

PSIC OneSpot – Online Quote/Bind/Issue Instructions

- ENTER WWW.PSIC-ONESPOT.COM OR WWW.MCGRAWGROUP.COM
- CLICK ON SMALL BLUE **PRODUCER ONLY** BUTTON ON BOTTOM RIGHT OF SCREEN.
- CLICK ON LARGE BLUE **QUOTE VEHICLE** or **QUOTE PROPERTY** BUTTON AS APPROPRIATE.
- CLICK **OK** WHEN ASKED TO VIEW SECURE SITE.
- ENTER YOUR PRODUCER LICENSE NUMBER IN THE FIRST LOGIN BOX; YOUR BROKER/AGENT NUMBER IN THE SECOND BOX.
- SELECT THE STATE YOUR AGENCY IS DOMICILED IN.
- ONLY THOSE LINES OF BUSINESS YOU ARE AUTHORIZED TO WRITE WILL APPEAR.
- CLICK ON THE TYPE OF BUSINESS YOU WISH TO QUOTE; THEN CLICK ON **SUBMIT**.
- FILL IN THE REQUIRED FIELDS IN EACH SECTION, BEGINNING WITH THE TOP SECTION.
- WHEN ALL SECTIONS HAVE BEEN COMPLETED, CLICK ON **GET QUOTE** .
- THE SYSTEM WILL RETURN A QUOTE NUMBER (UPPER LEFT OF SCREEN). YOU NOW HAVE THE FOLLOWING OPTIONS:
 - **TRADITIONAL SUBMISSION:** SELECT **TERMS OF PAYMENT**, EITHER FULL PAYMENT OR INITIAL PAYMENT AND CLICK ON **COMPLETE APPLICATION** AT BOTTOM RIGHT OF SCREEN. IT WILL NOW BE NECESSARY TO CAPTURE ADDITIONAL INFORMATION (HIGHLIGHTED IN RED) TO COMPLETE THE ONLINE APPLICATION. COMPLETE EACH SECTION BEGINNING WITH THE TOP SECTION. WHEN DONE, CLICK ON **SUBMIT WITH CHECK**. WHEN THE SCREEN REFRESHES, CLICK ON **DOWNLOAD AND PRINT POLICY APPLICATION** (TOP LEFT OF SCREEN). PRINT THE APPLICATION ON YOUR LOCAL PRINTER BY CLICKING ON **FILE** (ON YOUR TASK BAR AT TOP LEFT OF SCREEN), THEN **PRINT**. CLOSE THE PRINT IMAGE BY CLICKING ON THE **X** IN THE UPPER RIGHT HAND CORNER OF THE WINDOW CONTAINING THE APPLICATION IMAGE. ONCE PRINTED, COMPLETE THE APPLICATION (WITH INSURED'S SIGNATURE), ATTACH A CHECK AND FORWARD TO MCGRAW/PSIC.
 - **ONLINE BINDING OF COVERAGE:** IF THE CLIENT CHOOSES TO PAY BY CREDIT CARD OR ELECTRONIC FUNDS TRANSFER (PROVIDED YOU'VE SUBMITTED THE SIGNED EFT AGREEMENT TO PSIC), CLICK ON **BUY ONLINE**. SELECT **TERMS OF PAYMENT**, EITHER FULL PAYMENT OR INITIAL PAYMENT. SELECT **MODE OF PAYMENT**, EITHER CREDIT CARD OR EFT. ENTER REQUESTED PAYMENT INFORMATION. CLICK ON **BUY**. REVIEW PAYMENT CONFIRMATION INFORMATION AND IF CORRECT CLICK ON **CONTINUE TO BUY**. THE SCREEN WILL REFRESH WITH A POLICY NUMBER, A COMPLETED APPLICATION, A DECLARATIONS PAGE AND PROOF OF INSURANCE (AS APPROPRIATE). EACH OF THESE CAN BE PRINTED BY CLICKING ON THE APPROPRIATE BLUE BUTTON ON THE TOP LEFT OF THE SCREEN AND THEN USING THE FILE/PRINT OPTION ON THE TASK BAR. **THE SIGNED APPLICATION MUST BE SENT TO MCGRAW/PSIC.**
 - **ELECTRONIC FUNDS TRANSFER IS AVAILABLE.** IF YOU WISH TO PARTICIPATE IN THIS PAYMENT METHOD, EITHER ASK YOUR SALES REPRESENTATIVE TO HAVE THE APPROPRIATE FORMS FORWARDED TO YOU OR LOG ONTO WWW.PSIC-ONESPOT.COM. CLICK ON THE **"PRODUCER ONLY"** BUTTON, ENTER YOUR PRODUCER/BROKER NUMBER, SELECT YOUR STATE AND GO TO THE **"APPLICATIONS, FORMS AND RATERS"** SECTION TO PRINT THE FORM. THE OPTION TO PAY VIA EFT WILL APPEAR AS A PAYMENT OPTION WITHIN 24 HOURS OF RECEIPT OF THE SIGNED EFT AGREEMENT BY PSIC.