



E-Signature



We would like to introduce you to our latest enhancement to make doing business with us easier than ever.

E-Signature

The e-signature process does not make any changes to the current workflow to quote and issue a policy with Security First. The process starts at the submission of the risk for issuance. We recommend as a “best practice” to send the application to the insured for review prior to submitting the policy.

E-Signature

Messages:

Type	Information
	Note: This policy will be issued immediately upon submission. If you need to print after submission, please use the Document Transfer/View Documents option in Policy System.
	Application is ready to submit. Please be sure all information is verified with customer and accurate before submission. If you are asking customer for an electronic signature, please email the application to them to review before submitting. If the submitted application for their signature is incorrect, you will have to start a new application.

The e-signature process starts after you have cleared all of the validations. Once they have been cleared the Message box will display this new message.

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The screenshot shows a software interface for submitting an application. A modal dialog box titled "Submit Application" is centered on the screen. The dialog contains a paragraph of text explaining the consequences of clicking "I Agree", followed by two buttons: "I Agree" (with a green checkmark icon) and "Cancel" (with a red X icon). In the background, a table with a "Due Date" column is visible, showing dates from 2013 to 2014. Below the dialog, a "Hints" section provides additional information.

Submit Application

By clicking the "I Agree" button below, you are signing the application and agreeing that all of the information contained in the application is accurate. The application will be submitted and you will not be able to make changes. A policy will be issued and available in the policy management system. The application will be available in the policyholder service center for the customer to sign electronically. If the policyholder does not complete the electronic signature process, you are still required to maintain a copy of the signed application in your records. Thank you for your business.

Hints

- When "bill to at renewal" is mortgagee, the insured will not be given a p renewal.
- Application is kept in the agent's office and subject to audit at any time.

Once you select the submit option a new disclosure will show and you must click "I Agree" to submit.

- If you are using e-signature, selecting "I Agree" will act as your signature on the application.
- If you are obtaining a client signature on a paper application, your signature will still be required on the application. You can advise your insured that they will not need to sign electronically when the email is received.

As a reminder, it is still your responsibility to be sure the app is signed.

E-Signature

Once you have agreed and submitted the policy, your customer will receive an email asking them to setup or log into their account to e-sign the application.

Security First  Insurance™ *storm after storm, year after year.*

Thank you for choosing us again.

HI JONNY,

As a Security First Insurance customer, you have access to several convenient tools to help you easily manage your homeowners insurance policy, make a payment, file a claim, and evaluate coverage.

Log in to your online account

Please take a few minutes to log in to your policyholder service center account and receive important information about your policy online.

[Log in](#)

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My Security First - Create Account

To access your policy information online, you will need to create an account.

Name: The email address that you use will become your User ID for online access.
Email:
Verify Email:
Password: The password is case sensitive, must be at least 6 characters long and must contain at least one letter and number.
Verify Password:


Additional policies may be registered via the My Profile Tab


Policy Information

Policy Number: Property Location Zip:
Format example: SFIH0123456 or SFID0123456

Terms and Conditions

I Accept [Terms and Conditions](#) I Accept [Privacy Policy](#)

 [Create Account](#)

 [Back to Login](#)

Account will not be active until email verified.

[View our Privacy Policy](#)

[View our Terms and Conditions](#)

Customers that do not have an insured portal account will be directed to this page to create an account.

E-Signature

Welcome.

Manage your policy online.

- View policy information
- View payment history
- Make payments
- View billing history
- Register multiple policies
- Quick and easy

Login

Email:

Password:

 Login

New Account Options: [Create Account](#) [Resend activation email](#)

Existing Account Options: [Forgot Password-Create New Password](#)

Existing customers with an insured portal account will be directed to the login page of the insured portal.

