PACIFIC COAST
E&S INSURANCE SERVICES

WEB QUOTE

To obtain agency password:

Please register at http://www.pacificcoastes.com

Or, you may contact –

Wei-Lun Hsu at whsu@pacificcoastes.com (California and Oregon)
Jim Newman at jnewman@pacificcoastes.com (Washington)

First time logging in when you have an agency password:

1. Please choose the appropriate link listed below

California WEB QUOTE URL: http://216.244.116.53/tops/common/Index.jsp?brokerID=223

Washington WEB QUOTE URL: http://216.244.116.53/tops/common/Index.jsp?brokerID=230

2. Enter your agency password

3. Click on “First time user register here”

4. Complete the form, and click on “Submit”

Please remember both agency and individual passwords as you will need both passwords to log into WEB QUOTE.

To Get a Premium Indication:

1. Log into WEB QUOTE by entering agency and individual passwords

2. Choose a state from the pull down menu and click on “Continue”

3. Choose the Program for which you want a quote

4. Choose the event/class for which you want a quote then click on “Continue”

5. Review the qualifiers and if your risk fits click on “Agree”, if not, refer the risk to your ***Pacific Coast E&S Insurance Services***.

6. Complete the details on the “Identification Section” screen and click on “Continue”

7. Print your indication. To save this indication and/or get a firm quote click on “Save and Continue”

8. You may now exit the system, enter another new application or continue on to get a firm quote

To Get a Quote:

1. Complete the “Qualification Section”, and Information Section screens, clicking “Continue” after each one

2. Review the Individual Producer Confirmation screen and click “Continue”

3. Print your quote

4. To Save Your Quote click on “Save for 30 days”

5. To continue on to a new application click “Select State” at the top of the screen

6. To leave the system click on “Logout” at the top of the screen

7. To find another quote previously saved, (in order to view/change/bind) click on “Search” at the top of the screen

To Submit for Binding:

1. Click on “Submit to Bind Coverage”, read the message that pops up, and click on “OK”

2. Print the terrorism form that pops up and have it signed by the insured

3. Close that window

4. If financing is available and you choose this option the finance agreement will pop up next. Print that form and have it signed by the insured

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5. You will immediately receive an email from the TOPS system in your “In” box

6. Print out the application that has been e-mailed to you and have it signed by the insured

7. Send all signed original documents to ***Pacific Coast E&S Insurance Services***:
   Application
   Terrorism document
   Premium Finance Agreement – if financed
   D-1 Surplus Line disclosure ← Doesn’t apply in WA and OR
   SL-2 Diligent Search – completed by producing broker ← Doesn’t apply in WA and OR

At the same time that you received your email from TOPS a copy of it was sent to ***Pacific Coast E&S Insurance Services*** requesting a binder. Coverage is not considered bound until you receive a confirmation and acceptance of coverage from your underwriter.