

# Create a Quote in ClearQuote<sup>SM</sup>: Farm



• Purpose: This instructional guide provides directions for creating a Farmowners quote in ClearQuote<sup>SM</sup>.

**NOTE:** Instructions begin after the account has already been set up. View the *Account Setup in ClearQuote* instructional guide for account setup instructions.

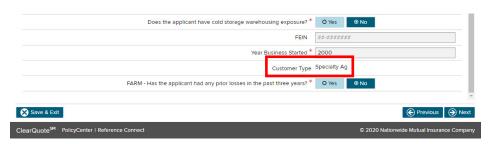
Copyright © 2020 Nationwide Mutual Insurance Company. All Rights Reserved Proprietary & Confidential

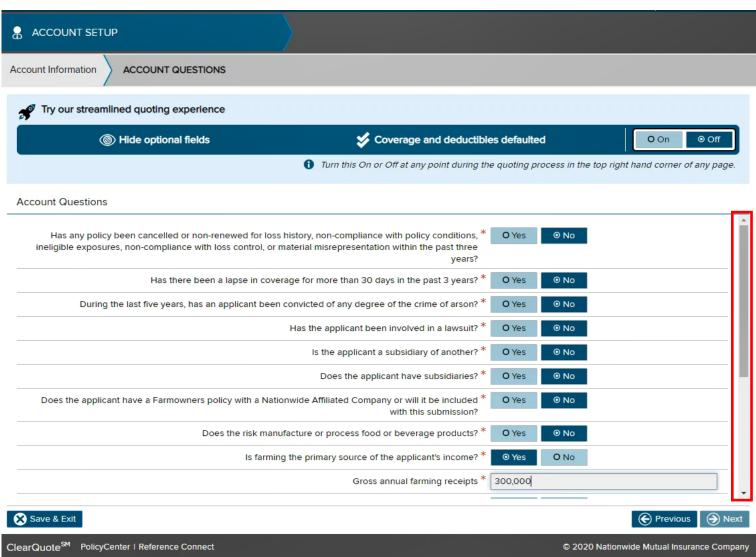
## Account Setup – Account Questions



Answer the Account Questions, use the scroll bar to view all questions.

**NOTE**: The Customer Type appears on the screen based on the answers to questions.

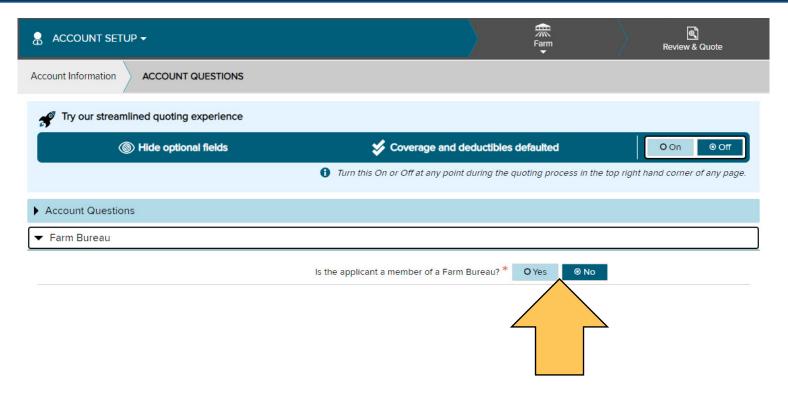




#### Policy Information – Farm Bureau



If the account is in a state where Farm Bureau is present, answer according to the insured's Farm Bureau status.

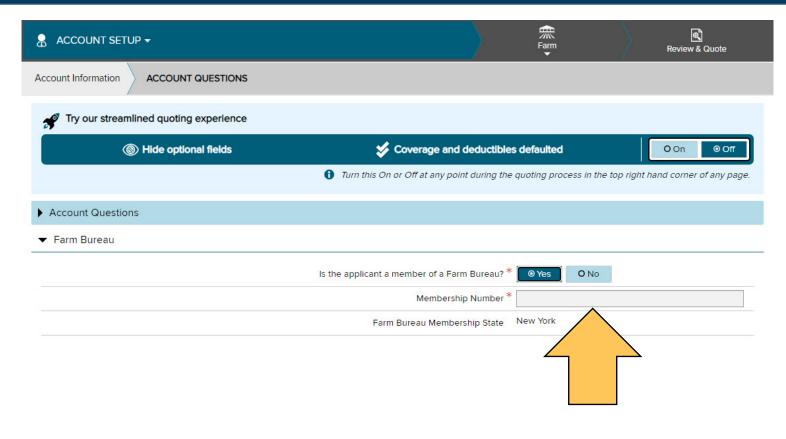


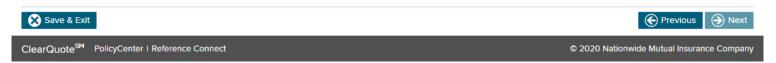


## Policy Information – Farm Bureau



Include the Farm Bureau Membership Number.

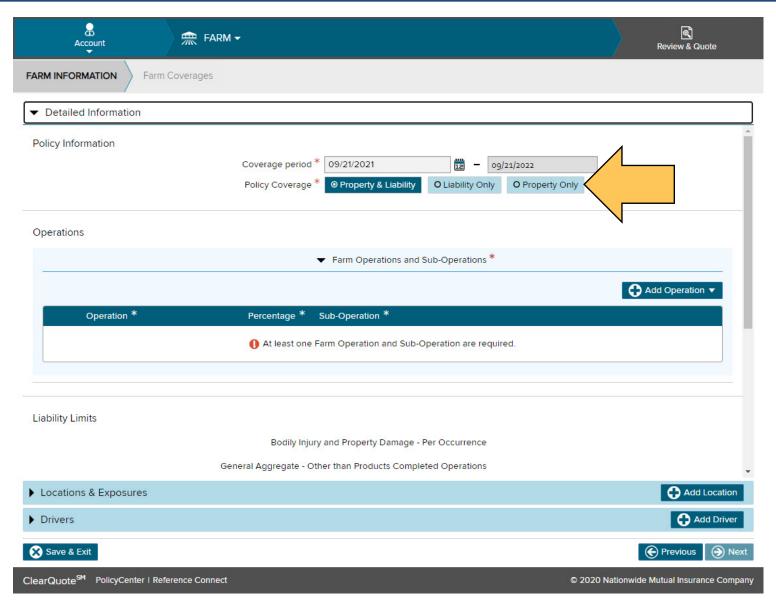




## Policy Information – Coverage Needed



In the Policy Information field, indicate whether the insured requires Property & Liability, Liability Only, or Property Only.

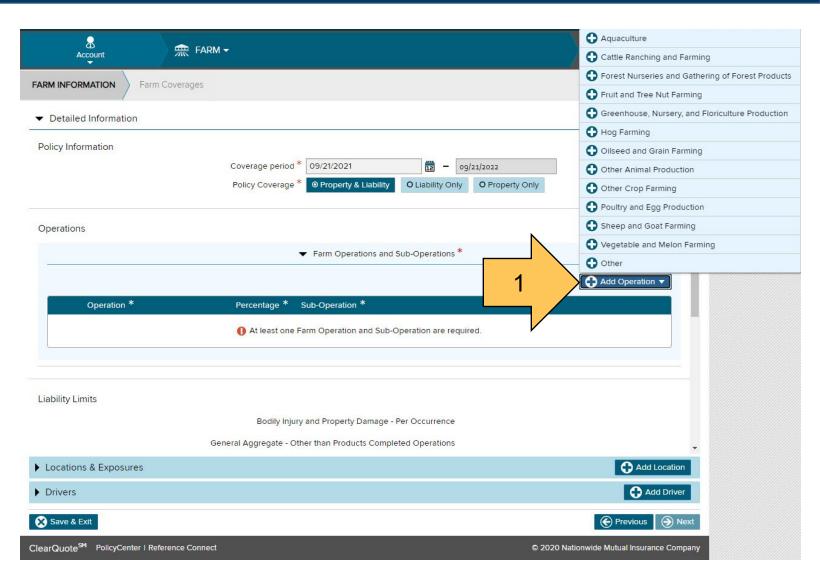




Note the Add Operations field.

You can have multiple farm operations and sub operations, but you *must* have at least one Operation and at least one Sub Operation.