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Total Amount Due: **\$1,960.89** By: **08/08/2013** [Enroll online](#) for additional ID Theft coverage, or to add family members. [Learn more.](#)

Application Previous Policy Current Policy Renewal Offer Policy Documents

Policy Effective: **08/08/2013** Policy Expires: **08/08/2014**
Policy Status: **Active**
Bill To: **JONNY TEST**

Agent

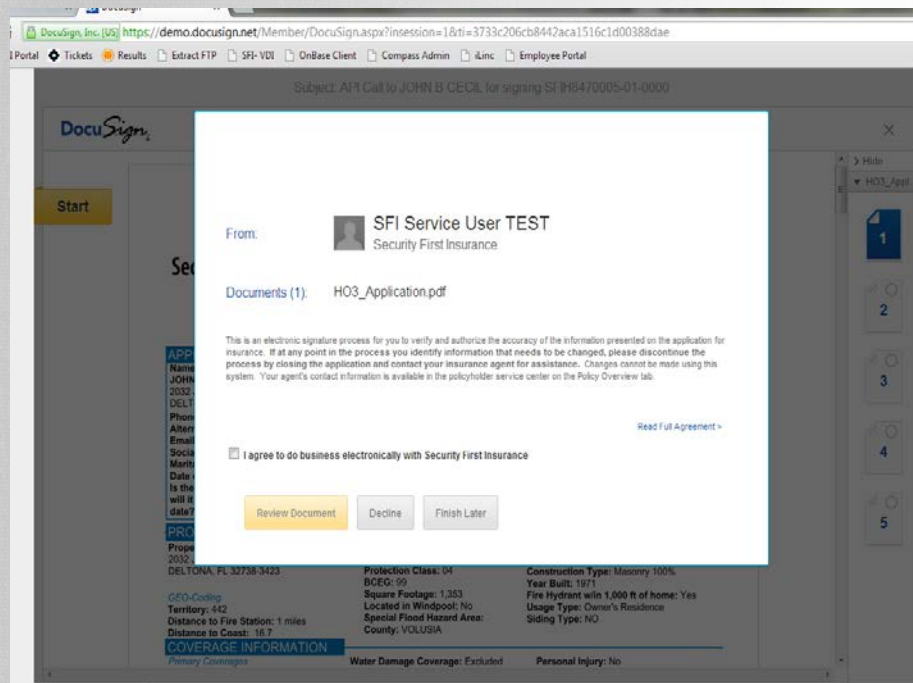
Agency Name: **GEFS INSURANCE & INVESTMENTS**
Agency Address: **5801 NW 151ST STREET
SUITE 100
MIAMI LAKES, FL 33014**
Agency Phone: **305-826-4792**
Agency Email: suzenne.ribustelli@macneillgroup.com

Mortgagee

Once they have accessed the account by setting it up or logging in, they will land on the Current Policy page where they should click the "Sign Application" button.

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A new browser window will open to allow the application to be signed electronically. The customer will need to check the agreement and select the review document.



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Start



Insuring Florida Homes
P.O. Box 459025
Sunrise, FL 33345-9025
www.SecurityFirstFlorida.com

Policy Effective Date: 08/08/13 10:54 AM
Policy Expiration Date: 08/08/14 12:01 AM
Date/Time Printed: 08/08/13 11:11 AM
Policy Form: Homeowners (HO3)
Risk ID: SFIH8470059

Insurance Application

GOVERNMENT EMPLOYEES

CESAR ALAS
5801 NW 151ST STREET, SUITE 100
MIAMI LAKES, FL 33014
Phone: (305) 826-4792
Fax: (305) 826-4781

Agency ID: 20324
Agent License #: A002714
Email: suzenne.ribustelli@macneillgroup.com

APPLICANT

Name and Mailing Address:

JONNY TEST

3232 JEFFERSON AVE

CO-APPLICANT

Name and Mailing Address:

Initial

If new business (purchased in last 30 days)

