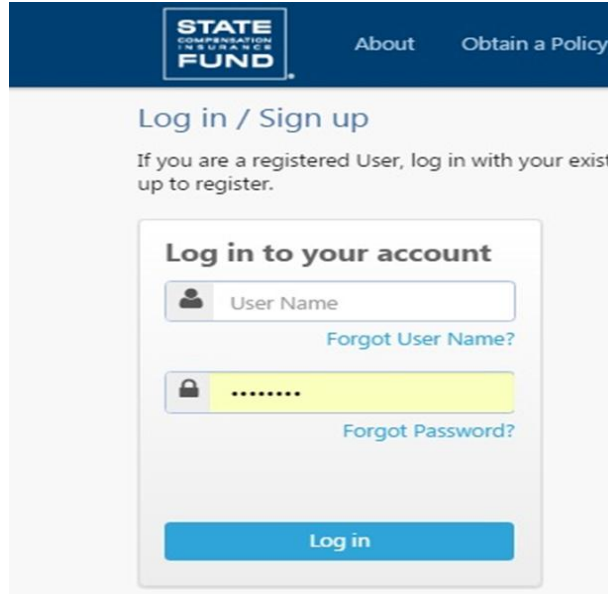


## How to Bind a New Policy Without a Check Copy

1. State Fund Online login screen and access to the Broker Portal Page. You must be logged in to view the policy notification and attach documents.



STATE  
COMPENSATION  
INSURANCE  
FUND

About Obtain a Policy

### Log in / Sign up

If you are a registered User, log in with your existing account. If not, click here to register.

#### Log in to your account

User Name

Forgot User Name?

.....

Forgot Password?

Log in

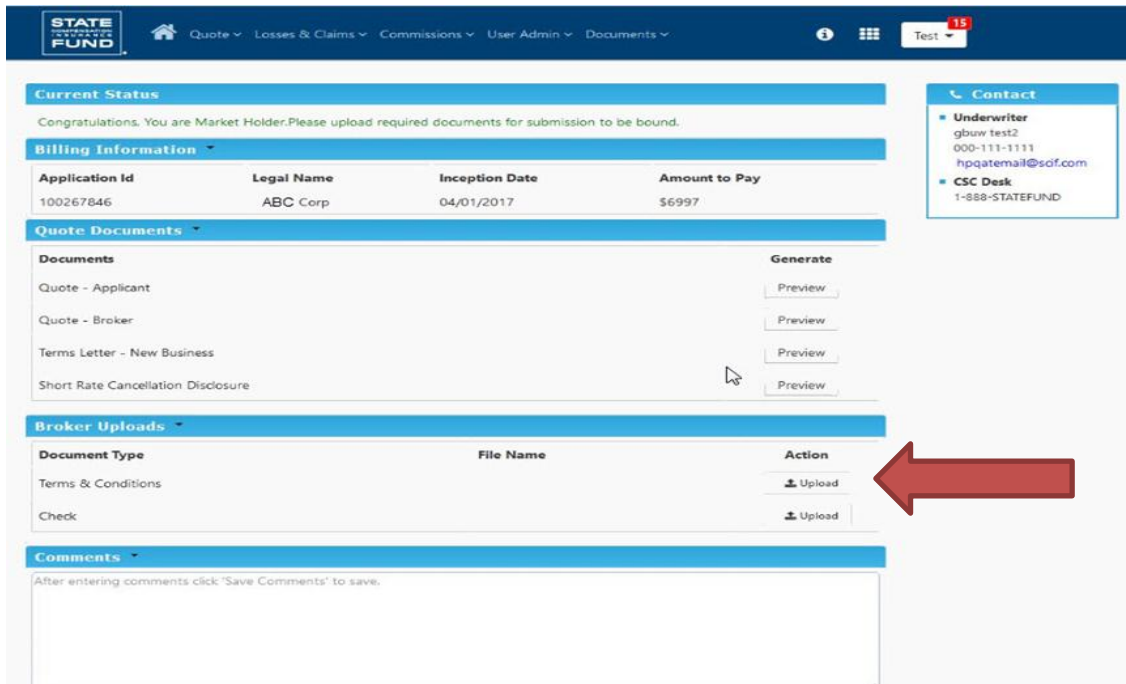
2. Example of an email, notifying you the new business quote is available to view. Please note that you need to be logged into State Fund Online in order to click on the link. To further expedite the binding process, please use the link in the quote email rather than contacting the underwriter directly.



