QQ WebAgent™ Quick Start Guide

Contents

# Implementing QQ WebAgent on Your Web Site

Implementing QQ WebAgent is quick and easy! Simply follow the steps below and provide this information to your Web designer, Webmaster or Web hosting company.

What You Need to Do

1. To generate the XHTML code to provide to your Web designer, Webmaster or Web hosting company simply:

   a. Login to www.QQWebRater.com as the administrator.

   b. Click on "My QQ Solutions Account" in the top-right corner.

   c. Select "QQ WebAgent Admin".

   d. Click the "Generate Website Script" tab. Enter your corporate Web domain address or URL (for example: myagency.com).
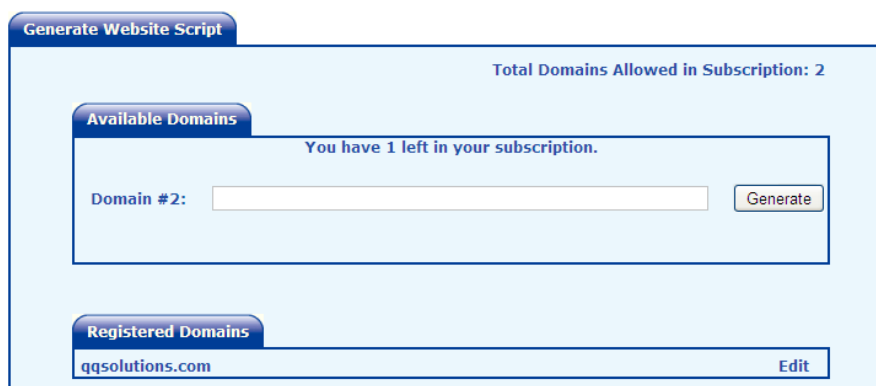
   e. Select "Generate" to create your customized QQ WebAgent widget. The widget is actually custom XHTML code, which is specific to YOUR agency.

   f. You'll need to copy this code and provide it to your Web designer, Webmaster or Web hosting company.

Note: The customized QQ WebAgent widget code will ONLY work with the domain address you entered and cannot be placed on any other Web site!

    g.   Provide your Web designer, Webmaster or Web hosting company with the QQ WebAgent widget code, along with the following instructions:

Instructions for Web Designers, Webmasters or Web Hosting Provider

1. Determine where on the Web site the QQ WebAgent Web widget will be installed. This can be a space on an existing page or on a completely new page. Note that the widget requires an area of 605 pixels wide by 630 pixels high.

2. Paste the QQ WebAgent widget code in the appropriate place on the Web page. Please note

    a.   The code begins with a <div> tag and ends with a </div> tag.

    b.   You should not attempt to alter the code. Doing so will result in the widget failing to operate.

    c.   Every XHTML document consists of bracketed tags. All XHTML elements start with an opening tag (<tag>) and end with a closing tag (</tag>). All XHTML documents have the following basic structure:

        i.   <html>

                <head>

                </head>

                <body>

                </body>

            </html>

       ii.   The opening <html> tag tells the Web browser that this is the start of your XHTML document. The code between the <head> and </head> tags contains header information such as meta tags and other information that is not displayed when the Web page is viewed in a browser. The code between the <body> and </body> tags renders the Web page in the browser. The closing </html> tag tells the browser that this is the end of your XHTML document.

  iii. To ensure that the QQ WebAgent widget displays properly on the Web page, you must place the custom widget code in an appropriate location between the opening <body> and closing </body> tags of your source code.

  iv. If you are experiencing difficulty locating the <body> tags within the XHTML code, try pressing the 'CTRL' and 'F' keys on a PC ('COMMAND' and 'F' keys on a Mac) to open a Find text box. Type '<body' (without the quotes) to locate the opening tag or '</body' (without the quotes) to locate the closing tag and then click Find next.

3. Create a link on your home page (and any additional pages) pointing to the page with QQ WebAgent. This link can be a button or text and be labeled, for example: "Get auto insurance quotes instantly and compare!" or "Click here to get real-time auto insurance quotes" or "Get the lowest prices for auto insurance instantly!"

Customizing QQ WebAgent

QQ WebAgent can be customized to display as much or as little quoting criteria to consumers as you'd like – it's up to you! You can find all of this information within the QQ WebAgent Administrator in QQ WebRater's online account manager.

Configuring QQ WebAgent

To configure QQ WebAgent, you'll need to login to the QQ WebAgent Administrator as discussed above. Each of the tabbed sections in the QQ WebAgent Administrator provides you with options to control how the widget is presented to consumers on your Web site. For each parameter listed you can choose to require or not require consumers to enter information. You can also choose whether a particular question is displayed and you can also enter the default value to be used by QQ WebAgent in order to obtain rates.