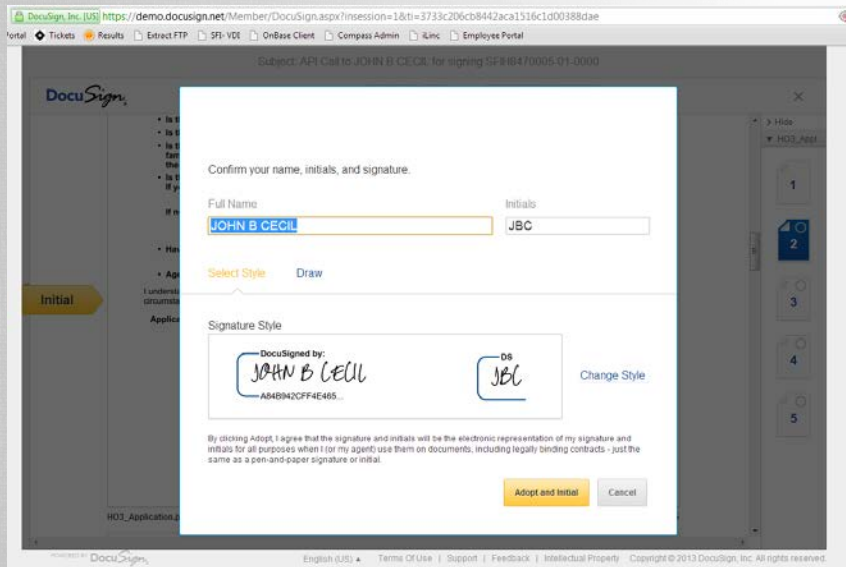
- Was the house purchased from a foreclosure, a short sale or was it bank owned?: No
- Was there an inspection done in connection with the purchase?:
- Have you ever reported a sinkhole loss for the insured property - whether or not sinkhole activity was confirmed? No
Description:
- Agent Remarks:

I understand that this policy may be voided and no claims paid hereunder if any insured has misrepresented any material fact or circumstance that would have caused Security First Insurance Company not to issue this policy.

Applicant Initials _____ Co-Applicant Initials _____

The customer will then select the start button, which will direct them to the first spot to place an initials or signature.

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Once the first field is selected, the customer will choose the style of script that will act as their signature.

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verification and adjustment, when necessary, by the company.

bound effective
Effective Date and Time: 08/08/13 10:54 AM Expiration Date: 09/22/13 12:01 AM

not bound

Agent Signature: _____ Date: _____
DocuSigned by:

Applicant Signature: JANNY TEST _____ Date: 8/8/2013
088070070E4883

Co-Applicant Signature: _____ Date: _____

Confirm Signing

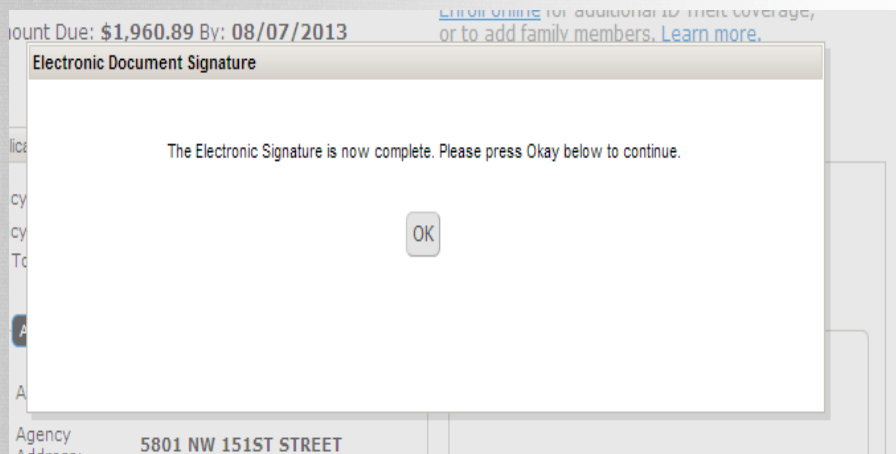
All required fields complete. ×

Following confirmation you will be returned to your application.
Click "Confirm Signing" when you are ready.

