

APPLICATION PROCESS FOR McNEIL/ESIP A & H SUPPLEMENT

1. Print application from Jones Insurance Agency, Inc. website
 - a. jones-ins.com
 - b. Click on the Fire/EMS PAK logo
 - c. Applications are towards the bottom of the page
2. To receive proposal, email completed application form to:
applications@mcneilandcompany.com
cc: Pak@jones-ins.com
3. Jones Insurance Agency, Inc. will email you the proposal
4. Request to bind and issue:
 - a. Premium notice will be sent to the insured as a direct bill
 - b. McNeil and Company will send originating agent contract paperwork
 - c. Policy will be emailed to the originating agent for delivery to the insured
5. Renewal process
 - a. 60 days prior to expiration a survey form used as an update is sent to the originating agent
 - b. Originating agent completes the survey update and emails it to:
applications@mcneilandcompany.com
cc: Pak@jones-ins.com
 - c. Renewal direct bill sent to insured
 - d. Renewal document emailed to originating agent