When you've completed each tabbed section, you must click "Save" at the bottom right corner of that section to ensure your changes are applied.

Notes:

- The "Start Page" tab controls all the customizable fields on the QQ WebAgent widget's "Start Page."

- Throughout the QQ WebAgent Administrator, you'll see the icon. You can click on this icon for more information about a specific parameter.

- To add your agency's logo to QQ WebAgent's start page, enter the exact Web address or URL where your logo is saved. Ask your Web designer, Webmaster or Web hosting company for this URL.

- The source parameter allows you to enter multiple sources in different languages. The QQ WebAgent sources are independent from your QQ WebRater sources.

Start Page

	Required	Default	
Language Preference		User Choice ▾	ⓘ
Email	☐	N/A	
Street Address	☐	N/A	
City Address	☐	N/A	
Zip Code			ⓘ
Phone	☐	N/A	

Logo URL (leave blank to omit logo): https://consumerportal.qqsolutions.com/Test/ Logo.gif

	English	Other Language: None ▾	Default	Remove
Source			○	
	Magazine Article		○	x
	Newspaper Ad		○	x
	Television Ad		○	x
	Recommended by Friend		○	x
	others		◉	x

Add New

Save

- Most of the quoting criteria parameters are required by one or more of your carriers. If you choose to omit one or more questions to consumers or not require that them to answer a specific question, you must enter default values for each of these questions, so an accurate quote can be generated.

Additional Driver Questions Page

	Show	Required	Default
Relationship to owner:	☑	☐	Brother/Sister ▾
Best description of your credit:	☑	☐	Good ▾
Describe driver's vehicle use:	☑	☐	Principal Use ▾
One-way miles to work or school:	☑	☐	22
Desired policy start date (number days):	☑	☐	23
Education level:	☑	☐	Masters Degree ▾
Industry Occupation:	☑	☐	Student ▾
Current Occupation:	☑	☐	Graduate Student ▾
Years at Occupation:	☑	☐	5
Student living more than 100 miles away and does not own a vehicle:	☑		☐

- When selecting violations that consumers need to select, you have the option to default the list to the most common violations or you can manually go through the list to select the specific violations you want displayed.
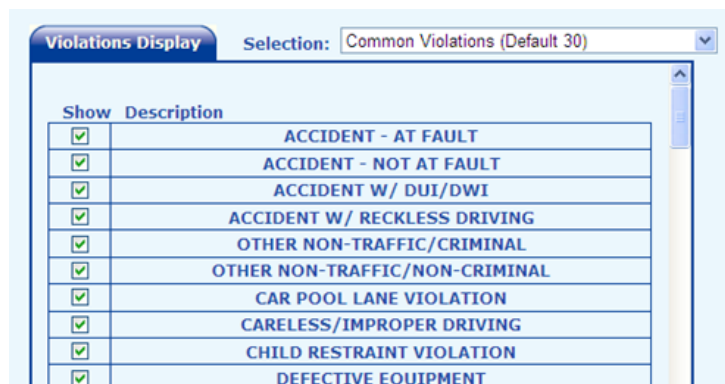
Quote Results Display & Sales Lead Handling Configuration

You'll need to configure the way quoting results are displayed to consumers and set up the email lead notification process. This is handled in the section called "Rates Page."

You can choose how quotes are presented to consumers, including how many quotes are provided, if the name of the carrier is displayed, etc.

- In the case where rates can't be returned because of underwriting issues or other errors, you can create a custom message to display to consumers.
- You can also customize a message to be returned when rates are returned. For example, you can let know what to expect or simple provide additional information on how contact your agency.

Once you have QQ WebAgent configured and running on your Web site, the system will immediately notify you when a quote is generated. This is considered a "lead" in the QQ WebAgent system.

- To ensure that your agency is notified of all leads as they are generated, enter the email addresses for each person in your office to whom the lead information and quoting details should be sent to. You can enter several email addresses by separating each address with a semi-colon (";"). Note that leads are sent to these individuals from the following email address: ConsumerPortal@QQSolutions.com. Please be sure your email spam blocker accepts this email address.

Reporting

From "My QQ Solutions Account" in QQ WebRater, you have an option run reports in QQ WebAgent Reporting. Select the date range and export the report to PDF to see all leads generated through QQ WebAgent.

If you require additional assistance with setting up QQ WebAgent, go to www.QQSolutions.com or www.QQWebRater.com and select Support to visit our Self-Service Web portal.