

QQ WebRater Quick Start Guide For Florida 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 log into QQ WebRater, open your web browser to <https://qqwebmater.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", "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, it explains the purpose of the wizard: "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." It then lists the information to be entered by clicking "Next":

- 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
- MVR Fees – Setup the default fee you want to charge the insured for MVR's you pull in QQ WebRater

At the bottom of the main content area, there is a "Next >" button.

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



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Companies/Broker ID

Company Name	Agent Code
<input checked="" type="checkbox"/> 21st Century Insurance	<input type="text"/>
<input checked="" type="checkbox"/> Access Insurance Company	<input type="text"/>
<input checked="" type="checkbox"/> Affirmative PIP/PD	<input type="text"/>
<input checked="" type="checkbox"/> Affirmative Standard	<input type="text"/>
<input checked="" type="checkbox"/> Agency Insurance Company	<input type="text"/>
<input checked="" type="checkbox"/> Allied Insurance	<input type="text"/>
<input checked="" type="checkbox"/> American Vehicle	<input type="text"/>
<input checked="" type="checkbox"/> Apollo Casualty	<input type="text"/>
<input checked="" type="checkbox"/> AssuranceAmerica	<input type="text"/>
<input checked="" type="checkbox"/> Bristol West/Foremost	<input type="text"/>
<input checked="" type="checkbox"/> Cornerstone	<input type="text"/>
<input checked="" type="checkbox"/> DairylandAuto	<input type="text"/>
<input checked="" type="checkbox"/> EGI Auto	<input type="text"/>
<input checked="" type="checkbox"/> Equity Insurance Company	<input type="text"/>
<input checked="" type="checkbox"/> Explorer Preferred	<input type="text"/>
<input checked="" type="checkbox"/> Explorer Universal	<input type="text"/>

Company Information

Address
Company: 21st Century Insurance
MGA: The New Hampshire
Street: P.O. Box 1802
City/State/Zip: Alpharetta GA 30023-0302

Phones
Toll Free: (877) 244-4288
Local: (800) 334-9641
Fax: (800) 815-7803
Binding:
Claims: (888) 244-6163

General
Abbreviation: AIN Best Rating: A++
Admitted: Yes
NAIC: 23833
Appointments: Selective Agents

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:



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Finance Defaults

Finance Company Name	Agent Code
<input checked="" type="checkbox"/> Appco Finance Corp.	<input type="text"/>
<input checked="" type="checkbox"/> Del Rio Discount Corp.	<input type="text"/>
<input checked="" type="checkbox"/> Elite Premium Finance	<input type="text"/>
<input checked="" type="checkbox"/> ETI Financial Corp.	<input type="text"/>
<input checked="" type="checkbox"/> Finco Financial Corporation	<input type="text"/>
<input type="checkbox"/> M.C.L. Inc.	<input type="text"/>
<input checked="" type="checkbox"/> MAG Premium Finance Company	<input type="text"/>
<input checked="" type="checkbox"/> Old Colony Finance Corp.	<input type="text"/>
<input checked="" type="checkbox"/> Pro Premium Finance Co., Inc.	<input type="text"/>
<input type="checkbox"/> Security Premium Finance	<input type="text"/>
<input type="checkbox"/> Standard Premium Finance Managemer	<input type="text"/>

Financial Company Information

Address
Company: Appco Finance Corp.
Street: 3155 NW 77th Avenue
City/State/Zip: Miami FL 33122

Phone
Toll Free:
Local: (305) 716-6000
Fax: (305) 716-6406

General
Binding: No Draft: No

Financing Options

Annual % Down	<input type="text" value="25"/>	Semi Annual % Down	<input type="text" value="34"/>	Payment Options	<input type="text" value="(3,6,8,9)"/>
Number Annual Paymts	<input type="text" value="8"/>	Number Semi Paymts	<input type="text" value="3"/>		
Default: Company	<input type="text" value="ETI Financial Corp."/>				

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:



