

Issue a Policy via CC or ACH

Binding via CC

While our agency base is familiar with the term "bind" there is no binding at biBerk.

First, an application must be quoted by going to www.biberk.com/partners.

After answering all the questions, and filling out all of the policy details, you should reach a billing page. This page will allow you to either submit a payment using a debit or credit card or submit the quote to Underwriting for referral.

1. After reaching the payment screen, entering debit/credit card information, and confirming terms - select the Purchase button.

$\hfill\square$ The terms have been read aloud to the insured.	
Purchase	Submit To Underwriting
A Certificate of Insurance after your purchase, and	e (COI) is available online by email minutes d can be mailed to businesses as needed.

2. For renewals as well as approved referred applications the binding takes places on the Billing tab.

Billing Certificates Contacts Conversation	is Coverage Documents Underwriting				
Payment Direct Draft One-time Credit Card Selects Payment Amount Peter Doe Payment Due Remaining Balance Payment Date	Recurring Payments	\$421.50 \$686.88 \$2,810.00	Account Number O Routing Number O		
mm/dd/yyyy Account Type please choose v			Enal please choose Aduby Compary Adubry Compary Adubry Compary Adubry Adubry Compary Adubry Compary Adubry Adubry Adubry		
English Terms	Spanish Terms				
Press be advised you are entering in to an annual contract. We reason the right to cancel for misegeneration or hand. If the policy is cancelled, we reason be right to main a policit of the president assignst than a law and terms of the policy. For a cancelled as of them and conditions, advances and the holp's house any vert''s your cancellance data present the main data cancellance.					
The terms have been read aloud to the insured.			Submit		

Binding via ACH

Our auto-underwritten applications only have the option to purchase with a debit or credit card.

If an insured would like to bind via ACH, the following instructions need to be followed:

1. Select Submit to Underwriting

□ The terms have been read aloud to the insured.



A Certificate of Insurance (COI) is available online by email minutes after your purchase, and can be mailed to businesses as needed. 2. The following screen will appear:

Conversat	ion to UW	
Do not in Account	clude confidential information (ex. SSN #. Routing #).) *

- 3. In the Conversation to UW box enter the following:
 - a. A brief synopsis of the business operation.
 - b. The reason you are referring. In this example it would be "Referring because client wants to purchase with ACH".
 - c. If the submission is for W/C, also enter:
 - i. Payroll Breakdown needed (W2/1099 count, type of work and payroll).
 - ii. Listing of owners/officers and whether they are to be excluded or included.
- 4. Select Submit.
- 5. The application will now be in the Underwriting queue and fully underwritten.
- 6. Upon approval by Underwriting, you'll pull up the quoted application in the biBerk Service Portal (BSP).
- 7. Under the Billing tab process the ACH binding payment.

Billing Certificates Contacts Conversations Coverage Documents Underwriting		
Payment Direct Draft One-time Credit Card Recurring Payments Selece A Payment Anoust • Paint De • Paintent De • Paramet Dat ment/ddryyyy s s Payment Date ment/ddryyyy s s s Plesse choose v v v s s s s	A \$421.50 \$686.88 2,810.00 P E C S S S S S S S S S S S S S S S S S S	Locurs Number
English Terms Spanish Terms		
Please be addreed you are entering in to an ennual contract. We reserve the right to cancel for more we rearry the right's trains a portion of the premium subject to train live and terms of the policy please need the ploicy please my verif 'you extend and agree with these terms and conditions in the place of the	presentation or For a complete	fract, if the policy is cancelled, I and farms and conditions, Budmit