

## PRODUCER BULLETIN

The New Jersey Insurance Underwriting Association is introducing two new enhancements based on the results of a producer survey conducted several months ago. Beginning immediately you will have access to a producer copy and an insured copy of several common policy documents for your clients by accessing our website at [www.njiua.org](http://www.njiua.org). The following list of documents for the prior 24 months will be available to view and print:

**New Business Declaration Page**

**Renewal Declaration Page**

**Endorsement Declaration Page**

**Renewal Premium Invoice (Producer Copy Only)**

**Installment Premium Invoice (Producer Copy Only)**

**Expiration Notice**

**Non Payment Cancellation Notice**

If you have used the online quote and application program, the login credentials are the same to access the policy documents tab. When you login you will notice a new tab on the same screen labeled "Policy Documents". Click to open this tab and you will see four categories to search for the policy/insured you are looking for: **Policy Number, Document Type, Policy Effective Date and Named Insureds**. Each category has a funnel icon. Click on that to select a search sub set. To search by policy number, choose "equals" and type in the policy number and press enter. To search by insured's name, choose "ends with" and type in the last name, then press enter. The available documents for that insured should display. To view and print the document you selected, double click on the row.

The second enhancement is the introduction of direct payments by an insured to the Association by ACH check or credit card through our website. If paying by these methods, an insured will no longer have to go to your office to make a payment if they choose not to. By selecting the "Make a Payment" tab on our home page or clicking the Consumer section and selecting the Make A Payment tab, the insured will be taken to the payment page where they will be prompted to enter their policy number and zip code of the insured property location. Once verified, the online payment screen will appear that is the same one you use to make an online payment. A policy holder notice announcing this feature will be included with each new business and renewal package beginning immediately. It will also be available on the website.

If you have any questions about either of the enhancements or have not used our website for online quotes or application submissions and need your userid and password, please call customer service at 973-622-3838 or your underwriter.