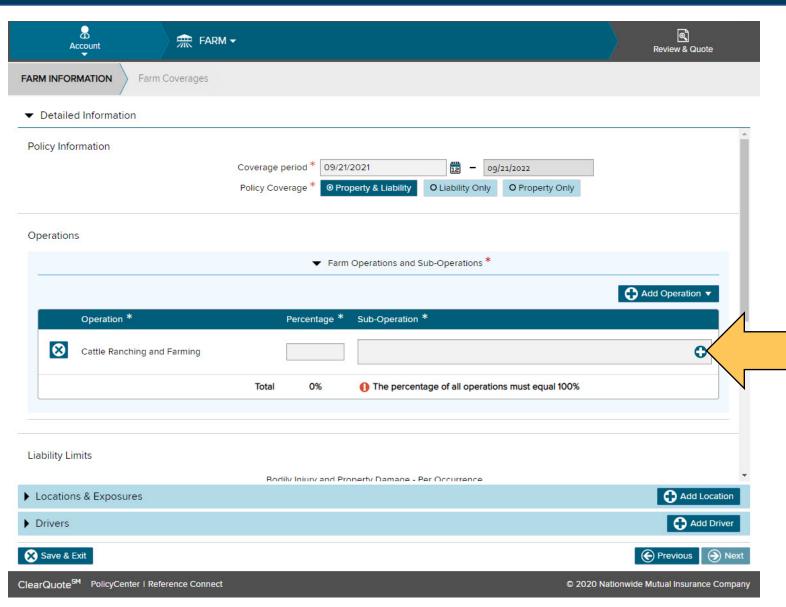
- Click Add Operations.
- 2. Select the primary Operation from the Add Operation popup.





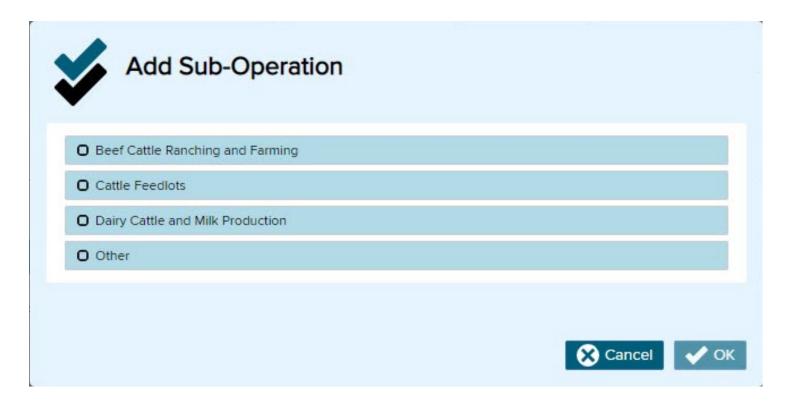
The Operation (Cattle Ranching and Farming in this example) now shows on the screen.

Click the + sign in the gray Sub Operation field.



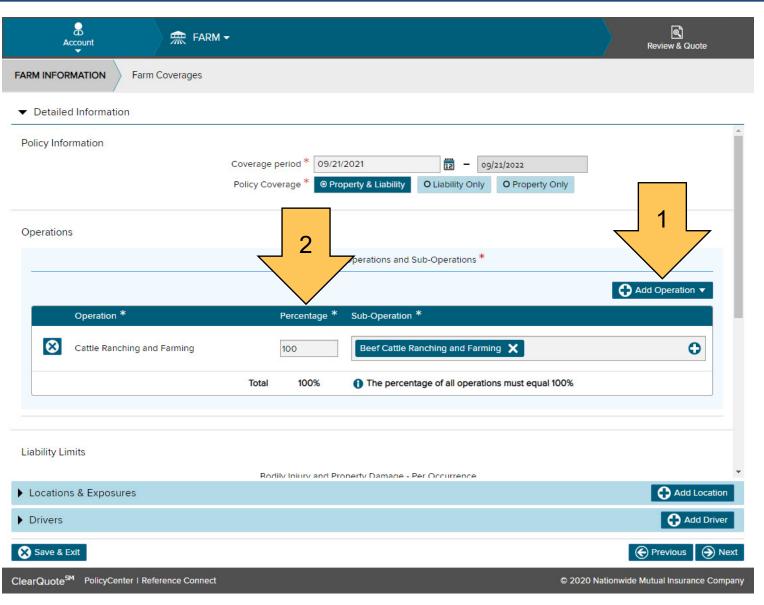


Select the Sub Operation that applies to the Operation.





- Continue to Add Operations and Sub Operations as applicable.
- When finished adding Operations and Sub Operations, indicate the percentage of all operations listed. The percentage of all operations must equal 100 percent.

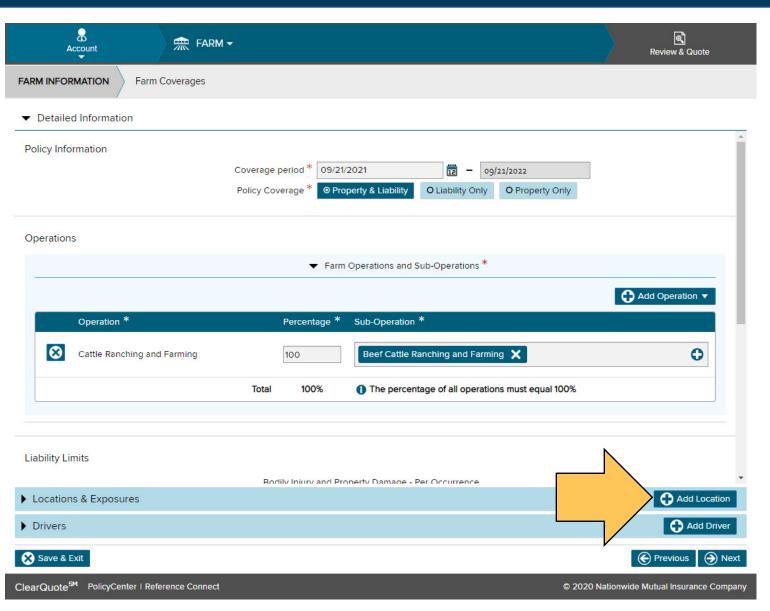


#### Locations and Exposures



Note the Locations & Exposures tab. Exposures such as Resicences, Farm Buildings, and Farm Personal Property are added here.

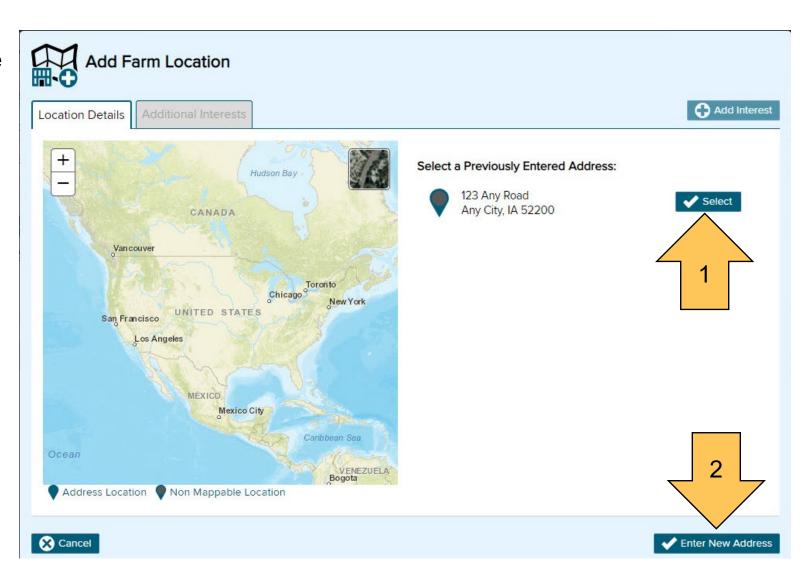
Click Add Location.



