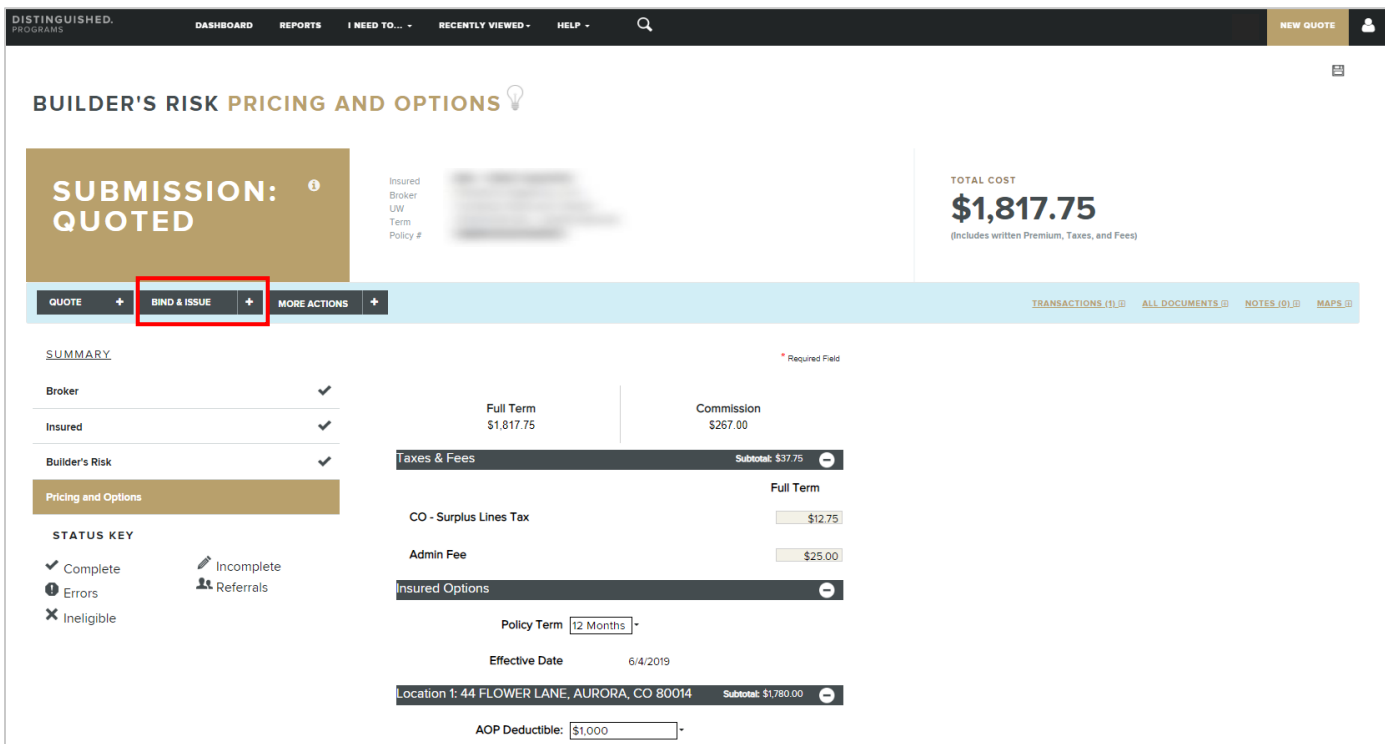
*Would you like us to bill the insured directly?

*By selecting Direct Bill to the Insured, this constitutes a certification that the insured has been advised and accepted direct electronic delivery of all communications, pursuant to this insurance.

E-Signature to Bind This Policy

, selecting I Agree shall serve as your electronic signature confirming that the Customer has selected to purchase the insurance policy based on the quote shown on this page and if any post bind subjectivities are listed on this page they will provide this information to our underwriters for review within 10 business days of the bind and that you have authority and are proceeding to bind the Customer to the terms, conditions, and payment obligations of the insurance policy.

12. Go to the top of the page and click the plus sign next to **Bind & Issue**



BUILDER'S RISK PRICING AND OPTIONS

SUBMISSION: QUOTED

Insured: [Redacted]
Broker: [Redacted]
UW: [Redacted]
Term: [Redacted]
Policy #: [Redacted]

TOTAL COST
\$1,817.75
(Includes written Premium, Taxes, and Fees)

