

Purpose: This tutorial is meant to serve as a supplement to the Complete Dental Application Online tutorial.

PART I—COMPLETE APPLICATION:

From the Professional Liability Rate Indication page:

1. Click on the **Print Rate Indication** button. The print rate indication page displays.
2. Use the browser print option to print the rate indication.
3. Click on the **Previous** button to return to the previous page. The professional liability quote indication page displays again.
4. Click on the **Next** button. The fraud statement page displays.

From the Fraud Statement page:

1. Click on the **Next** button. The applicant's representations and authorization page displays.
2. Type the authorized representative's first and last name into the designated fields.
3. Click on the **Next** button. The submit authorization page displays.

From the Submit Authorization page:

1. Type the applicant's email address or cell phone provider and number into the designated fields.
2. Click on the **Submit Authorization** button. The authorization code is sent to the applicant in an email or text message.
3. Type the authorization code into the designated field and click on the **Sign Document** button. The Bind and Pay or Continue page displays.

From the Bind and Pay page:

1. Click on the **Bind and Pay** button.

From the Continue page

1. Click on the **Continue** button. The application closes, and an autogenerated email is sent to the underwriter. The underwriter reviews the application, and submits their approval or rejection to the insurance agent.
2. Proceed to the Return User Login section if the application was subsequently approved by the underwriter.
NOTE: If the policy is not approved, the insurance agent can either work with the underwriter to get the policy approved, or accept the policy rejection, concluding this tutorial.

PART II—RETURN USER LOGIN

From the Main Menu page

1. Type the applicant's email address and password into the designated fields.
2. Click on the **Submit** button. The record displays again.
3. Click on the **Next** button on each screen until the Select Payment | Type page displays.
4. Proceed to the Select Payment section of this document.

PART III—SELECT PAYMENT

From the Select Payment | Type page

1. Click on the **Pay By Check** or **Pay By Credit Card** link.
2. Proceed to either the Bind & Pay By Check/ Issue Policy or Bind & Pay By Credit Card/Issue Policy tutorial.