

We have a mutual interest - **you**.

Bulletin 14-04

To: Mutual of Wausau Agents
From : Sue Gearin, Underwriter
Date: August 29, 2014
Re: Real Time Quoting and Endorsement Submission through BriteCore

Mutual of Wausau is pleased to announce that you may now use the BriteCore system to quote "what if" scenarios for your insureds with active Mutual of Wausau policies. You no longer have to call your Underwriter for a quote.

IMPORTANT: At this time, endorsements cannot be submitted through the BriteCore system. Please make sure you delete the real time quote by clicking the large red X as explained below.

Real Time Quoting is quick and easy. For example:

An insured calls to ask what their premium would be if they increase their policy deductible on their homeowner policy to \$1,000 and increase the Coverage A - Dwelling Limit to \$200,000.

1. Open the BriteCore system by clicking on BriteCore from the Agency section of our website OR log into the direct link at <https://wausau.britecorepro.com> (which can be saved to your favorites). Log-in using your Agency User Name and Password.
2. Click on the Policies icon at the top of the page.
3. Enter the policy number or the Insured's last name in the Search Box and Click on "Go". (Make sure you have the Active Policies box checked under the search box.)
4. Select the Policy Setup tab in the middle of the page.
5. Click on the Blue Q ("Quote a Change") located above and to the right of the Policy Set Up tab.
6. Enter the effective date of the change.
7. Make the changes by clicking on Insureds tab, Policy tab, Risks tab or Rating tab. In this example you would click on the Rating tab, change the Coverage A – Dwelling amount to \$200,000 and change the deductible alongside of the Coverage A limit to \$1,000. (If a multiple location policy, make sure you are amending the correct location by selecting the arrow next to the correct location on the Rating tab.)
8. Click on Rate and Save at the bottom of the screen to get the new premium. You can print the quote summary by clicking the print quote summary button.
9. **Delete the quote by clicking the large red X at the top right of the screen.**