



OBE Online User Guide

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Logging Into the OneBeacon Entertainment Portal:

The screenshot shows the OneBeacon Entertainment website. At the top, there is a navigation bar with the OneBeacon logo, a search bar, and a 'Producer Login' button. Below the navigation bar, there is a main banner with a skier and the text: "While they're racing... You're already winning with our sports coverage >>". To the right of the banner, there is a 'Producer Login' form with fields for 'User ID:' and 'Password:', a 'Forgot Password?' link, and a 'Login' button. An orange callout box with an arrow pointing to the 'Producer Login' button contains the text: "From the OneBeacon Entertainment website click on the Producer Login button and then enter your User ID and Password." Below the banner, there are three columns of content: 'Are You a Producer?' with links for 'Submit New Business' and 'Become a Producer'; 'Welcome' with a paragraph about insurance requirements; and 'TULIP - Event Insurance' with a 'PURCHASE OR QUOTE' button.

Access Your OBE Online Products:



From your Home Page you can find the [Access Your OBE Online Products](#) link under the My Tools section.

A new window will open.

Note: Your access must already be set up and active in order to access the Broker Portal. You will be given your username and a temporary password when you receive your email notification that your access was granted.

OneBeacon
ENTERTAINMENT

A Member of the OneBeacon Insurance Group

Logout

Select an Agency

Select an agency from the list below.

Larkin & Chambers Group - Atlanta, GA, 3350 Riverwood Parkway SE Suite 1100, GA, 30339

Continue Cancel

First select the agency from the 'Select an Agency' drop-down that you need access to.

The drop-down list of agencies is part of your security profile. Only the agencies that you have access to will show in this drop-down.

Then hit the **Continue** button.

A new window will open bringing you into the Policy Dashboard.

Note: If you only have access to one agency through our system this drop-down will not be available. You will go directly to the Policy Dashboard screen.

The screenshot shows the OneBeacon Policy Administration Dashboard. At the top, there is a navigation bar with 'Policy Dashboard', 'Notifications', 'Tasks', 'Batch Reports', and 'Search'. The main content area includes a 'New Quote' section with a dropdown menu labeled '(C)', a 'Notifications' section stating 'You have no notifications.', and a 'Tasks' section stating 'You have no tasks due today.'. Below these is a 'Recently Accessed' section labeled '(B)' containing a table of recent quotes and policies. A 'Change Password' link is also visible. Callouts provide instructions for each section: (A) points to the client name link in the 'Recently Accessed' table; (B) points to the policy number link; (C) points to the 'New Quote' button. A note at the bottom of the dashboard states 'Duck Creek is built on Express technology.'

New Quote: request a quote.

Note: Only online products are available. Non-online products are not viewable through the portal.

Recently Accessed: allows you to view any in-process quotes and policies.

(A) Clicking on the insured name link will bring you into the Client Information screen.

(B) Clicking on the policy number link will allow you perform various actions within the policy.

(C) Clicking on the quote link will allow you to complete the quote and submit it.

Note: If your policy does not appear here, then it will be necessary to navigate to the **Search** tab at the upper middle of your screen.

The screenshot shows a 'Policy Actions' menu with the following options:

- View Policy (Morgan McInnis)
- View Policy Details
- View Client Information
- Save Quote/Policy
- Create Policy Documents

Listed to the left are the actions that can be performed while in a policy or quote.

Notifications Tab:

OneBeacon ENTERTAINMENT
A Member of the OneBeacon Insurance Group

Logout Quick Search Client Name is

Entertainment Brokers International New Quote

Policy Dashboard Notifications

Policy Administration Dashboard
You are logged in under Larkin & Chambers Group - Irvine, CA. [Change Agency](#)

New Quote (select product)

Recently Accessed Morgan McInnis OnlineDICE Quote

Change Password

Notifications

| Type | Message |
|--|--|
| <input checked="" type="checkbox"/> Renewal activity | New renewals are ready for review. |

[View All Notifications](#)

Tasks
You have no tasks due today.

Callouts:

- If you need to change the agency you are in you can do so by clicking the [Change Agency](#) link.
- The **Notifications** tab is utilized so that OneBeacon Entertainment can send communications for any policy related items.
- Recent notifications will show on the Policy Dashboard as they post.