## Select (and Add if applicable) Address



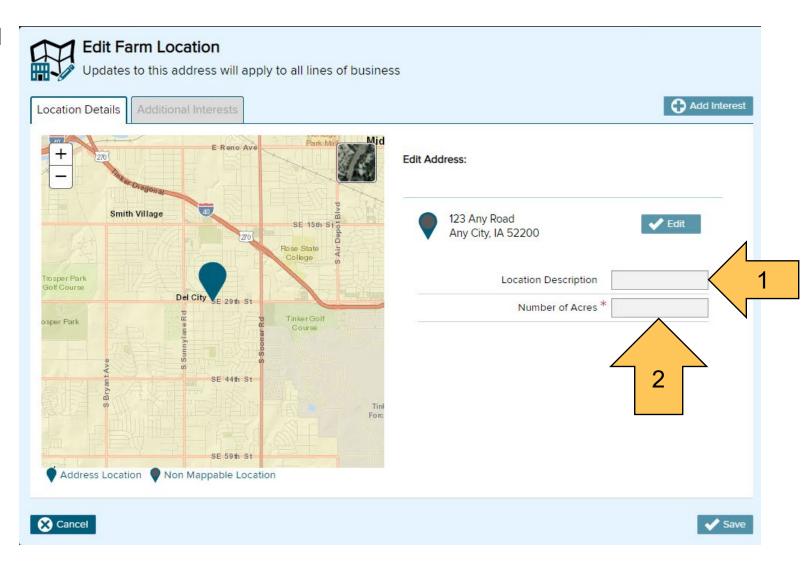
- Click Select to add the previously entered address information as the location.
- 2. Click Enter New Address to add new or additional addresses.



#### **Location Details**



- If you have multiple addresses and locations, you can type a brief description in the Location Description field.
- 2. Enter Number of Acres (this is a required field).

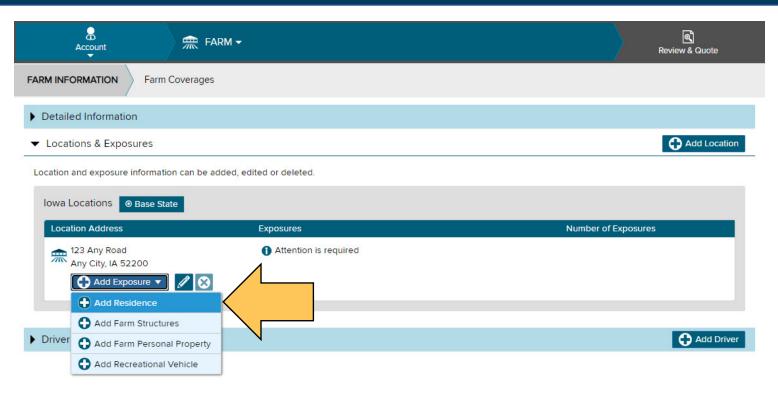


## Add Exposure – Residence



The location address now shows on the screen.

Click Add Exposure; for this example we will first click Add Residence from the drop down.



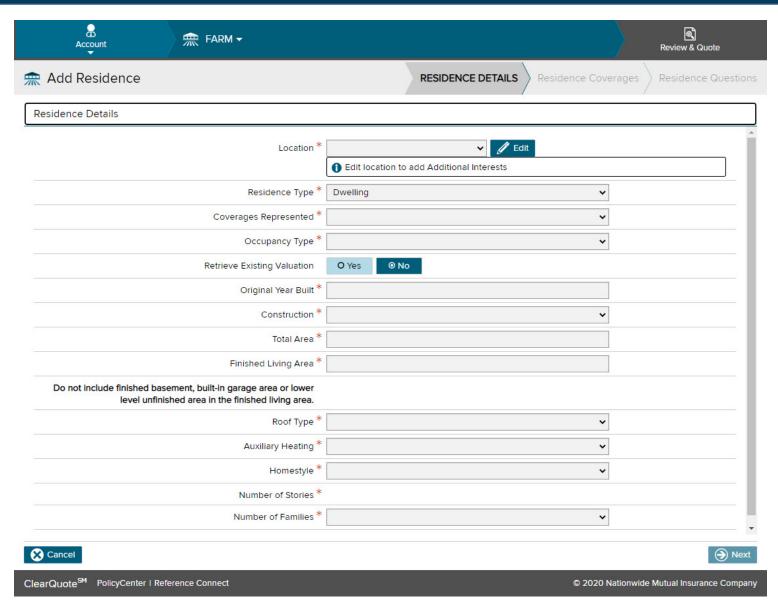


#### Residence Details



Enter the Residence Details – note required fields.

NOTE: If you started a Personal Lines
Homeowners quote and then moved to
a Farmowners quote, you can click
Retrieve Existing Valuation to import the
valuation that was entered in the
Personal Lines (you'll need the ID
number).

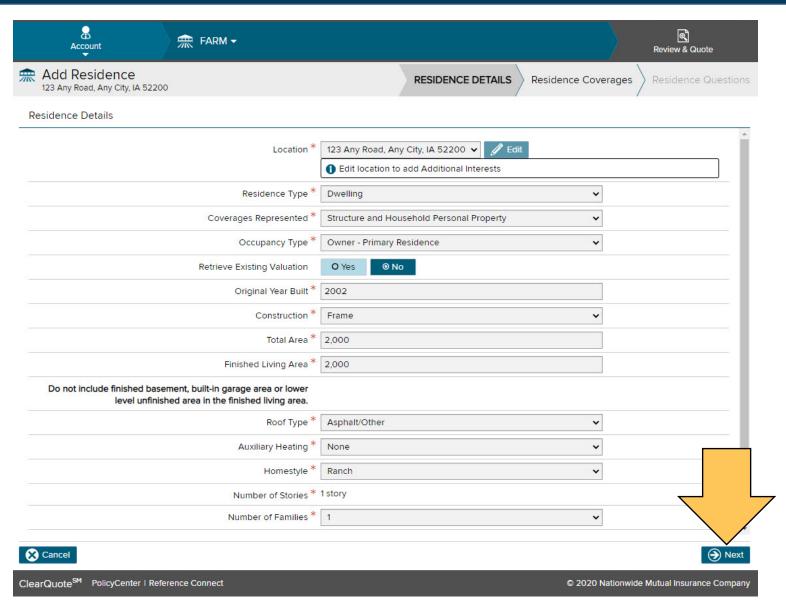


#### Residence Valuation



If the fields do not populate from the existing address, you will need to enter the information manually.

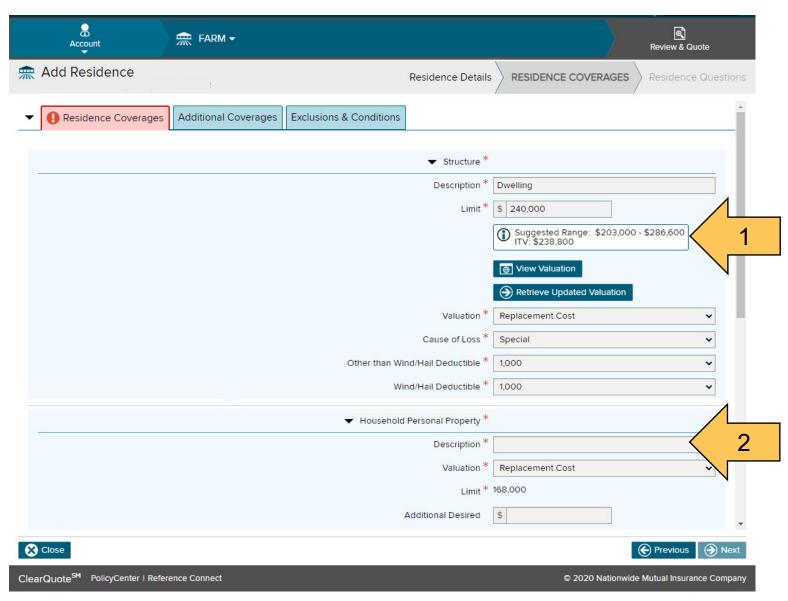
Click Next when required fields are complete.



