



## 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 5<sup>th</sup> 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.

The screenshot shows the 'Real-Time Interface' window for a 'Test Customer'. The customer details include: test, test, LA 71111, Home: test, Work: test, LOB: Worker's Compensation, American Interstate Insurance, Company Websites, PROSPECT, Effective: 05/04/2009, Expiration: 05/04/2010. The 'Inquiry Options' section has 'Rate' selected. The 'Transaction Options' section has a 'See All' link. The 'Options' table is as follows:

ID	Name
<input type="checkbox"/> AMI	Amerisafe Inc. ...
<input type="checkbox"/> HAU	The Hartford ...
<input type="checkbox"/> LOW	LWCC
<input type="checkbox"/> MIE	Missouri Emplo...

Buttons: Select All, Clear All. Radio buttons: Current (selected), Future, Package.

#	Type	Policy #	Expires	ICO	PR	D	B
-1001	WC-S	PROSPECT	05/04/2010	AMI	BAS		A
-2001	CA-S	CA78598	06/09/2008	NO1	BAS	2	A
-3001	UM-S	PROSPECT	10/23/2008		GES	6	A
-4001	PROP	PC02588	05/03/2008	A10	BAS	2	A
-5001	GD-S	TEST	05/22/2008	AM1	BAS	2	D
-6001	GL-S		09/22/2010		BAS		A
-7001	PCKG		05/28/2009		BAS	1	A
-8001	PCKG		01/27/2010		BAS		A
-9001	WC-S		10/13/2010				

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.