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Quote Defaults

Driver Options	Coverage Options
Zip Code <input type="text" value="33319"/>	Bodily Injury <input type="text" value="10/20"/>
Miles To Work/School <input type="text" value="5"/>	Property Damage <input type="text" value="10"/>
Area Code <input type="text" value="954"/>	PIP Deductible <input type="text" value="1000"/>
Credit Level <input type="text" value="3 - Average"/>	PIP Options <input type="text" value="NIRR"/>
Comparison Screen Options	Medical Payments <input type="text" value="1000"/>
Sort Method <input type="text" value="Semi Annual Premium"/>	Uninsured Motorist <input type="text" value="10/20"/>
Re-sort Rates on Term Change <input type="checkbox"/>	Comprehensive Deductible <input type="text" value="500"/>
Other Options	Collision Deductible <input type="text" value="500"/>
Automatically Display Rating Messages <input checked="" type="checkbox"/>	Accidental Death Coverage <input type="text" value="0"/>
Reset RTR Selection on Every Quote <input checked="" type="checkbox"/>	Optional Coverage <input type="text" value="0"/>
Default Effective Date <input type="text" value="Current"/>	Additional Coverage <input type="text" value="0"/>

User Information – This is information about your agency:



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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:



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MVR Fees

Enter the fees agency charges per MVR

State	Standard QQ Fee	Standard Agency Fee	7 Year QQ Fee	7 Year Agency Fee
FL	\$9.30	\$ <input type="text" value="11.30"/>	\$11.30	\$ <input type="text" value="15.00"/>
GA	\$7.00	\$ <input type="text" value="7.50"/>	\$9.00	\$ <input type="text" value="10.30"/>
NJ	\$13.00	\$ <input type="text" value="12.00"/>	N/A	N/A
NY	\$8.00	\$ <input type="text" value="3.50"/>	N/A	N/A
TX	\$7.00	\$ <input type="text" value="Not Set"/>	N/A	N/A

*Standard MVR in FL, GA, NY and TX: 3 year *Standard MVR in NJ: 5 year

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

Next, fill out the **Driver Information**. Here you 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"/> 05/18/1976 <input type="text"/> SM <input type="text"/> NI	<input type="text"/> 05/18/1976 <input type="text"/> SM <input type="text"/> NON	<input type="text"/> 05/18/1976 <input type="text"/> SM <input type="text"/> NON
Cust / Miles / Use / Credit	<input type="text"/> N <input type="text"/> 5 <input type="text"/> P <input type="text"/> 3	<input type="text"/> N <input type="text"/> 5 <input type="text"/> P	<input type="text"/> N <input type="text"/> 5 <input type="text"/> P
Lic. FL / USA / MVR / ST	<input type="text"/> 19 <input type="text"/> 19 <input type="text"/> 19 <input type="text"/> FL	<input type="text"/> 19 <input type="text"/> 19 <input type="text"/> 19 <input type="text"/> FL	<input type="text"/> 19 <input type="text"/> 19 <input type="text"/> 19 <input type="text"/> FL
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
VIN	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year / Make	<input type="text"/> 2011 <input type="text"/>	<input type="text"/> 2011 <input type="text"/>	<input type="text"/> 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	Coverages		Physical Damage		Physical Damage	
BI / PD	10/20	10	500	500	500	500
PIP / Option	1000	NIRR	0	NONE	0	NONE
UM / Med	10/20	1000				
Comp / Coll	500	500				
Cust Equip / Tow / Rental	0	NONE				
Accidental Death	0					
OPT / ADD / MVR	0	0	0			

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

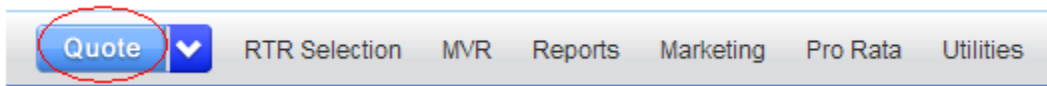
Please verify that the Driver License Number(s) below are accurate prior to submitting your request.
Note: Incorrect entries will still incur a non-refundable fee.
 Submitting this request will accumulate \$33.90 in MVR fees for your client.

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

State	Driver's License	7 Yr.
FL	Driver's License 1 - - - -	<input type="checkbox"/>
FL	Driver's License 2 - - - -	<input type="checkbox"/>
FL	Driver's License 3 - - - -	<input type="checkbox"/>

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 on which carrier you select.