

QQ WebRater Quick Start Guide For Texas Agents

Introduction

This guide will help you get started with QQ WebRater by walking you through the steps for logging into QQ WebRater and completing a quote.

Step 1 – How to log into QQ WebRater

To login to QQ WebRater, open your web browser to <https://qqwebrater.com/home/>. In the upper-right corner of the screen, you will see three fields (QQ ID, User ID and Password)



Enter the following information in these fields, and then click Login:

- QQ ID – This number is specific to your agency and begins with QQ (ex. QQ00####)
- User ID – This is the user id assigned to you by your QQ WebRater administrator
- Password – This is password assigned to you by your QQ WebRater administrator

Step 2 – Setting up Utilities

NOTE: The Utilities section can only be viewed and edited by a user with Administrator privileges or by a user whom has been given specific permissions to view and edit Utilities. If you do not have these privileges, skip to step 3.

When you log into QQ WebRater for the first time, you will be presented with a setup wizard to walk you through setting up your Utilities section. The next time you access QQ WebRater the wizard will not appear. The Utilities can be edited at any time, but make sure to have it completed before you start quoting. Click Next to navigate all sections of the setup wizard.





A screenshot of the QQ WebRater setup wizard. At the top, there is a navigation bar with the following items: "Welcome" (highlighted), "Companies/Broker ID", "Finance Defaults", "Quote Defaults", "User Information", "MVR Fees", and a "Next >" button. The main content area is titled "Welcome to QQ WebRater" and contains the following text: "We want to thank you for joining the QQ Solutions family." Below this, a paragraph explains the wizard's purpose: "This wizard was designed to help you setup your agencies defaults. This wizard saves you time from having to re-enter agent codes, passwords, quoting defaults and much more. If at any time you need to change your defaults you can go into the utilities from the entry screen and modify this information." A sub-section titled "By clicking 'Next' you will proceed to enter the following information:" lists five items, each with a green checkmark icon: "Companies/Broker ID – Enter your agent codes and passwords for each carrier", "Finance Defaults – Enter your agent codes and passwords for premium finance companies", "Quote Defaults – Select the default limits and deductibles that appear on new quotes", "User Information – This is information about your agency", and "MVR Fees – Setup the default fee you want to charge the insured for MVR's you pull in QQ WebRater". At the bottom center of the main content area is a "Next >" button.

Companies/Broker ID – Enter your agent codes and passwords for each carrier:



Welcome **Companies/Broker ID** Finance Defaults Quote Defaults User Information MVR Fees [◀ Previous](#) [Next ▶](#)

Companies/Broker ID

Company Name	Agent Code
<input checked="" type="checkbox"/> 21st Century GA Limited	<input type="text"/>
<input checked="" type="checkbox"/> 21st Century GA Select	<input type="text"/>
<input checked="" type="checkbox"/> ACCC Eagle ULD	<input type="text"/>
<input checked="" type="checkbox"/> ACCC Elect	<input type="text"/>
<input checked="" type="checkbox"/> ACCC General Agency	<input type="text"/>
<input checked="" type="checkbox"/> ACCC Preferred	<input type="text"/>
<input checked="" type="checkbox"/> Access General Agency	<input type="text"/>
<input checked="" type="checkbox"/> Access General Agency LTD	<input type="text"/>
<input checked="" type="checkbox"/> Affirmative Partner 1M	<input type="text"/>
<input checked="" type="checkbox"/> Affirmative Partner 6M	<input type="text"/>
<input checked="" type="checkbox"/> Aggressive Elite	<input type="text"/>
<input checked="" type="checkbox"/> Aggressive Select	<input type="text"/>
<input checked="" type="checkbox"/> AIS Preferred NDP 	<input type="text"/>
<input checked="" type="checkbox"/> AIS Preferred STD 	<input type="text"/>
<input checked="" type="checkbox"/> Alfa Specialty Ins Corp	<input type="text"/>
<input checked="" type="checkbox"/> Alfa Vision/Home State	<input type="text"/>

Company Information

Address
Company: 21st Century GA Limited
Street: P.O. Box 740935
City/State/Zip: Dallas TX 75374-

Phones
Toll Free: (800) 745-1302
Local: (214) 221-5511
Fax: (214) 221-5513
Binding:
Claims: (800) 256-5291

General
Abbreviation: TFL Best Rating:
NAIC: 29378

NOTE: Any changes made in this section at this time will apply to all users within this agency. These settings can be modified per user by clicking on Utilities upon completion of this initial setup.

Some of the carriers have a lock icon. These are either QuickBind carriers that require a binding password or carriers that require a username and password for their website in order to rate. Click on the lock icon to enter this additional information.

