Agency Quoting Center Frequently Asked Questions

Q. How do I access the Agency Quoting Center?

A. Log into your BEACONNECT account, and select Agency Quoting from the Menu. **All browsers must have the pop-up blocker disabled**. Click here to open the BEACONNECT-Pop-Up-Blocker list of browser websites for steps to disable the pop-up blocker.

Q. What Internet Browsers are supported?

A. The Agency Quoting Center supports these browsers: Internet Explorer, Chrome, Firefox, Safari, and Edge. For specific browser details, visit BEACONNECT System Requirements help.

Q. Does the system time-out?

A. The Quoting Center will time out after thirty (30) minutes of inactivity. You will be prompted to extend your session, and if you do not click the Extend Session button, your session will end.

Q. What is a Quick Quote?

A. A Quick Quote is an estimate based on the data entered. It is not the final quote; it can be used as the starting point to create a New Quote, which can be submitted and used to bind coverage.

Q. How are Quick Quotes calculated?

A. The calculation is determined by the class codes that were entered, the payroll amount, an experience modification if one was entered, as well as the answers to the Loss Free and Temporary Employment questions.

Q. How long will Quick Quotes remain in the Agency Quoting Center?

A. A quick quote is retained for five (5) days in the Agency Quoting Center.

Q. How do I start a New Quote?

A. The New Quote feature allows you to create a submission in three ways: 1. Start from scratch by entering new policy information directly into form fields, 2. Start from a Quick Quote, 3. Start a submission by uploading an existing ACORD form.

Q. How long will my open quotes remain in the Manage Submissions section of the dashboard?

A. Quotes will auto-close if they have been in the same status for 30 days and do not have a future dated effective date.

Q. What version of the ACORD should I upload?

A. For best results, your ACORD form should be the latest version available. If it is not, all information in the form may not be uploaded correctly in the Agency Quoting Center. Click the link below the Drag-n-drop box on the dashboard to download a fillable version of the ACORD 130 Workers' Compensation Form.

Q. Why did the NAIC/SIC codes change after I uploaded the completed ACORD form?

A. The Quoting Center determines your governing class code and maps to the appropriate NAIC/SIC code to improve accuracy of quote calculations.

Q. How do I download a workers' compensation form?

A. Click the Forms menu option to open the Downloadable Forms drop-down menu. Select a form in the list, and then click **Download**. You will be prompted to browse to a location where your file will be saved.

Q. How do I send a message to my underwriter through the new Agency Quoting Center?

A. In the Quoting Center panel, emails can be sent by the agency user and the Beacon underwriter. Each email will be recorded in the Messages section of the panel. See the **Panel Features** section of the Agency Quoting Guide for details.

Q. How do I upload a document?

A. Click the green plus (+) icon to browse to a document or Drag-n-drop a file into the Documents section of the panel. For any email sent and received from the Quoting Center that has a file attached, the file will automatically upload to the Documents list. See the **Panel Features** section of the Agency Quoting Guide.

Q. Why was my quote referred to underwriting for review?

A. If the quote meets certain criteria, and you are a contract agent, you have the option to bind coverage or issue a policy. See the **Bind Coverage and Issue a Policy** section of the Agency Quoting Guide for details. If the quote does not meet the criteria, you will receive a message indicating that the underwriter will review the quote.

Q. Am I required to submit the signed ACORD application to Beacon Mutual?

A. All non-contract agents are required to submit signed ACORD applications to Beacon Mutual. Contract agents are no longer required to send a signed application, but must retain a signed application on file in their office.