#### Residence Valuation



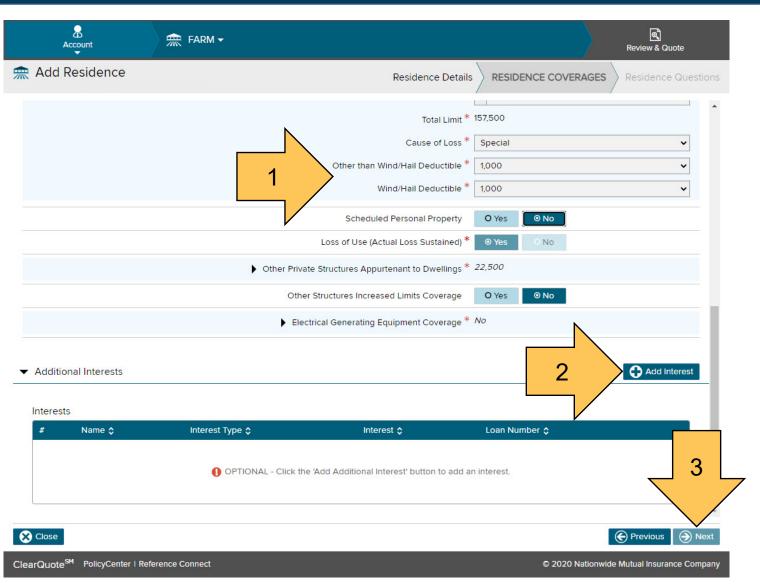
- 1. The system will provide a suggested range for the dwelling limit. If the limit is outside of this range, you can update the valuation or underwriter approval will be needed prior to issuance.
- 2. Next is Household Personal
  Property. Note that the description
  for Household Personal Property
  should read as Household
  Personal Property.



## Adding a Residence – Household Personal Property



- 1. The Household Personal Property fields will appear; if additional limits are needed, you can enter them at this time.
- Click Add Interest to enter additional interests (lienholder, mortgage information, etc).
- Click Next.



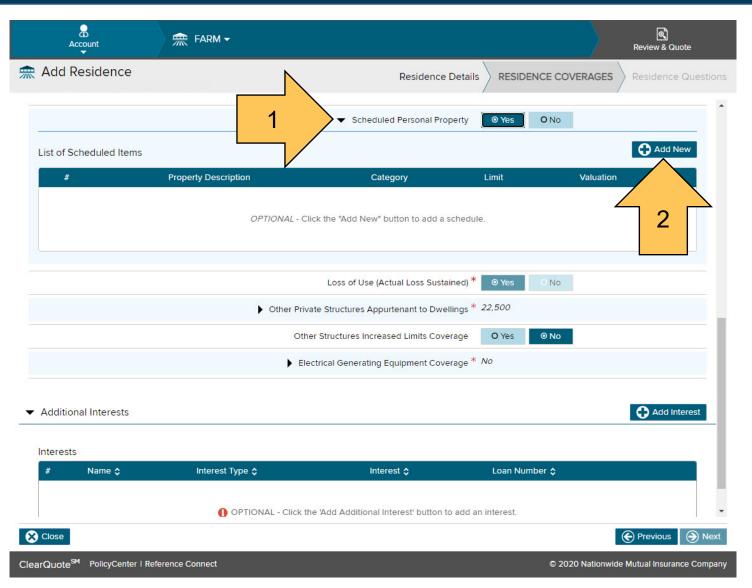
15

## Adding a Residence – Scheduled Personal Property



Scheduled Personal Property can be entered here.

- Select "Yes" for Scheduled Personal Property.
- Click Add New.

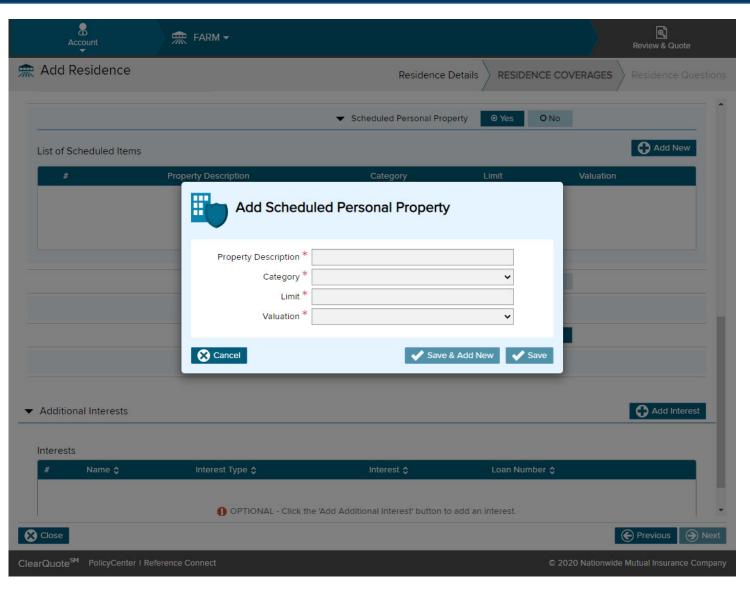


# Adding a Residence – Scheduled Personal Property



Complete the required Information.

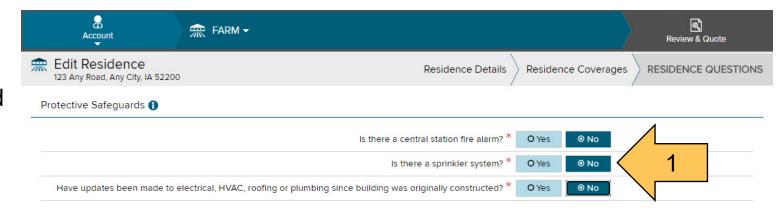
If more than one item will be scheduled, click Save & Add New; otherwise, click Save.



#### Protective Safeguards



- Answer all Protective Safeguards questions. Note that for alarms, sprinkler system, etc. you will need to obtain trailing documents to verify.
- Click Save Exposure or Save & Add New Exposure to add more exposures from the Locations screen.

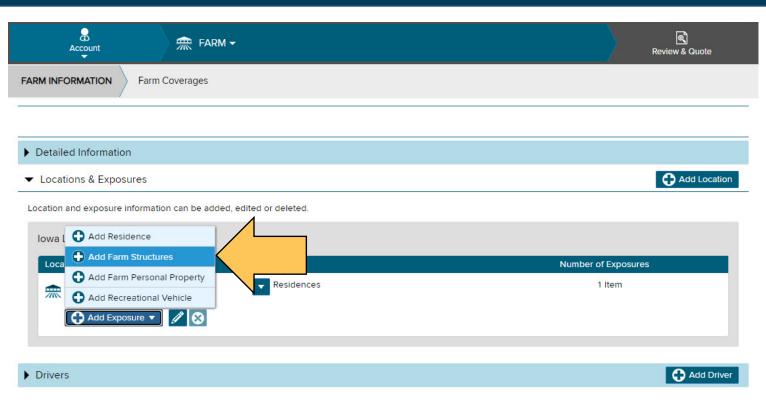




#### Farm Structures



Click Add Farm Structures from the Add Exposure drop down.

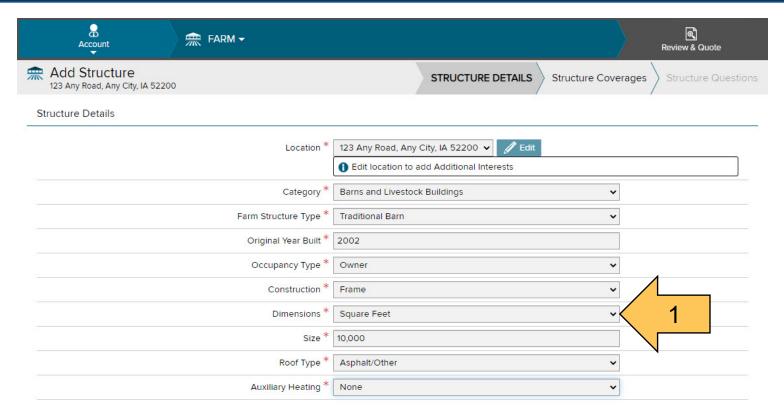




#### Farm Structures – Structure Details



- Enter Structure Details. You can enter dimensions either in Square Feet or by giving the structure's actual dimensions.
- Click Next.

