



## How to Apply for Behavioral & Allied Health Professional Liability Coverage

### Before You Begin

Before using the on-line application, please read the “System Requirements” information to ensure you use a recommended browser and settings needed are available and in use. (You will find the systems requirement information is on the web page where the application is located.)

### General Info

The on-line application has eight to ten sections. After completing each section, click on the “next” button in the lower right of the page to proceed to the next section.

When completing each section, some fields are required. Required fields will be marked with an asterisk (\*). If a required field is not completed, you will be able to move to the next section until the field is completed.

Your answer to a question may lead to additional questions or information needed. For example, after selecting your employment status a drop down list will appear to select your specific occupation.

After all sections are successfully completed, a “submit” button will appear on the last section. If ready to submit, click on this button and your application will be submitted to the database.

### Sections

- » **Applicant Information** – complete personal information, employment status, etc.
- » **Qualifications Questions** – answer the various questions, yes answers may require additional information (a text area will appear). If needed, you can upload any documentation to further answer or explain a particular situation. Please Note: Answering yes to one or more questions may trigger a review by our underwriting team.
- » **Coverage Limit Options** – Select the level of coverage desired.
- » **Add-On Coverage Options** – Select the optional add-on coverages.
- » **Optional Liability Coverages** – If desired, cyber liability and general liability coverages can be selected for purchase.
- » **Cyber Liability Choice Select Coverage** – Select desired cyber liability coverage and optional First-Party Breach (FPB) endorsement.
- » **General Liability Coverage** – Select if General Liability coverage is desired.
- » **Policy Premium** – summary of premiums of coverages selected, total premium and desired start date.
- » **Method of Payment** – Select if you would like to pay now or later, payment method, depending on your selection, instructions on how to pay by check will be shown or the option to use a credit card to pay your premium will appear.
- » **Attest and Authenticate** – Before you submit your application, you will be asked to authenticate your application by agreeing to terms.

### Save and Resume Later Link

At the bottom of each page you will see a “Save and Resume Later” link. Anytime before submitting your application, you can use this link to save your application and come back anytime (within 30 days) to complete your application. You will receive a unique web link to allow you to return to your application. Please note: If you upload any documents they will not be saved to our database until you submit your application.