HOW TO
LOGON

1. Enter the modernLINK URL in your browser's address box https://modernlink.amig.com.

2. Enter the user ID and password you received after completing the security form, then click **Login**.

3. Once you have successfully logged onto modernLINK, a downloadable icon for your desktop is available from the modernLINK home page under the Key Contact section

modernLINK SYSTEM SUPPORT: 866-527-9583

HOW TO
GENERATE & PRINT A QUOTE

1. To start a new Quote, from the Home Page, simply fill out the required quote fields indicated by the red asterisks under **New Quote**. *Note: Click the **Select** button to fill Agent # and Subproducer # if needed.

2. Type **Rating Zip Code** where the risk is located and **Rating State** will prefill.

3. Select the **Product** from the dropdown box. Click "Get a Quote."

4. You will be directed to the **Quotes and Policies** tab. Supply the required information for each step. Here you'll enter **Basic**, **Eligibility** and **Coverages** information.

5. On the bottom of the **Coverages** page, click **Quote Now**.

6. To print the quote, in the page header, click the **Print** menu, then click **Quote**.

7. To save the quote, go to the tan menu at the top of the Quote form and click on **Save**, then **Current Quote**.

*The system will now save the last Agent # and/or Subproducer # you used to quote as long as your system settings will allow it. If you would like the system to save your information, we suggest that you follow the four steps below:

1. Launch Internet Explorer

2. Click on Tools > Internet Options

3. Click on the Privacy Tab from the top menu

4. Using the slider bar, make sure the privacy settings are set to "**Medium**." This will retain all the secure browsing features and enable cookies.

HOW TO
ISSUE A POLICY

1. If a saved quote is in progress, click the **Client Info** button at the bottom of the **Coverages** page to continue with the quote

2. Otherwise, retrieve your quote by entering the Quote # in the **Quick Action** box on the home page

3. Complete the remaining pages

4. On the bottom of the **Billing** page or the **Summary** page, click **Submit**

HOW TO
RETRIEVE A QUOTE OR POLICY

If you know the quote or policy number:

1. From the modernLINK home page, go to the **Quick Action** box on the right side of the page and enter the quote or policy number then click **View**.

If you don't know the quote or policy number:

1. Click on the **Quotes and Policies** tab.

2. Under the Policy/Quote area, click the **Advanced Search** tab.

3. Enter the criteria you have to search for the quote or policy, then click **Search**.

TAKE A PAYMENT

1. On the modernLINK home page, if you have the policy number, enter it in the **Policy/Quote Number** field in the upper right hand corner. Else, click the **Quotes and Policies** tab, search for the policy and open it in Policy View. If you need assistance, refer to the "Retrieve a Quote or Policy" section of this quick reference guide.

2. Click on the policy for which you wish to take payment.

3. On the Policy Summary page, click **Pay** in the page list atop the page.

4. Enter the payment information and on the bottom of the page, click **Submit Payment**.