

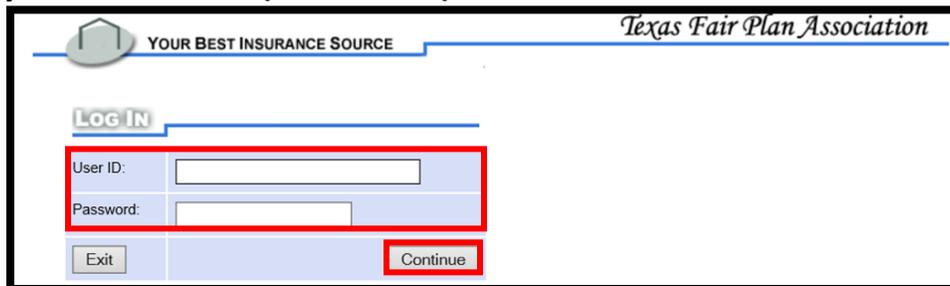
Requalifying Renewals (Old System)

This job aid demonstrates the requalification process in TFPA's old system.

1. From <https://www.texasfairplan.org/agents/login/>, click on the blue "TFPA Agent Portal" button to be directed to our old system.



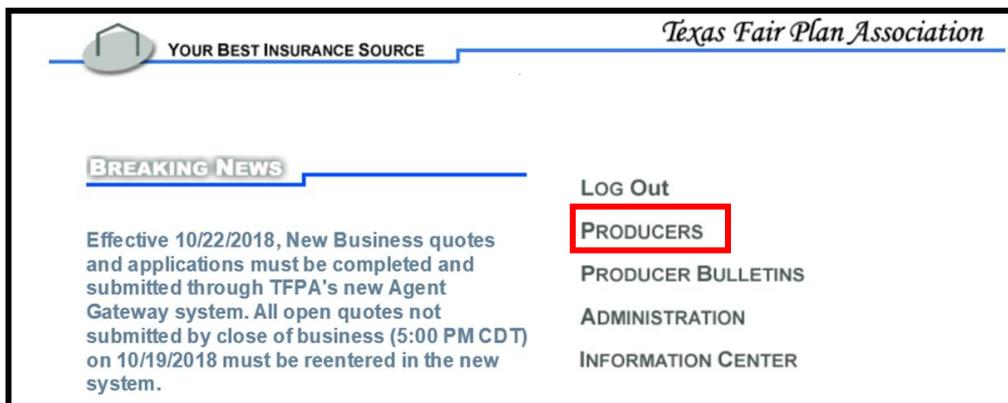
2. Enter your old User ID (ex: Lic#001) and Password. Then click "Continue."



A screenshot of a login form. At the top left is a house icon and the text "YOUR BEST INSURANCE SOURCE". At the top right is the "Texas Fair Plan Association" logo. Below this is a "LOG IN" section. It contains two input fields: "User ID:" and "Password:". Both fields are highlighted with a red rectangular border. Below the input fields are two buttons: "Exit" and "Continue". The "Continue" button is also highlighted with a red rectangular border.

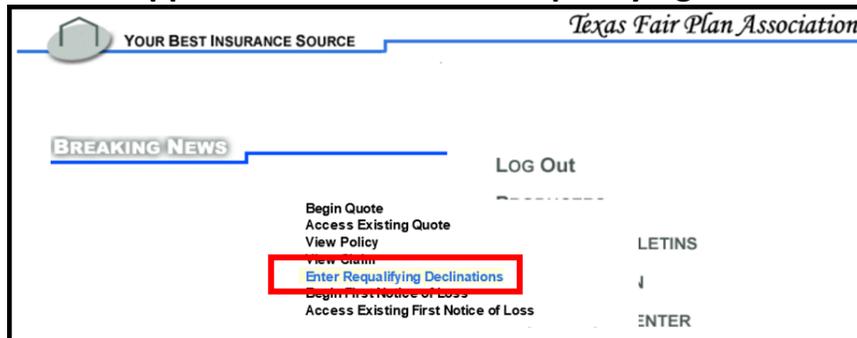
(Woodlands Agents User ID is Lic#+XXX)