- Notification you see in State Fund Online, indicating a quote has been produced for ABC Corp.



- Quote acceptance screen below. Upload the signed Terms & Conditions letter to bind the policy.



**STATE FUND**

Quote ▾ Losses & Claims ▾ Commissions ▾ User Admin ▾ Documents ▾

Test 15

**Current Status**

Congratulations. You are Market Holder. Please upload required documents for submission to be bound.

**Billing Information**

Application Id	Legal Name	Inception Date	Amount to Pay
100267846	ABC Corp	04/01/2017	\$6997

**Quote Documents**

Documents	Generate
Quote - Applicant	Preview
Quote - Broker	Preview
Terms Letter - New Business	Preview
Short Rate Cancellation Disclosure	Preview

**Broker Uploads**

Document Type	File Name	Action
Terms & Conditions		Upload
Check		Upload

**Comments**

After entering comments click 'Save Comments' to save.

Contact

- Underwriter**  
gbuw test2  
000-111-1111  
hpqatemail@sdf.com
- CSC Desk**  
1-888-STATEFUND

- Quote acceptance box. This must be checked to accept the quote. Check the box titled, "Multiple Documents in one attachment". Browse to attach the signed Terms Letter and click on the "Submit" button.

The screenshot displays the State Insurance Fund portal interface. At the top, there is a navigation bar with the logo and menu items: Quote, Losses & Claims, Commissions, User Admin, and Documents. A user profile dropdown shows 'Test' with a notification badge for 15 items.

The main content area is divided into several sections:

- Current Status:** A blue header with the text: "Congratulations. You are Market Holder. Please upload required documents for submission to be bound."
- Billing Information:** A table with the following data:

Application Id	Legal Name	Inception Date	Amount to Pay
100267846	ABC Corp	04/01/2017	\$6997
- Quote Documents:** A modal window titled "FILE/UPLOAD" is open. It contains two checkboxes: "Multiple Documents in one attachment." (checked) and "Multiple Checks in one attachment." (unchecked). Below these is a "Choose Files" section with a "Browse..." button and a file named "Signed terms.docx". A "Submit" button is at the bottom of the modal. A red arrow points to the checked checkbox.
- Contact:** A sidebar box with contact information for an Underwriter (gbuw test2, 000-111-1111, hpqatemail@sof.com) and a CSC Desk (1-888-STATEFUND).
- Document Type Table:** A table with columns for Document Type, File Name, and Action.

Document Type	File Name	Action
Terms & Conditions		Upload
Check		Upload
- Comments:** A section with the text: "After entering comments click Save Comments to save".

6. This screen shows the Terms & Conditions document has been received.

**STATE COMPENSATION INSURANCE FUND**

[Quote](#) [Losses & Claims](#) [Commissions](#) [User Admin](#) [Documents](#)

**Current Status**

Congratulations, You are Market Holder. Please upload required documents for submission to be bound.

**Billing Information**


Application Id	Legal Name	Inception Date	Amount to Pay
100268116	ABC Corp	04/09/2017	\$6997

\* Policy Inception Date is subject to receipt and verification of payment and signed terms. You will be notified of actual Policy Inception Date at bind confirmation.

**Quote Documents**

Documents	Generate
Quote - Applicant	<a href="#">Preview</a>
Quote - Broker	<a href="#">Preview</a>
Terms Letter - New Business	<a href="#">Preview</a>
Short Rate Cancellation Disclosure	<a href="#">Preview</a>
Corporate Officers/Directors Waiver of Workers' Compensation Coverage (Endorsement 1650)	<a href="#">Preview</a>

**Broker Uploads**

Document Type	File Name	Action	Status
Terms & Conditions	<a href="#">Signed terms.docx</a>	<a href="#">Delete &amp; Replace</a>	<span style="color: green;">✔</span> Received 
Check	<a href="#">Signed terms.docx</a>	<a href="#">Delete &amp; Replace</a>	<span style="color: green;">✔</span> Received

**Coverage Waiver** [Upload](#)

Document Type	File Name
Officer Coverage Waiver	<a href="#">waiver.docx</a>

7. Upload process is now complete. The terms letter will transmit to the underwriter for review and bind. You will then receive a bind letter indicating a payment is due to bind coverage. For assistance please contact your Underwriter or Marketing Representative.
8. Once the policy is bound, follow the instructions of our Bind Order Letter to ensure the physical deposit check and signed Terms Letter are sent to the indicated State Fund mailing address within the specified eight business day timeframe.