NOTE: If you do not know your QuickBind password or your login for the carrier’s website you, will need to contact the insurance company directly for that information.

Finance Defaults – Enter your agent codes and passwords for premium finance companies:



Welcome Companies/Broker ID **Finance Defaults** Quote Defaults User Information MVR Fees [Previous](#) [Next](#)

Finance Defaults

Finance Company Name	Agent Code
<input checked="" type="checkbox"/> Hallmark Finance Corp.	<input type="text"/>
<input checked="" type="checkbox"/> Houston Premium Finance Corp.	<input type="text"/>
<input checked="" type="checkbox"/> Impact Finance Corp.	<input type="text"/>

Financial Company Information

Address

Company: Hallmark Finance Corp.
Street: P.O. Box 2109
City/State/Zip: Addison TX 75001-

Phone

Toll Free:
Local:
Fax:

General

Binding: No Draft: No

Financing Options

Default Company: ▼

NOTE: Any changes made in this section at this time will apply to all users within this agency. These settings can be modified per user by clicking on Utilities upon completion of this initial setup.

Quote Defaults – Select the defaults for Driver, Coverage and Comparison screen options:



Welcome Companies/Broker ID Finance Defaults **Quote Defaults** User Information MVR Fees [Previous](#) [Next](#)

Quote Defaults

Driver Options	Coverage Options
Zip Code <input type="text" value="77001"/>	Liability BI <input type="text" value="30/60"/>
Territory <input type="text" value="01"/>	Liability PD <input type="text" value="25"/>
Miles To Work/School <input type="text" value="5"/>	PIP Limit <input type="text" value="NONE"/>
Area Code <input type="text" value="972"/>	MED Limit <input type="text" value="2000"/>
Credit Level <input type="text" value="3 - Average"/>	UM/BI <input type="text" value="30/60"/>
	UM/PD <input type="text" value="25"/>
	OTC Deductible <input type="text" value="500"/>
	Collision Deductible <input type="text" value="500"/>
	Accidental Death Coverage <input type="text" value="0"/>
	Mexico Coverage <input type="text" value="NO"/>
	Optional Coverage <input type="text" value="0"/>
	Agency Fee <input type="text" value="0.00"/>

Comparison Screen Option
Sort Method:

Other Options
Automatically Display Rating Messages
Reset RTR Selection on Every Quote
Bridge Drive Letter
Default Effective Date

User Information – This is information about your agency:



Welcome Companies/Broker ID Finance Defaults Quote Defaults **User Information** MVR Fees [◀ Previous](#) [Next ▶](#)

User Information

Agency Information

Name of Agency: Sample Agency
Address: 123 Any Street
City/State/Zip Code: Any town, USA 12345
Agency Phone Number: (800) 555-5555
Agency Fax Number: (800) 555-5555
Agency E-mail Address: email@agency.com
Agency Product String: QUOTE APP HOME ENTERPRISE DOWN WEB EVO FIN
QQ WebRater.com Package: Gold

Agent Information

Agent Name: Edit
State License Number:
Agent E-mail Address:

System

Command Line:

MVR Fees – Set up the default fee you want to charge the insured for MVR’s you pull in QQ WebRater



Welcome Companies/Broker ID Finance Defaults Quote Defaults User Information **MVR Fees** [← Previous](#) [Finished →](#)

MVR Fees

Enter the fees agency charges per MVR

State	Standard QQ Fee	Standard Agency Fee	7 Year QQ Fee	7 Year Agency Fee
TX	\$7.00	\$ <input type="text" value="8.00"/>	N/A	N/A

*Changes made in this section will apply to all users from this agency.

After you have entered all your information, click the “Finished” button. You will see a message that reads, “Applying your settings and starting QQ WebRater.” You will be directed to the Entry screen to begin using QQ WebRater.

Step 2 – How to Quote Using QQ WebRater

The entry screen allows you to enter the Driver, Vehicle and Coverage information that are required to quote.

