

**STEP 1****CHECK THE SUBJECTIVITIES LISTED ON YOUR QUOTE**

- Review the second page of your quote proposal outlining the subjectivities needed to bind coverage.
- Ensure you have all items needed before starting the next steps in the binding process.

**STEP 2****COMPLETE PRE-BINDING IN THE BLITZ PLATFORM**

- Click **Begin Binding Process** in the Blitz Platform to complete a few binding related details including contact and payment information.

**STEP 3****SUBMIT REQUIRED DOCUMENTS THROUGH E-SIGN**

- An email from noreply@mail.hellosign.com will be sent sequentially to the insured and the producer requesting signatures.
- All documents requiring signature will be included in this packet.
- E-Sign must be completed within 5 days.

**STEP 4****PAY YOUR INVOICE WITH BLITZ**

- Invoices will arrive the first business day of the month following bind
- Payment is required within 45 days of the invoice date to the bank account or address on the invoice
- Send billing@blitzinsurance.com all remittances