OneBeacon ENTERTAINMENT
A Member of the OneBeacon Insurance Group

Logout Quick Search Client Name is

Entertainment Brokers International New Quote

Policy Dashboard Notifications Tasks Batch Reports Search

Send a Notification

Login Options
[Change Password](#)
[Change Agency](#)

Notifications

View All

| Type | Policy Number | Received | Attachment |
|------------------------------------|---------------|---------------------|------------|
| Renewal activity | (none) | 1/31/2013, 12:25 pm | |
| New renewals are ready for review. | | | |
| Miscellaneous | (none) | 1/31/2013, 12:24 pm | |
| This is only a test | | | |

Page 1 of 1 2 results found. Currently showing 1 - 2.

Callout:

- On the Notifications tab you have the option of filtering notifications by read, unread and deleted via the drop-down.

Quick Search:

OneBeacon ENTERTAINMENT
A Member of the OneBeacon Insurance Group

Logout Quick Search Client Name is

Entertainment Brokers International New Quote

Callout:

- The **Quick Search** option at the very top right of the screen allows you to quickly search for policies, by entering the Client Name, Policy/Quote number or the Phone Number.

Search Tab:

OneBeacon ENTERTAINMENT
A Member of the OneBeacon Insurance Group

Logout Quick Search Client Name is

Entertainment Brokers International

Policy Dashboard Notifications Tasks Batch Reports Search

Login Options
Change Password

Search for Policies, Quotes, and Clients

I'm looking for: Policies and Quotes Clients

I want to search by: Insured name contains Andrew

Include previous terms
 Include deleted

Search

The **Search** tab allows you to search for policies, quotes or clients via a multitude of options.

In the 'I'm looking for:' section select either the Policies and Quotes or the Clients radial button.

In the 'I want to search by:' select the options in drop-downs.

Then type in the criteria you want to search by.

OneBeacon ENTERTAINMENT
A Member of the OneBeacon Insurance Group

Logout Quick Search Client Name is New Quote

Entertainment Brokers International

Policy Dashboard Notifications Tasks Batch Reports Search

Login Options
Change Password

Search for Policies, Quotes, and Clients

I'm looking for: Policies and Quotes Clients

I want to search by: Insured name contains Andrew

Include previous terms
 Include deleted

Search Again

Search Results

| | Policy/Quote# | Insured Name | Line | Eff. Date | Last Transaction | Description | Last Accessed |
|--|---------------|---------------------------------|------|-----------|------------------|-------------------|---------------|
| | RPG0000165 | Andrew Coff... | RPG | 2/4/2011 | Cancel-Com... | Special Coffe... | 2/3/2011 |
| | RPG2183Q2... | Andrew Coff... | RPG | 4/1/2011 | New-Pending | Andrew's Ja... | 3/7/2011 |
| | | Andrew Coff... | RPG | 3/17/2011 | New-Pending | Special Concert | 3/16/2011 |
| | RPG0000158 | Andrew's Tea... | RPG | 1/9/2011 | New-Commit... | Event | 1/6/2011 |
| | RPG2112Q2... | Andrew's Tea... | RPG | 3/1/2011 | New-Pending | Eventy | 2/1/2011 |
| | | Andrew's Tea... | RPG | 1/15/2011 | New-Pending | Special Occa... | 1/14/2011 |
| | RPG0000162 | Andrew's Tea... | RPG | 2/20/2011 | Reinstate-Co... | Super Event | 1/21/2011 |
| | RPG0000162 | Andrew's Tea... | RPG | 2/20/2011 | New-Commit... | Super Event | 1/20/2011 |
| | | Andrew's Tea... | RPG | 1/28/2011 | New-Pending | Richard's Party | 1/27/2011 |
| | CP12345-00- | Andrew's Tea... | RPG | 2/4/2011 | New-Closed | A special art ... | 9/15/2011 |

Page 1 of 1 10 results found. Currently showing 1 - 10.

Results will appear underneath in the Search Results section.

| Policy/Quote# | Insured Name | Line |
|---------------|--------------------------------|------|
| RPG0000165 | Andrew Coff... | RPG |
| RPG2183Q2... | Andrew Coff... | RPG |

Icon Key

- = View Policy
- = View Policy Details
- = Delete
- = Duplicate
- = Download

OneBeacon ENTERTAINMENT
A Member of the OneBeacon Insurance Group

Logout Quick Search Client Name is

Entertainment Brokers International **New Quote**

Policy Dashboard Notifications Tasks Batch Reports Search

Policy Administration Dashboard
You are logged in under Larkin & Chambers Group - Irvine, CA. [Change Agency](#)

New Quote Notifications

Online DICE Program **Start**

Type Message
Renewal activity [New renewals are rea](#)
Miscellaneous [This is only a test](#)

New Quotes can be entered by clicking on the New Quote button at the top right corner of the screen

or

Select the Online DICE Programs from drop-down menu under the New Quote section of the Policy Dashboard tab. Then click on the **Start** button.