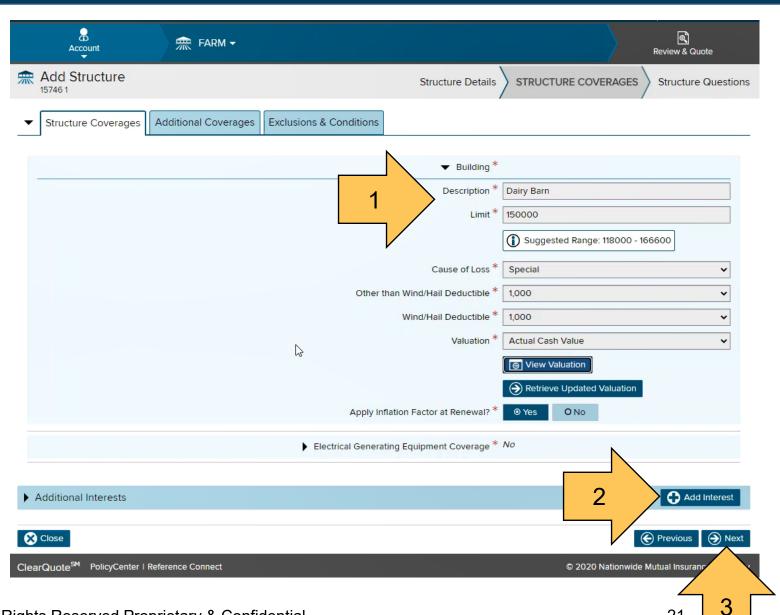




## Farm Structures – Structure Coverages



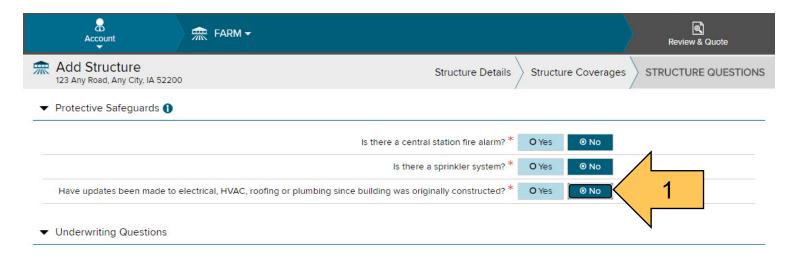
- The next tab is Structure Coverages. Enter a Building Description (required) and the Limit. Note that if the requested limit falls outside the Suggested Range, the account will need underwriting approval.
- If there are Additional Interests for the Farm Structures, you can add them on this screen
- Click Next.



## Farm Structures - Protective Safeguards



- Answer all Protective Safeguards questions for the Farm Structure. If additional Underwriting Questions appear, provide the answers to the Underwriting Questions.
- 2. Click Save and Add Exposure or Save Exposure.

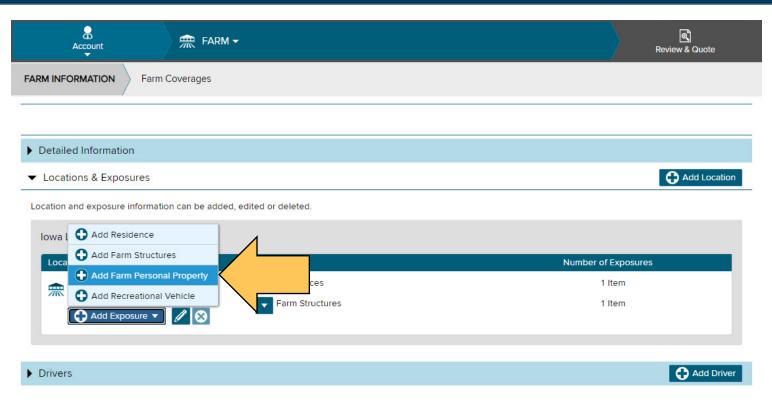




#### Farm Personal Property



To add Farm Personal Property to a specific location, on the Locations page, click the Add Exposure drop down for that locations, select Farm Personal Property from the drop down.





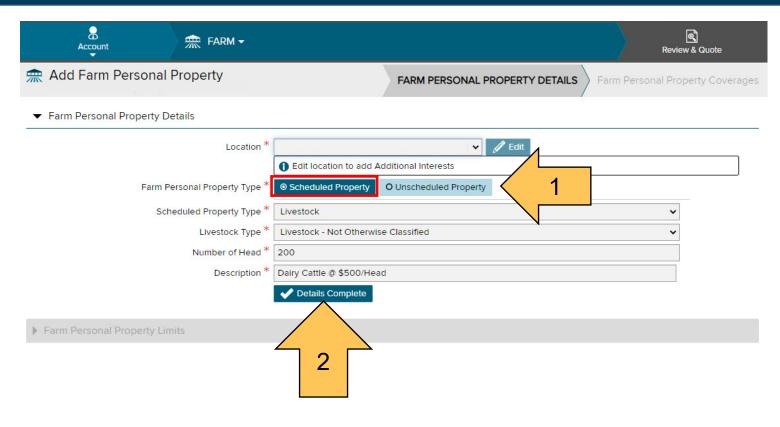
#### Farm Personal Property - Scheduled



Enter Farm Personal Property details. Farm Personal Property can be either Scheduled or Unscheduled.

For Scheduled Personal Property:

- 1. Select Scheduled Property and complete the required fields.
- Click Details Complete.

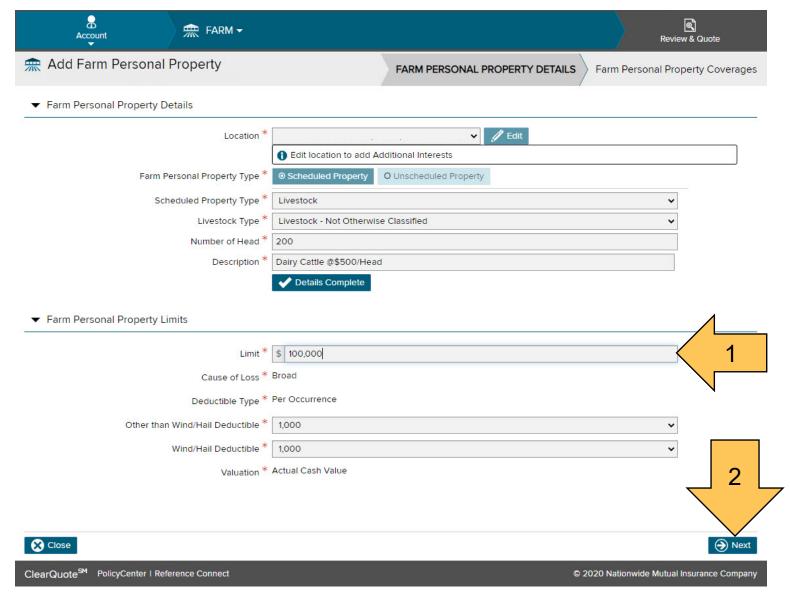




## Farm Personal Property - Scheduled



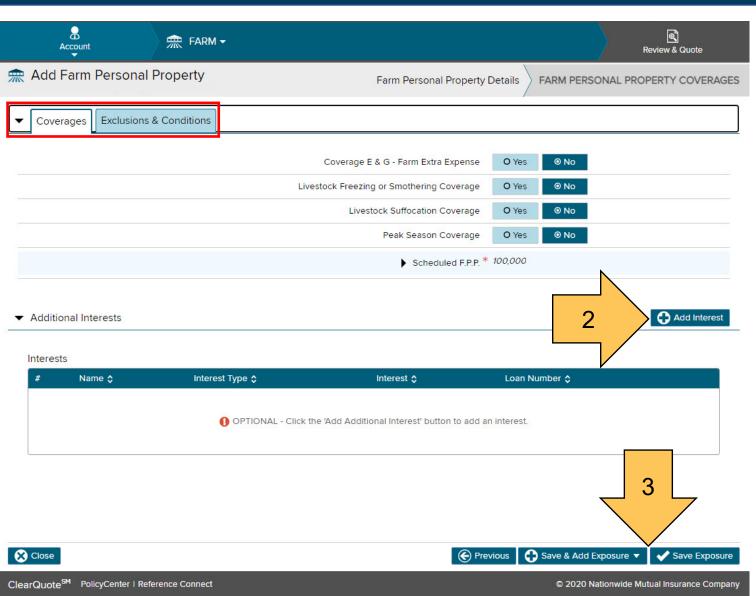
- Enter Farm Personal Property Limits.
- Click Next.



#### Farm Personal Property - Scheduled



- Verify Coverages and add additional coverages as needed.
- Additional Interests can be added here for the Farm Personal Property by clicking Add Interest.
- 3. Click Save & Add Exposure or Save Exposure.