QUOTE + BIND & ISSUE + MORE ACTIONS +

SUMMARY

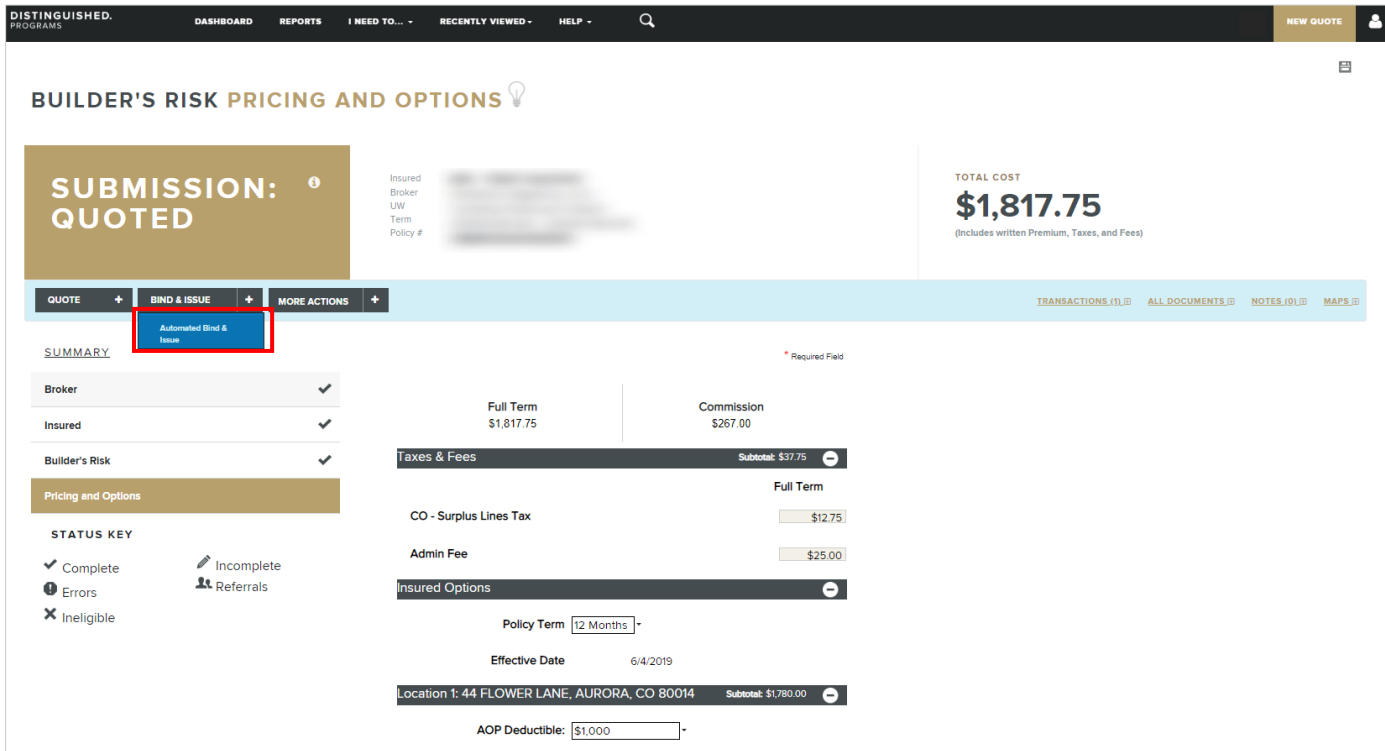
Item	Value
Broker	✓
Insured	✓
Builder's Risk	✓
Pricing and Options	

STATUS KEY

- ✓ Complete
- ✗ Errors
- ✗ Ineligible
- ✎ Incomplete
- 👤 Referrals

Category	Item	Value
Taxes & Fees	Full Term	\$1,817.75
	Commission	\$267.00
Subtotal: \$37.75		
CO - Surplus Lines Tax	Full Term	\$12.75
	Admin Fee	\$25.00
Subtotal: \$1,780.00		
Location 1: 44 FLOWER LANE, AURORA, CO 80014		
AOP Deductible:		<input type="text" value="\$1,000"/>

13. Choose Automated Bind & Issue



BUILDER'S RISK PRICING AND OPTIONS

SUBMISSION: QUOTED

Insured: [Redacted]
Broker: [Redacted]
LW: [Redacted]
Term: [Redacted]
Policy #: [Redacted]

TOTAL COST
\$1,817.75
(Includes written Premium, Taxes, and Fees)