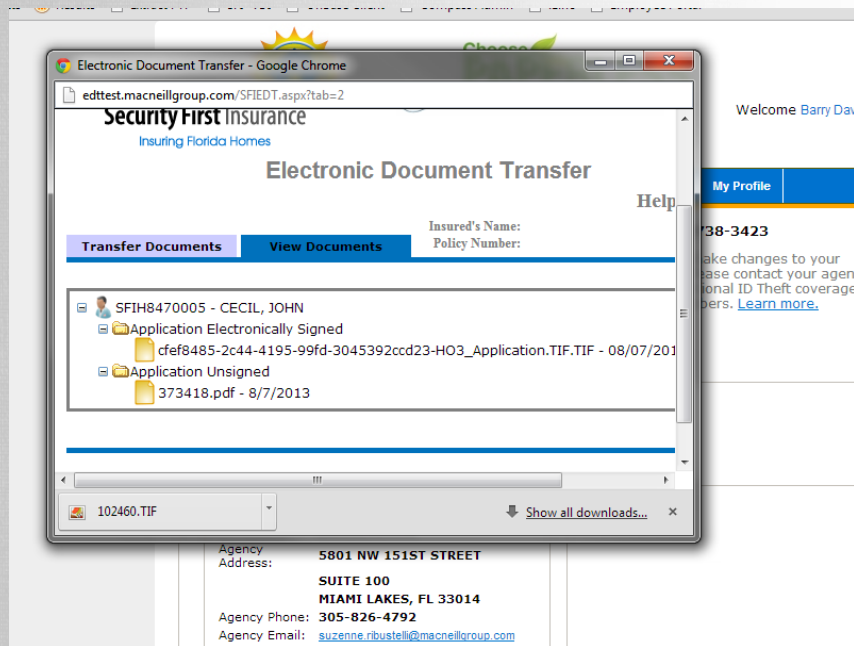
Once the customer has completed the last item to sign, they will select the "Confirm Signing" button to complete the process.

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The customer will be presented with a confirmation message. After selecting ok, they will return to their insured portal account.



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The completed and signed application will be available for you in the "Document Transfer" section under the "View Documents" tab.

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SFIH8470005 2032 JEFFERSON AVE, DELTONA, FL 32738-3423

Full Name: **JOHN B CECIL**

Policy Email: **jo@jo.com**

Total Amount Due: **\$1,960.89** By: **08/07/2013**

If you would like to make changes to your policy information, please contact your agent. [Enroll online](#) for additional ID Theft coverage, or to add family members. [Learn more.](#)

Pay Now

Upload Documents

Application

Previous Policy

Current Policy

Renewal Offer

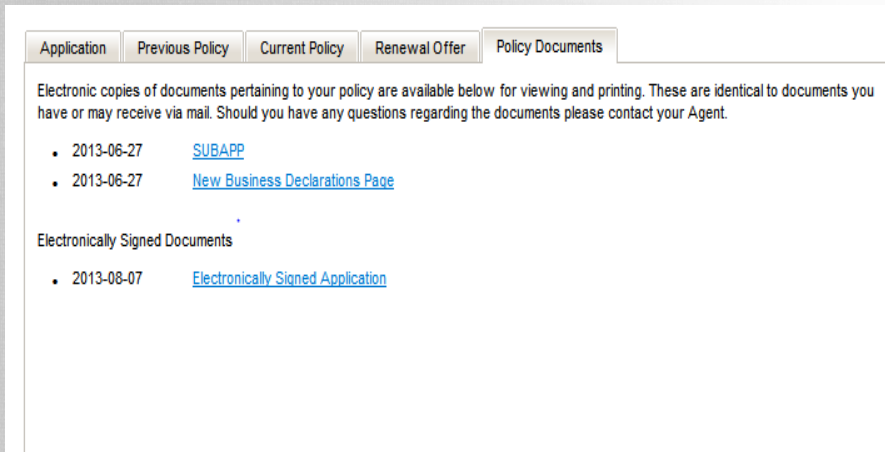
Policy Documents

Policy Effective: **08/07/2013** Policy Expires: **08/07/2014**

Policy Status: **Active**

The “Sign Application” button will now be removed from their view.

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Application Previous Policy Current Policy Renewal Offer Policy Documents

Electronic copies of documents pertaining to your policy are available below for viewing and printing. These are identical to documents you have or may receive via mail. Should you have any questions regarding the documents please contact your Agent.

- 2013-06-27 [SUBAPP](#)
- 2013-06-27 [New Business Declarations Page](#)

Electronically Signed Documents

- 2013-08-07 [Electronically Signed Application](#)

Within minutes, the signed application will be available on the “Policy Documents” tab.