3. Roll your cursor over the "Producers" option on the screen.

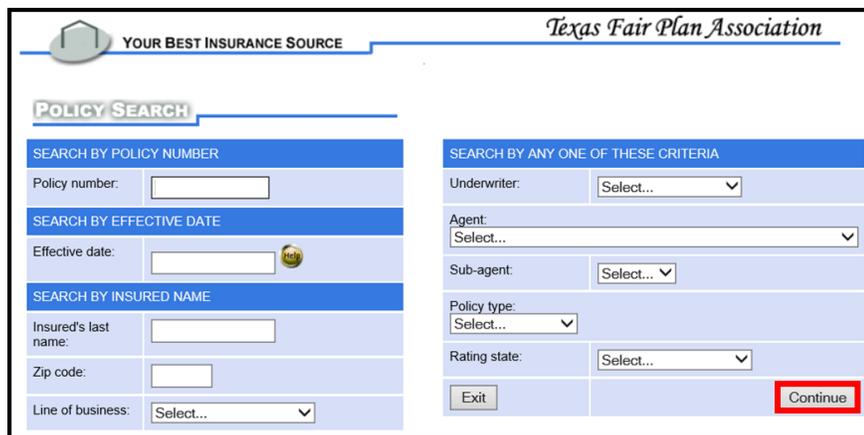


Contact Agent Services at 1-800-979-6443 or at agentservice@twia.org.

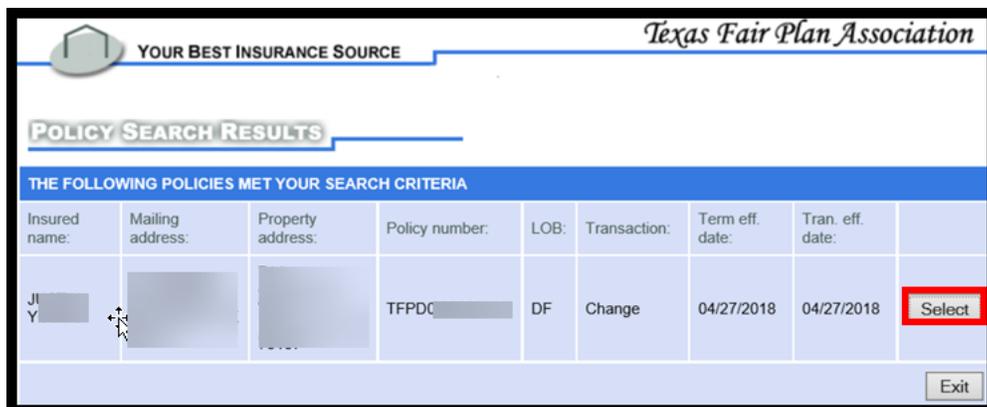
4. A new menu will appear. Click on “Enter Requalifying Declinations.”



5. Enter search criteria to find the policy you want to requalify. All fields are not required to search for the policyholder. Then, click “Continue.”



6. When the policy you want to requalify is located, click the “Select” button.



Note: A message stating “The policy selected already has renewal declination uploaded” means that the policy has already been requalified. A message stating “The policy selected is not in the correct status for second year renewal” means the policy doesn’t need to be requalified until the following year.



Contact Agent Services at 1-800-979-6443 or at agentservice@twia.org.

7. The following screen requires information from two companies that have declined coverage. Enter the information requested for each company, and then click “Continue.” Note: The date of the declination must be within the last 90 days.

YOUR BEST INSURANCE SOURCE *Texas Fair Plan Association*

APPLICATION INFORMATION

Applicant name:

Policy number:

Policy effective date:

List two companies that have non-renewed or declined coverage:

Company #1:

Date of letter:

Reason:

Company #2:

Date of letter:

Reason:

Exit Continue

8. Once completed, you will receive the following confirmation message.

YOUR BEST INSURANCE SOURCE *Texas Fair Plan Association*

POLICY PAGE

Applicant name: JL

Policy number:

Policy effective date:

Your request has been submitted to an underwriter for further review.

Return to Main Menu