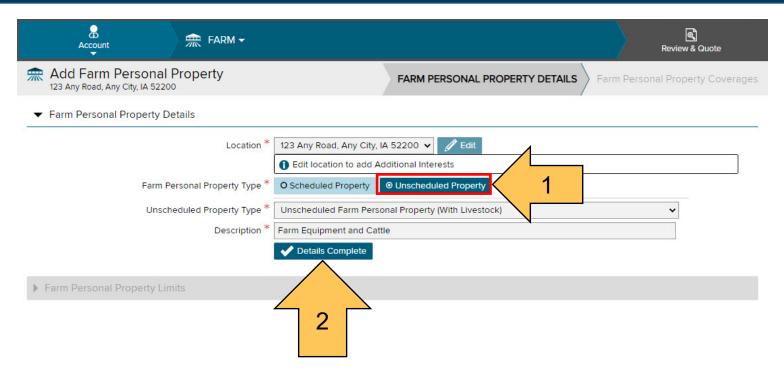


## Farm Personal Property - Unscheduled



#### For Unscheduled Property:

- 1. Select Unscheduled Property and complete the required fields.
- Click Details Complete.

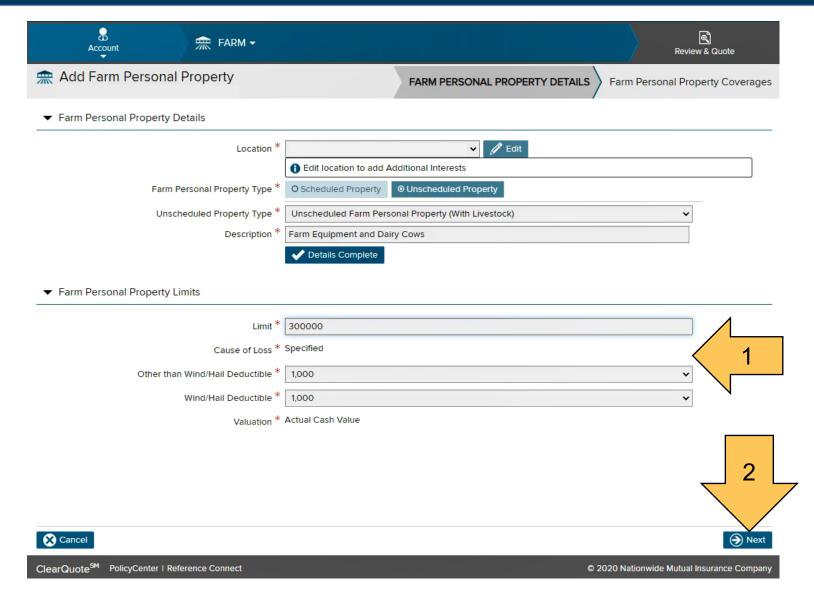




#### Farm Personal Property



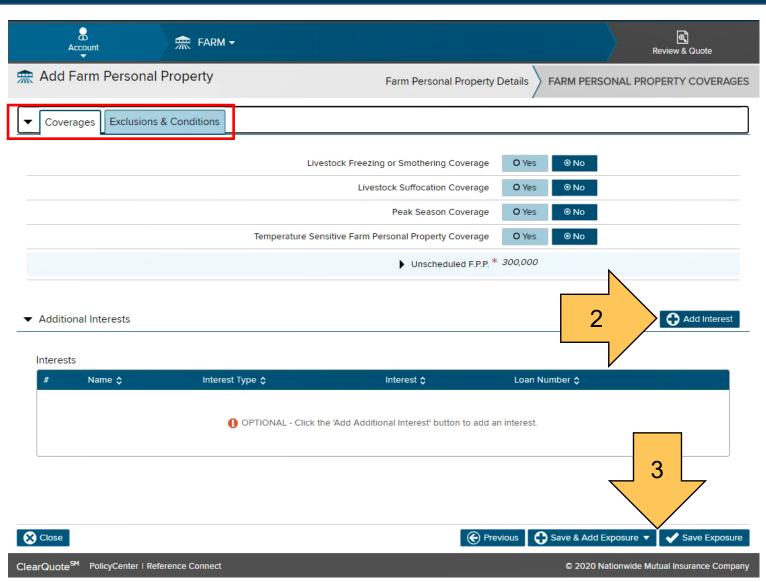
- Enter Farm Personal Property Limits.
- Click Next.



## Farm Personal Property - Coverages



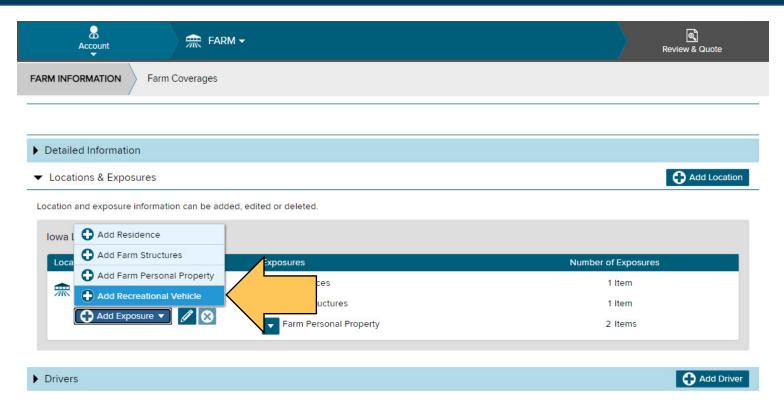
- Verify Coverages and add additional coverages as needed.
- Additional Interests can be added here for the Farm Personal Property by clicking Add Interest.
- 3. Click Save & Add Exposure or Save Exposure.



#### Add Recreational Vehicle



If applicable, select Add Exposure and select Add Recreational Vehicle from the drop down.

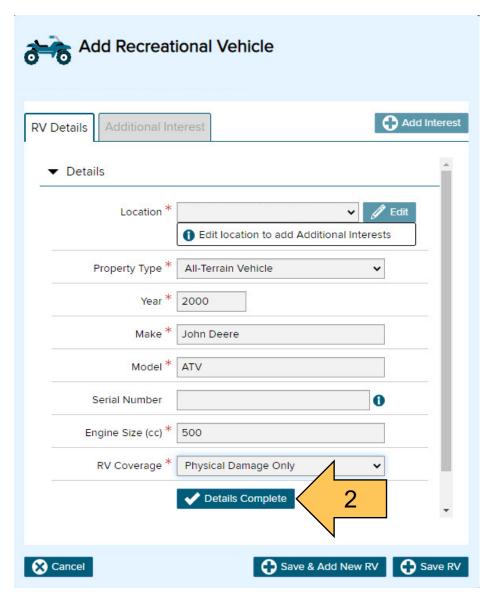




#### Add Recreational Vehicle - Details



- Complete the RV Details including:
  - Location
  - Property Type
  - Make
  - Model
  - Engine Size
  - Type of Coverage
- 2. Click Details Complete.

