Requalifying Renewals

(Old System)

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

1. From <u>https://www.texasfairplan.org/agents/login/</u>, 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."

Y	UR BEST INSURANCE SOURCE	Texas Fair Plan Association
LOGIN		
User ID:		
Password:		
Exit	Continue	

(Woodlands Agents User ID is Lic#+XXX))

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

YOUR BEST INSURANCE SOURCE	Texas Fair Plan Association
BREAKING NEWS Effective 10/22/2018, New Business quotes and applications must be completed and submitted through TFPA's new Agent Gateway system. All open quotes not submitted by close of business (5:00 PM CDT) on 10/19/2018 must be reentered in the new system.	Log Out PRODUCERS PRODUCER BULLETINS ADMINISTRATION INFORMATION CENTER



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."

YOUR BEST INSURANCE SOURCE	Texas Fair Plan Association
POLICY SEARCH	
SEARCH BY POLICY NUMBER	SEARCH BY ANY ONE OF THESE CRITERIA
Policy number:	Underwriter: Select V
SEARCH BY EFFECTIVE DATE	Agent:
Effective date:	Select V
SEARCH BY INSURED NAME	Policy type:
Insured's last name:	Select V
Zip code:	Rating state: Select V
Line of business: Select V	Exit

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

				Texas Fair Plan Association				
	TOOR DESTIN	SURANCE SOON	ICE I					
POLICY SEARCH RESULTS								
THE FOLLOWING POLICIES MET YOUR SEARCH CRITERIA								
Insured name:	Mailing address:	Property address:	Policy number:	LOB:	Transaction:	Term eff. date:	Tran. eff. date:	
JI Y +			TFPDC	DF	Change	04/27/2018	04/27/2018	Select
								Exit

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.



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:	List two companies that have non-renewed or declined coverage:
Policy number:	Company #1
Policy effective date:	Date of letter:
	Reason:
	Company #2:
	Date of letter.
	Reason:
	Exit

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

	Texas Fair Plan Association
1 1 POR BEST INSURANCE SOURCE	
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	

