Applied Instructions on uploading an application

Use the below steps to use Applied Agency Management Systems to complete an upload to Amerisafe.

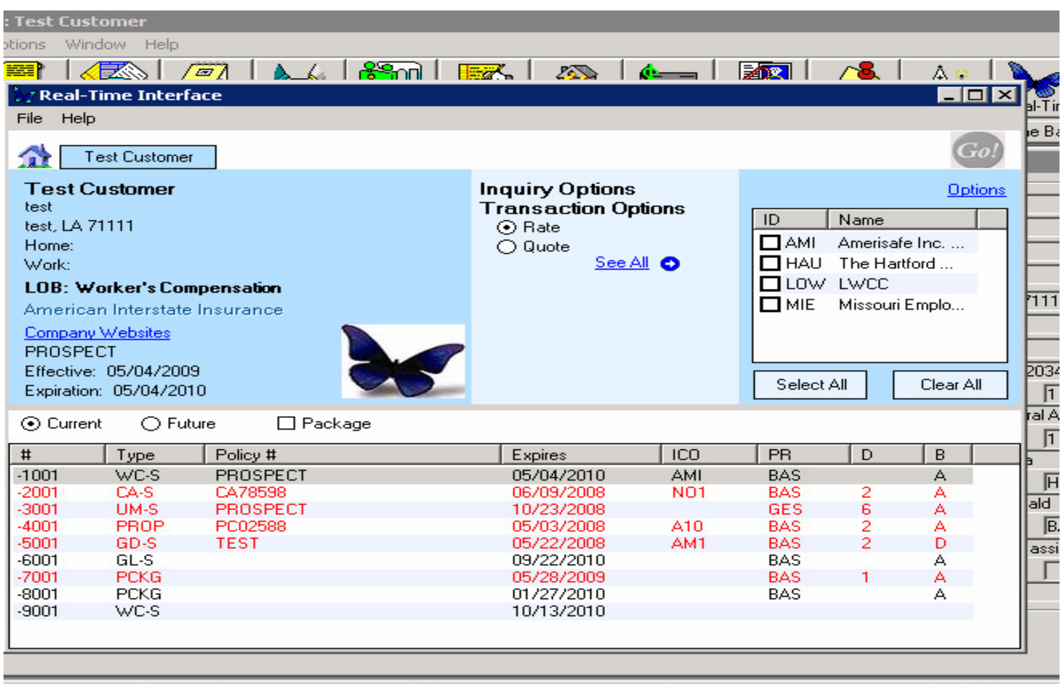
1. Select the customer from your Clients and Files list. (For Feb 5th use Prospects)

2. Click the blue butterfly in your Applied toolbar.

3. Select the Work Comp app in the Real-Time Interface that you intend to bridge to Amerisafe.

4. Check the Amerisafe checkbox and click Go.

Any questions regarding the above process can be answered by calling Applied Systems customer support @ 800-999-6512. Remember to choose option 4 when calling.

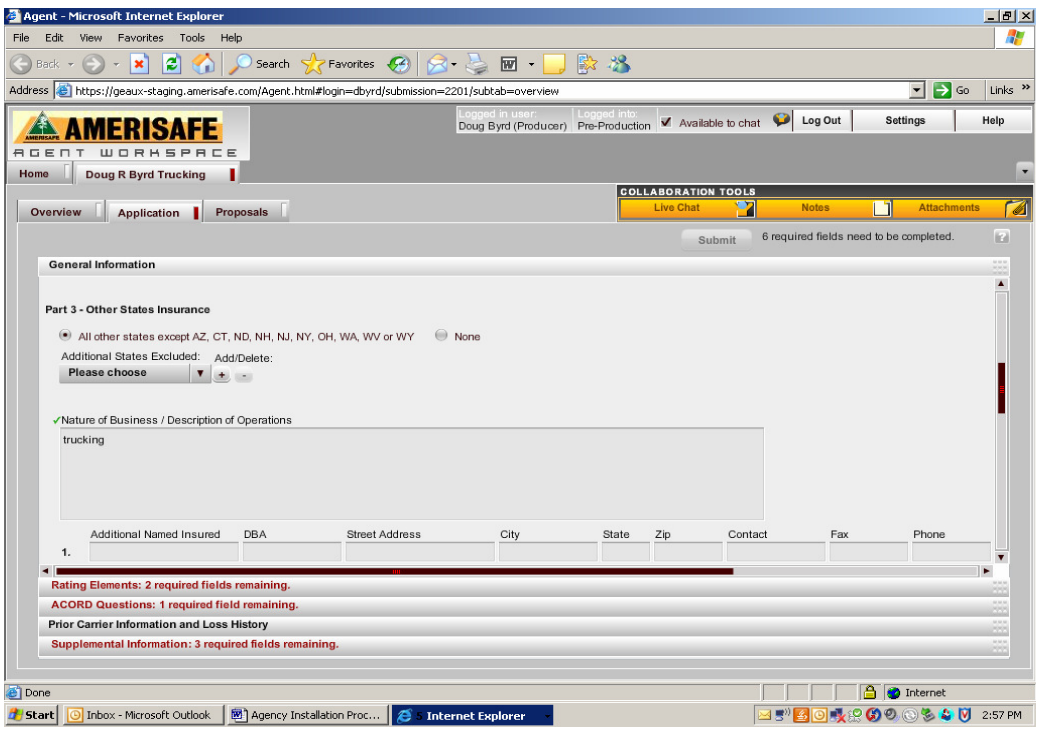


After the transaction is finished processing, an internet browser will open to the Geaux Workstation. Instructions for completing the submission within Geaux are located on the reverse side of this guide.

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.