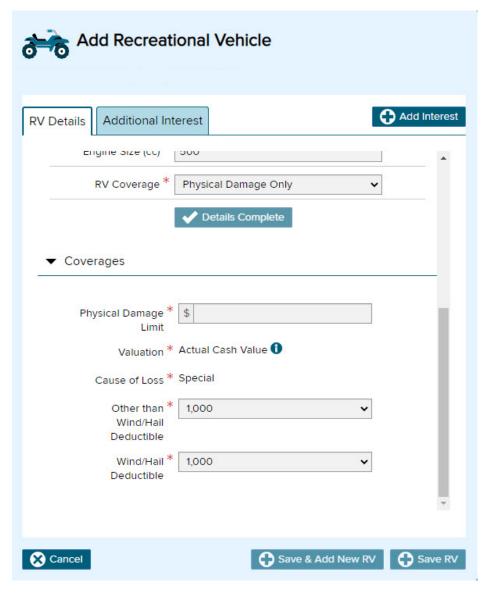


## Add Recreational Vehicle - Coverages



Scroll down to Coverages

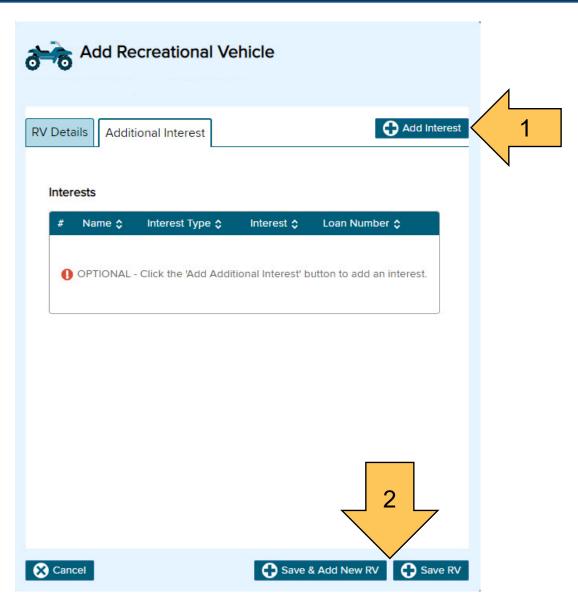
Complete required information



#### Add Recreational Vehicle – Additional Interest



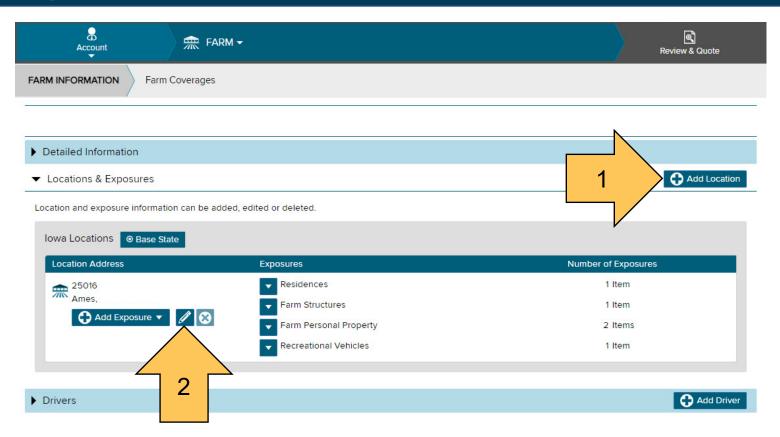
- Add any Additional Interest.
- Click Save & Add New RV or Save RV.

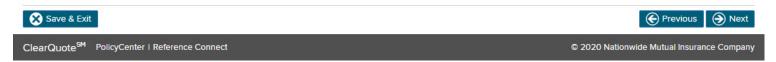


#### Additional Locations and Exposures



- If any additional locations need to be added to the quote, select Add Location.
- 2. You can also edit location information by clicking the pencil next to the location address.



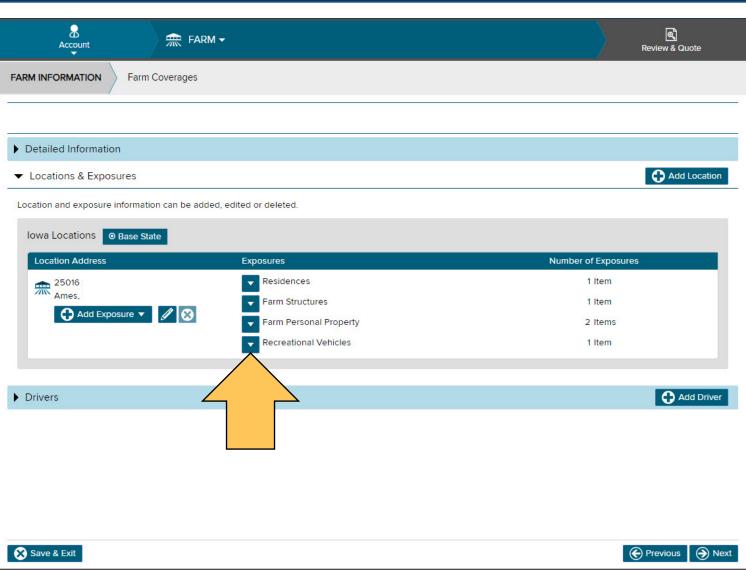


#### Additional Locations and Exposures



To revise any exposure information, click the drop down next to the exposure to expand it.

You can clone the exposure (if you have several identical exposures), edit the exposure, or delete the exposure.

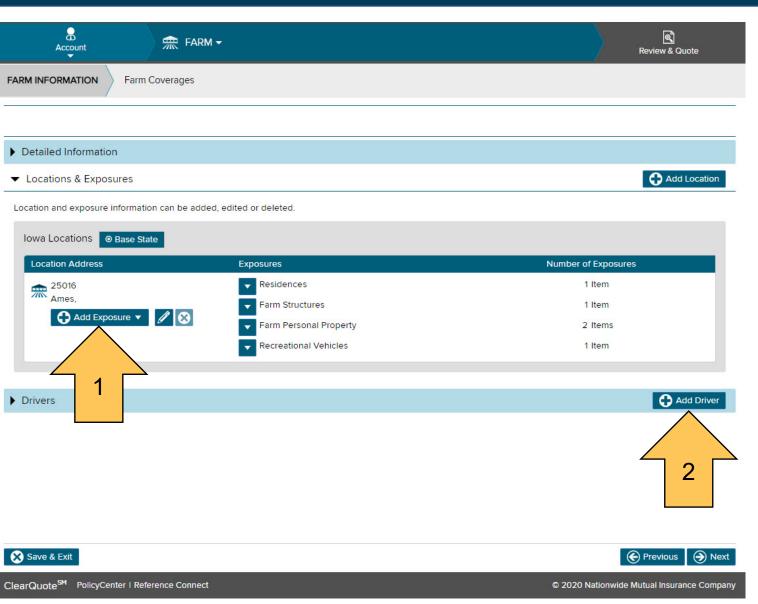


#### Add Driver



- 1. If there are additional exposures, click the Add Exposure button.
- 2. When ready, click Add Driver.

Note: Drivers only need to be added if a recreational vehicle or unregistered auto coverage is selected.



36

#### Add Driver

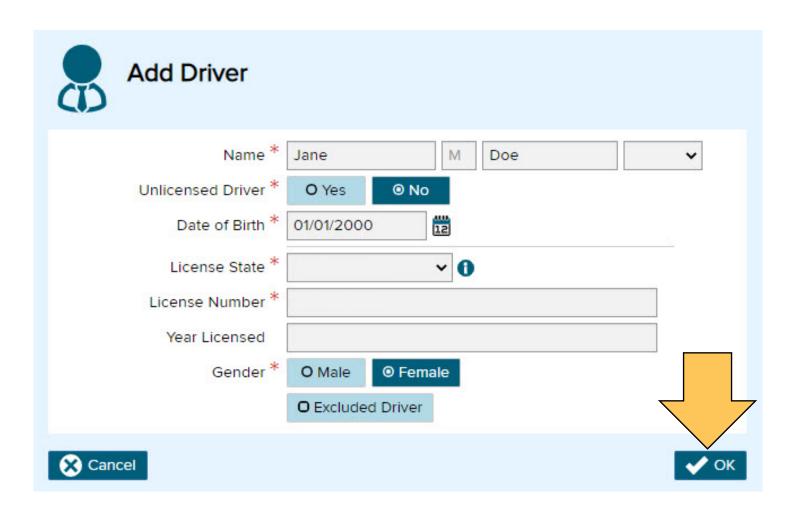


You can add drivers directly to the Farmowners policy by entering their information at this time.

Click OK.

Note that you can now add Unlicensed Drivers, i.e. 14-year-old who drives an ATV on the property.



