

modernLINK® System Training

Quick Reference Guide

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

How to generate and 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.

How to make 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.

Partner Assistance Team:
800-543-2644