Andrew Coffee House

Application

* indicates a required field.

Andrew Coffee House ******(New-Pending -) ******60463 ******24087 ******2013-03-16 ******EVENT01
If you have problems with this product, please give us a call 1-800-507-8414 for immediate assistance (business hours only).

Applicant

Event Name * St. Patty's Day

Insured's Name * Andrew Coffee House **Add Named Insureds**

DBA

Mailing Address 1 * 1051 Texas St

Mailing Address 2

City * Salem

State * Virginia

Zip Code * 24153-5402

Insured's Phone Number

Validate address to continue

Broker Information

Broker Search ENTERTAINMENT BRO

Producer Management List

Broker ENTERTAINMENT BRO

Producer Code 0402487

Broker EMail * testing@ebi-ins.com

Commission * 20

Policy Information

Carrier

Class Code

Risk Type

Department

Class 1

The Application screen will open.

Enter the Applicant information. Once the address information is entered you will be required to validate the address by clicking on the **Validate address to continue** button.

You will next need to enter other policy related information including Event Location, Policy Information and Event Classifications and Additional Coverage Selections as shown in the preceding pages.

Then click the **Next** button to enter the other policy related information.

Note: While entering your quote you have the option of saving the information already entered for later completion. Do this by clicking on the **Save for Later** button at the top of each of the application screens.

Note: If coverage(s) are not available for the state and location provided a message will appear after you click the **Validate address to continue** button.

Event Location

Click here if event address is same as mailing address

Event Address * 1051 Texas St

Event City * Salem

Event State * Virginia

Event Zip Code * 24153-5402

Policy Information

What type of risk do you wish to add? * (select) ▼

Effective Date * 3/16/2013 📅

Expiration Date * 3/17/2013 📅

Term Length (in days) 1

Will there be more than one event covered? * (Select) ▼

This event will take place in the United States * (Select) ▼

Has this client ever had insurance cancelled or non-renewed for any reason? * (Select) ▼

Has this client ever had any prior events with losses over \$5,000? * (Select) ▼

Event Classification

Is this event indoors or outdoors? * Indoors ▼

What is your average daily attendance of this event? * 10

What type of event is this? * Luncheons ▼

[See Excluded Events](#)

Additional Coverage Information

Will there be armed private security at this event or activity? (off duty police not included) * (Select) ▼

Does this require any amendment of coverage? * (Select) ▼

Will the insured be doing any construction other than sets? * (Select) ▼

Will there be stunts or pyrotechnics at this event? * (Select) ▼

Will there be vendors at this event? ? * (Select) ▼

Will there be celebrities at this event? * (Select) ▼

Do you want Liquor Liability coverage? ? * (Select) ▼

Do you want Non Owned and Hired Auto coverage? ? * (Select) ▼

Do you want Waiver of Subrogation coverage? * (Select) ▼

Do you want increase Fire Legal Coverage to \$1,000,000? ? * (Select) ▼

Do you want Excess Liability coverage? ? * (Select) ▼

[Save & Exit](#)

[Next](#)

Then click the **Next** button to enter the other policy related information.

Moose McInnis

Account | Location | Coverage | Review & Purchase

Policy Actions

- View Policy (Moose McInnis)
- View Policy Details
- View Client Information
- Save Quote/Policy
- Create Policy Documents

Login Options

- Change Password
- Change Agency

Action Required

- Refer to Underwriter

Based on current coverage choices, this policy does not qualify for the online dice program and will need to be referred to our underwriting department.

To Do List

- Validate Mailing Address
- Qualify Submission
- Select Products
- Validate All Locations

Additional Actions

- Refer to Underwriter
- Save for Later

Location

Save for Later

Moose McInnis **(New-Pending -) **60467 **25466 **2013-03-20 **DICEX01

Location Number 1 - 150 Royall St Ste 1, Canton, MA 02021

This location has been successfully validated.

Change this address?

Location # 1

Address 1 150 Royall St Ste 1

Address 2

City Canton

County

State

Zip Code * 516

Automobile

Liability

Territory

The following charges will apply to premium attached to this location.

Add Another Location

Previous Next

Annotations:

- The **Location** link to the far left allows you the ability to change the current location for the application/quote as well as adding additional locations if needed.
- To change the current location select **Yes** from the Change this address drop-down.
- If your selections need referral to underwriting you will see this yellow box to the left of the page during application/quote entry under the Action Required section. You can click on the Refer to Underwriter link to send to the Underwriting Department.
- To add another location to the application/quote click the **Add Another Location** button. Another location block will come into view below location number 1. You will need to enter location number 2 and validate the address.
- Click the **Next** button after the address information has been entered and validated.

