



HALL & COMPANY PROFESSIONAL LIABILITY INSURANCE APPLICATION

Hall & Company has developed *EZApp*, a professional liability insurance application for the A/E Industry that is intuitive and easy to complete. Best of all, after completing this application once, your historical data is prefilled into each year's renewal application. You will no longer need to complete an annual application from start to finish – simply review the prefilled data and update as needed. This is a universal application accepted by all insurance companies for quoting purposes. Follow these simple instructions to complete, execute and submit the *EZApp*:

All Applications

1. **This is important!** It is important that you use the most current version of Adobe's free reader; Adobe Reader DC before you begin to complete the application. If you are not on this version of Adobe's Free Reader the *EZApp* will not function properly. It will appear to work in that you will be able to complete the application but you will not be able to save and submit your application data to us. Please update to Adobe Reader DC before you begin to complete the *EZApp*! Go to <http://get.adobe.com/reader/otherversions> to get the Adobe Reader DC.
2. **Use the built-in help guide.** Blue question marks are dispersed throughout the application to reveal helpful information about how to complete a question. Hover over these with your cursor to reveal the information.
3. **Tell us more about your firm.** Extra space is provided on Page 5, Q 23 where you can provide further explanation of your answers to any questions on the application. In addition, we encourage you to use this space to provide additional insight about your firm as well as your risk management practices. The more we understand about your firm, the better job we can do for you.
4. **Execute *EZApp*.** To sign the application, simply type your name, the date, and your title in the requested area on Page 8 and then check the "Electronic Signature and Acceptance" box. Many insurance companies accept electronic signature. We will get back to you when needed if a hand-signed application is required.
5. **Submit.** *EZApp* is designed to be submitted electronically. This provides us the data we need to prefill next year's application for you. A mailed, faxed or scanned copy does not provide us this data. Click on the "submit" button and your email will be launched to our submission address with the application attached so that you can send it to us. If your email does not launch when you click the submit button use the "save as" function under the File drop down menu in the upper left corner of the application to save it as a PDF to your computer and email it to us at submittals@hallandcompany.com. We will confirm receipt of your application.
6. **Contact Us.** If you have questions or need assistance call us at 360-598-3700 and a representative will assist you.

Renewal Applications (Prefilled)

1. **Review the prefilled application.** Change any information that has become dated and complete any questions that are not already answered.
2. **Confirm your review of each page.** At the bottom of each page is a check box to confirm that the application information properly reflects your current firm. When you check this confirmation box, the red border around the page will disappear indicating that your review of that page is complete.
3. **Double check critical information.** Be sure to update revenues in Q5, subconsultant percentages in Q14 and Claims questions in Q22 and update or complete a Claim Reporting Form for each open or past claims on Page 7.
4. **Execute and submit as described above.**