Enter driver name, address, phone and prior coverage as well as the number of cars and drivers (up to 6 for each) at the top of the screen:

First <input type="text"/> M <input type="text"/>	Last <input type="text"/> Suffix <input type="text"/>	Phone (954) - <input type="text"/>	Email <input type="text"/>	Drivers <input type="text" value="1"/> Cars <input type="text" value="1"/>
Street <input type="text" value="Enter Garage Street"/>	Mailing Address <input type="text"/>	Prior Cov <input type="text" value="No Prior"/>	Prior Co <input type="text"/>	Eff Date <input type="text" value="05/18/2011"/>
City <input type="text" value="Enter Garage City"/> ST <input type="text" value="FL"/>	Zip Code <input type="text" value="33319-"/>	Months <input type="text"/>	Expire <input type="text" value="05/18/2011"/>	Source <input type="text"/>

Next, fill out the **Driver Information**. Here you can enter specific driver information for up to 6 drivers:

Driver Information	Driver # 1	Driver # 2	Driver # 3
First Name / Middle	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name / Suffix	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
DOB / Sex / Relationship	<input type="text" value="05/18/1976"/> <input type="text" value="SM"/> <input type="text" value="NI"/>	<input type="text" value="05/18/1976"/> <input type="text" value="SM"/> <input type="text" value="NON"/>	<input type="text" value="05/18/1976"/> <input type="text" value="SM"/> <input type="text" value="NON"/>
Miles / Use / Credit	<input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="3"/>	<input type="text" value="5"/> <input type="text" value="0"/>	<input type="text" value="5"/> <input type="text" value="0"/>
Lic. TX / USA / MVR / ST	<input type="text" value="19"/> <input type="text" value="19"/> <input type="text" value="19"/> <input type="text" value="TX"/>	<input type="text" value="19"/> <input type="text" value="19"/> <input type="text" value="19"/> <input type="text" value="TX"/>	<input type="text" value="19"/> <input type="text" value="19"/> <input type="text" value="19"/> <input type="text" value="TX"/>
Driver's Info	<input type="text"/>	<input type="text"/>	<input type="text"/>
Driver's License	<input type="text"/>	<input type="text"/>	<input type="text"/>
Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next, add the **Vehicle Information** for up to 6 vehicles:

Vehicle Information	Vehicle # 1	Vehicle # 2	Vehicle # 3
Garage Zip / Terr / Primary	<input type="text" value="75234"/> <input type="text" value="02"/> <input type="text" value="Driver 1"/>	<input type="text" value="75234"/> <input type="text" value="02"/> <input type="text" value="Driver 2"/>	<input type="text" value="75234"/> <input type="text" value="02"/> <input type="text" value="Driver 3"/>
VIN	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year / Make	<input type="text" value="2011"/> <input type="text"/>	<input type="text" value="2011"/> <input type="text"/>	<input type="text" value="2011"/> <input type="text"/>
Model / Symbol	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle Features	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Cash Value / MSRP	<input type="text"/>	<input type="text"/>	<input type="text"/>

Finally, select your **Coverages**:

Coverages	
BI / PD	30/60 25
PIP / MED PAY	NONE 2000
UMBI / UMPD	30/60 25
OTC / Coll	500 500
Cust Equip / Tow / Rental	0 NONE NONE
Accidental Death	0
Agency Fee / OPT / MVR	0.00 0 0
Mexico Coverage	No

Physical Damage	
500	500
0	NONE NONE

Physical Damage	
500	500
0	NONE NONE

If you are rating with any Real-Time Rating carriers select them by clicking the **RTR Selection** button and checking the appropriate carrier.

If you would like to pull an MVR before getting the rates, click the **MVR** button and then fill in all the information. Now, click the "Retrieve MVR" button. You can print out the MVR if you wish:

QuickMVR

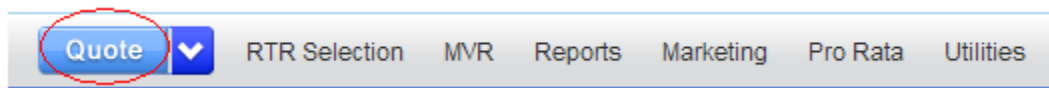
Please verify that the Driver License Number(s) below are accurate prior to submitting your request.
Note: Incorrect entries will still incur a non-refundable fee.
 Submitting this request will accumulate \$29.97 in MVR fees for your client.

Enter the number of MVR's you would like to pull:

State	Driver's License	DOB	First Name	Last Name
<input type="text" value="TX"/>	<input type="text"/>	<input type="text" value="05/18/1976"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="TX"/>	<input type="text"/>	<input type="text" value="05/18/1976"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="TX"/>	<input type="text"/>	<input type="text" value="05/18/1976"/>	<input type="text"/>	<input type="text"/>

To adjust the MVR fee, use the MVR tab in Utilities section.

You are now ready to quote. Click on the **Quote** button in the menu bar at the top of the entry screen.



You may see a screen with additional questions that you must answer prior to completing the quote.

On the comparison screen, you can double-click on a quote to select it and go to the breakdown screen.

Click on the Application/Bind/Bridge button and complete the information required for the application.

Lastly you can bind, bridge, or print the application, depending upon which carrier you select.