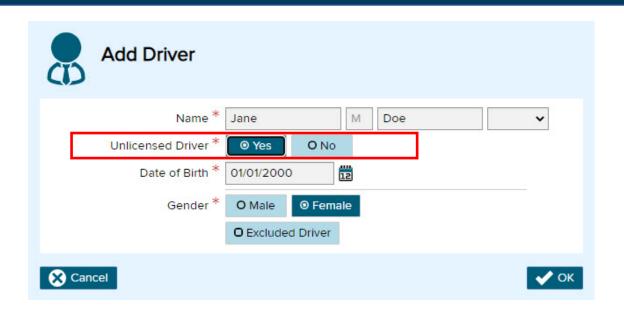


#### Add Driver



#### Considerations when adding drivers:

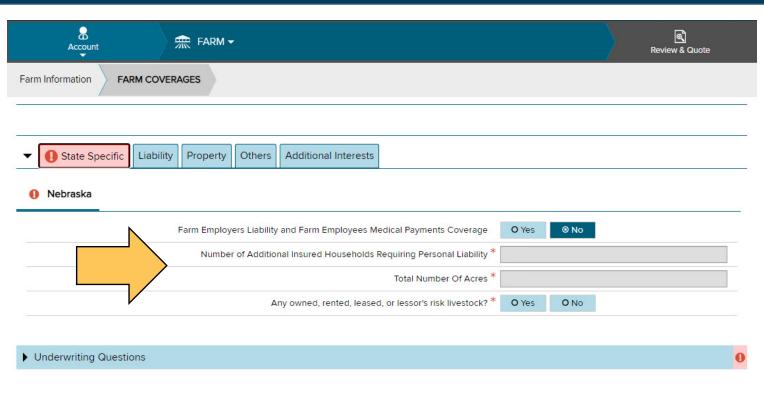
- Unlicensed Drivers can now be added, i.e. 14-year-old who drives an ATV on the property.
- If the customer has a Commercial Auto policy:
  - Any licensed drivers that are added on the Farm policy will also appear on the Commercial Auto.
  - Any drivers from the Commercial Auto will appear on the Farm policy.

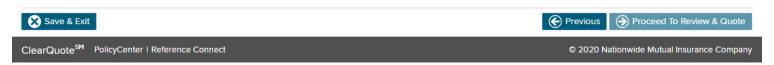


## **State Specific Questions**



State Specific Questions: Answer any state specific questions.

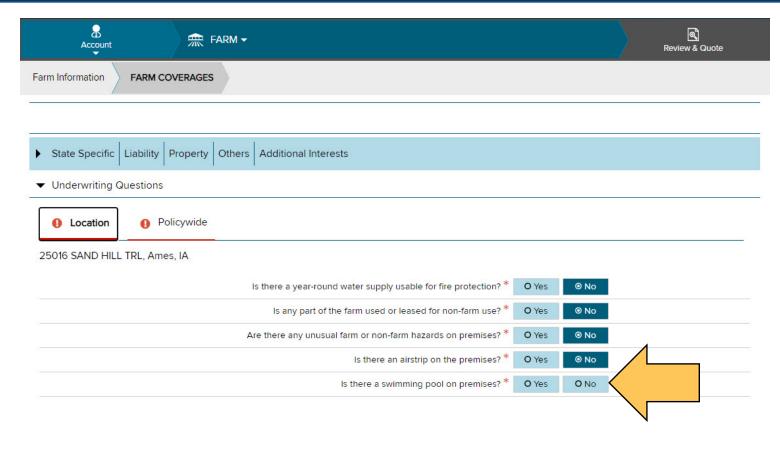


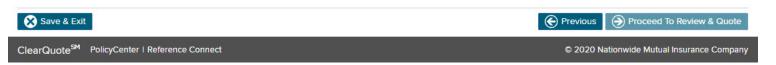


#### **Underwriting Questions - Location**



Underwriting Questions: Answer the additional exposure questions found under the Location tab.

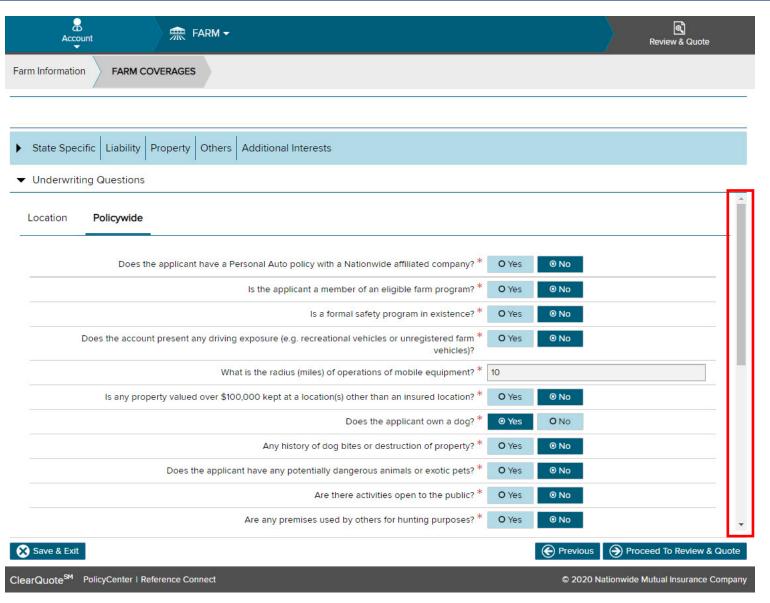




## Underwriting Questions - Policywide



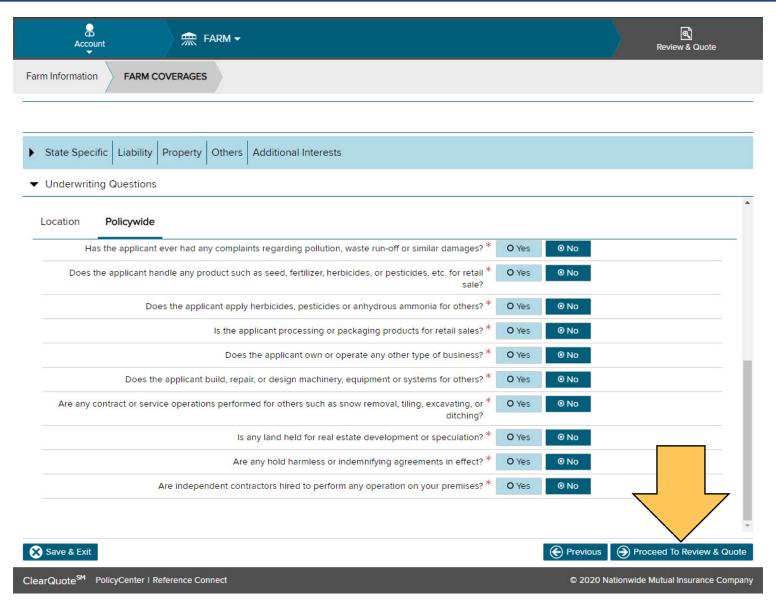
Underwriting Questions: Answer the Policywide questions. Use the scroll bar to access all of the questions.



#### Proceed to Review & Quote



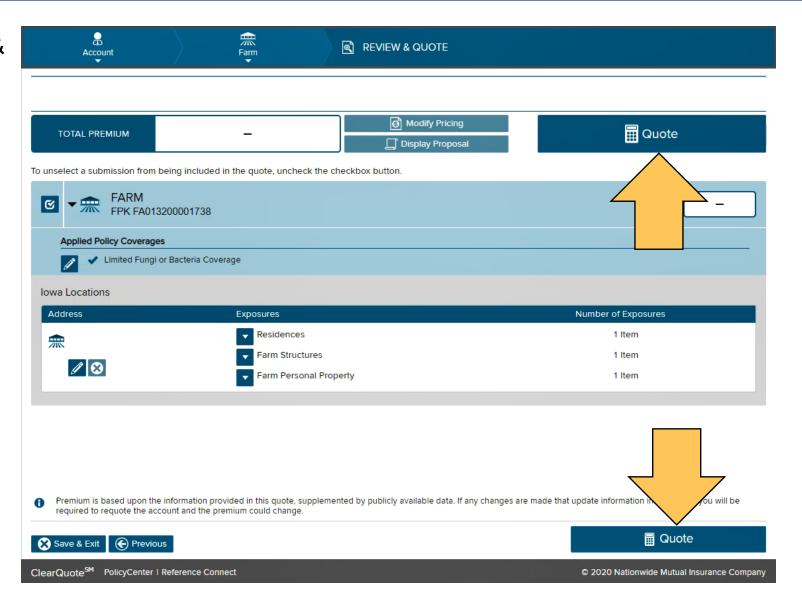
Finishing answering the Policywide Underwriting questions, then click Proceed to Review & Quote.



#### Quote



Review the information on the Review & Quote screen, and click Quote.



#### Quote



Review the Quote information with the customer.

Click Proceed to Issue.

