




AMS 360 Instructions on uploading an application

Use the below steps to use AMS 360 to complete an upload to Amerisafe.

1. Select the customer from the customer search screen.
2. Click on the TransactNOW icon next to the Workers' Compensation Policy #.

Notation	Status	Term	Type	Policy #	Company	Description	Tran Eff	Cost	Billed
	Active	05/23/2006 05/23/2007	Workers Compensatio	 WCB53516	National Grange Mutual Ins. Co.		05/23/2006 DB	0.00	0.00

3. Place a check in the Quote Request box.
4. Find Amerisafe in the drop down menu next to Company.
5. Click Submit.

Any questions regarding the above process can be answered by calling Vertafore customer support @ 800-444-4813.

Select Transaction in TransactNOW

Quote Request

Company:

Tran. Eff. Date:

Effective Date:

Expiration Date:

Inquiry

Billing Inquiry

Claims Inquiry

Policy Inquiry

Endorsement

After the transaction is finished processing, an internet browser will open to the Geaux Workstation. Instructions for completing the submission within Geaux are located on the reverse side of this guide.



<https://geaux.amerisafe.com/Agent.html>

Instructions for Submitting an Application after Upload

1. The initial upload will take you to the overview screen. *The application has not yet been submitted*; it is in a Draft form and must be completed in order to be officially submitted.

2. Tab to the Application screen and complete required fields identified by red *.
3. Once the required fields are completed the Submit button will be activated, Click on the Submit button located in the top right hand portion of the screen.
4. Attach loss runs and Experience Modifier Worksheet using the Collaboration Toolbar above the submit button.
5. Your submission is complete. You will receive an email confirmation from underwriting once it is determined that the market is clear.