QUOTE + **BIND & ISSUE** + MORE ACTIONS +

TRANSACTIONS (1) | ALL DOCUMENTS | NOTES (0) | MAPS

SUMMARY

- Broker ✓
- Insured ✓
- Builder's Risk ✓

STATUS KEY

- ✓ Complete
- ✗ Errors
- ✗ Ineligible
- ✎ Incomplete
- 👤 Referrals

Taxes & Fees Subtotal: \$37.75

Full Term

- CO - Surplus Lines Tax \$12.75
- Admin Fee \$25.00

Insured Options Subtotal: \$1,780.00

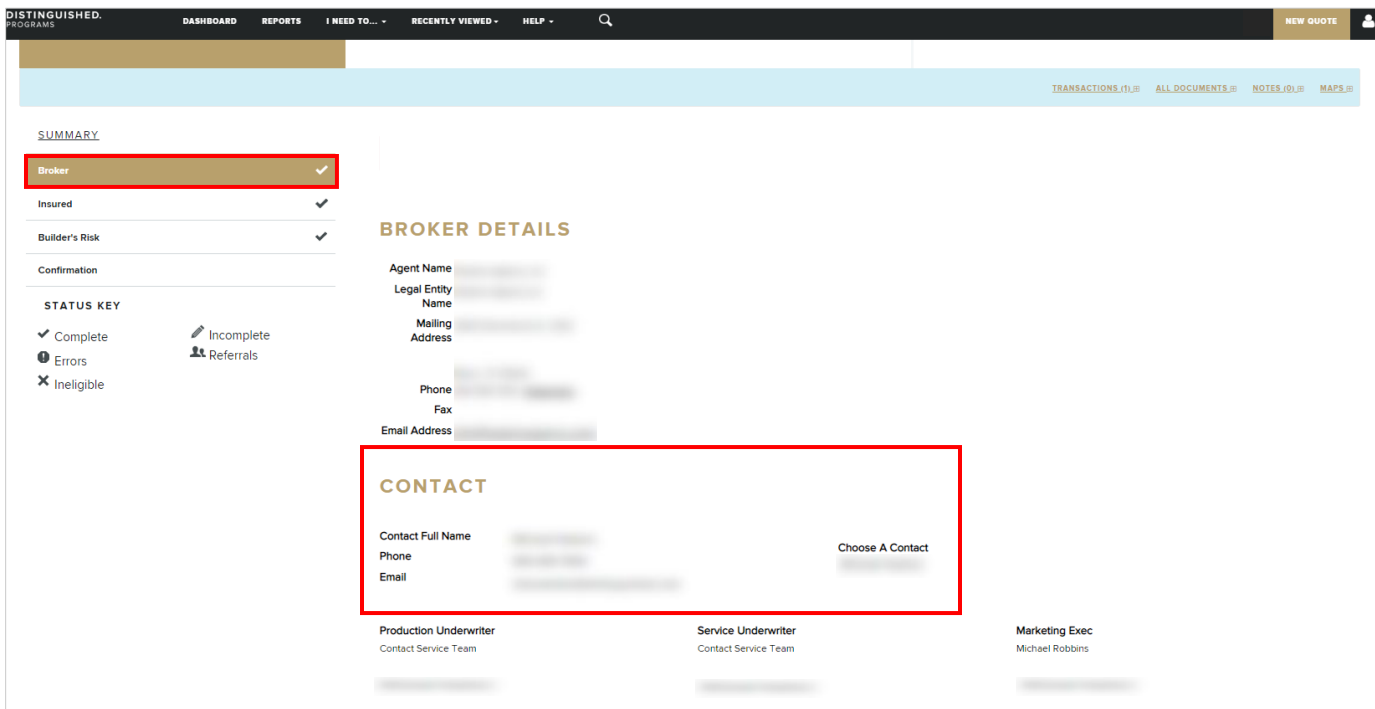
Policy Term: 12 Months

Effective Date: 6/4/2019

Location 1: 44 FLOWER LANE, AURORA, CO 80014

AOP Deductible: \$1,000

14. The policy is now bound. The contact from your office listed on the bottom of the broker tab will receive the documents by email



BROKER DETAILS

SUMMARY

- Broker** ✓
- Insured ✓
- Builder's Risk ✓

STATUS KEY

- ✓ Complete
- ✗ Errors
- ✗ Ineligible
- ✎ Incomplete
- 👤 Referrals

CONTACT

Contact Full Name: [Redacted] [Choose A Contact](#)

Phone: [Redacted]

Email: [Redacted]

Production Underwriter
Contact Service Team

Service Underwriter
Contact Service Team

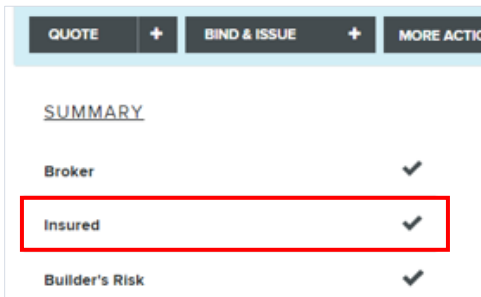
Marketing Exec
Michael Robbins

Best Practices

The following issues may occur in this process. If these issues are not able to be resolved, please send to an underwriter for assistance at service@distinguished.com. For faster routing, always put your submission number in the subject line of your email.

Not able to Bind:

1. Ensure that the submission is not checked out by another user.
2. No bind button – Check to make sure the submission is in quote status.
3. For Builders Risk – If the builder information is not complete or it does not say “builder known” you will not be allowed to bind.
 - a. Go back to insured tab and double check builder information.



Changing the effective date:

1. You can change the effective date from the insured tab on the left-side of the screen.
2. Scroll about halfway down the page under the “Policy Details Insured” header.
3. You can then navigate back to the pricing and options tab on the left-side of the screen for binding.