✗ Location Number 2 - 1895 J W Foster Blvd, Canton, MA 02021-1099

This location has been successfully validated.

Change this

Annotation:

- If a location needs to be removed you can click on the **✗** button that appears to the top left of each location.

Moose McInnis

Account

Location

Coverage

Review & Purchase

Coverage

Save for Later

The **Coverage** link to the far left shows you the coverages available for the application/quote being entered.

* indicates a required field.

Moose McInnis **(New-Pending -) **60467 **25466 **2013-03-20 **DICEX01

Group Coverages

TRIA

You have the ability to Accept or Reject the coverage from the drop-down.

Policy Actions

- View Policy (Moose McInnis)
- View Policy Details
- View Client Information
- Save Quote/Policy
- Create Policy Documents

Login Options

- Change Password
- Change Agency

Action Required

Refer to Underwriter

Based on current coverage choices, this policy does not qualify for the online dice program and will need to be referred to our underwriting department.

To Do List

- Validate Mailing Address
- Qualify Submission
- Select Products
- Validate All Locations

Additional Actions

- Refer to Underwriter
- Save for Later

Package

| | |
|---------------------------------|-------------|
| Line of Business | Package |
| General Aggregate Limit | \$1,000,000 |
| Products Aggregate Limit | \$1,000,000 |
| Add Blanket Additional Insured? | No |
| Add Waiver of Subrogation? | No |
| Fire Legal | 100,000 |
| Medical Limit | 1,000 |
| Type | DICE |
| Policy Number | |

Portfolio

| | |
|------------------------|-------------|
| Line of Business | DI |
| Primary Film or Video? | Video / CGI |
| Add Cast Coverage? | No |
| Policy Number | |

As you continue the entry of the application the **To Do List** section will update to green when items are completed.

Floater

| | |
|---------------------------------------|----|
| Line of Business | PF |
| Add Miscellaneous Equipment Coverage? | No |
| Add Third Party Property Damage? | No |
| Policy Number | |

Click the **Next** button after the coverage selections are made..

Previous Next

Moose McInnis

Account

Location

Coverage

Review & Purchase

The **Review & Purchase** link to the far left shows you a snapshot of the coverage amounts for the application/quote being entered.

Review & Purchase

[Save for Later](#)

Thank you! Based on your selections, we are pleased to offer you the following coverages:

- Policy Actions**
- [View Policy \(Moose McInnis\)](#)
 - [View Policy Details](#)
 - [View Client Information](#)
 - [Save Quote/Policy](#)
 - [Create Policy Documents](#)

- Login Options**
- [Change Password](#)
 - [Change Agency](#)

Action Required

Refer to Underwriter

Based on current coverage choices, this policy does not qualify for the online dice program and will need to be referred to our underwriting department.

- To Do List**
- Validate Mailing Address
 - Qualify Submission
 - Select Products
 - Validate All Locations
- Additional Actions**
- Refer to Underwriter
 - Save for Later

General Liability Coverage

| | Limit | Deductible |
|----------------------|-------------|------------|
| Occurrence | \$1,000,000 | |
| General Aggregate | \$1,000,000 | |
| Products Aggregate | \$1,000,000 | |
| Personal Advertising | \$1,000,000 | |
| Fire Legal | \$100,000 | |
| Medical | \$1,000 | |

Portfolio Coverage

| | Limit | Deductible |
|---------------------------------------|-------------|------------|
| Props, Sets, Wardrobe | \$250,000 | \$1,500 |
| Extra Expense | \$250,000 | \$2,500 |
| Third Party Property Damage | \$1,000,000 | \$1,500 |
| Miscellaneous Equipment | \$1,000,000 | \$2,500 |
| Negative Film | \$500,000 | \$0 |
| Faulty Stock | \$500,000 | \$2,500 |
| Electronic Data Processing - Software | \$10,000 | \$500 |
| Animal Coverage | \$25,000 | \$2,500 |

Floater Coverage

| | Limit | Deductible |
|--|-------|------------|
|--|-------|------------|

Surcharges / Fees

Total Fees \$0

Total Due

Total Due \$11,270

- [Email Quote](#)
- [Refer](#)
- [Abandon Quote](#)
- [Previous](#)

The **Email Quote** button allows you to email the quote to yourself

The **Refer** button will refer the quote to OBE underwriting.

The **Abandon Quote** allows you to end the quote and not continue on to policy issuance.