

Quick Start Guide

Everything you need to get up and running on the Blitz platform.

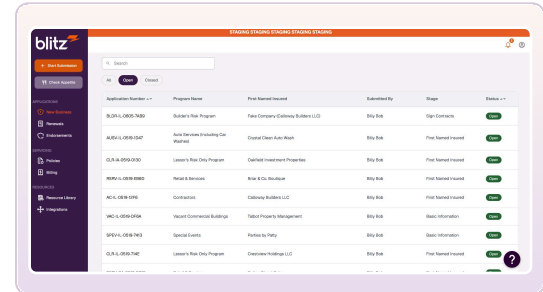
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STEP 1

LOG IN & GET ORIENTED

When you first enter the platform, you'll see the **left sidebar** — this is your main navigation. Everything is organized into three sections.

Use Check Appetite (under Applications) before starting any submission. Type a risk description to instantly see which programs are available — **primary, alternate, and considered.**



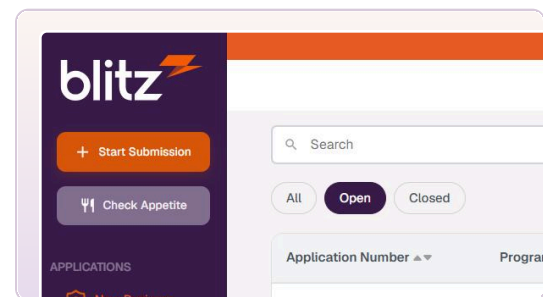
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STEP 2

START YOUR FIRST SUBMISSION

- Click "Start Submission" — You'll find this button at the top of the left sidebar.
- Select your program, state, and effective date — These three fields open the application for your insured.
- Work through the journey — The application stages are listed on the left side of the screen and stay visible as you work. Click any stage to jump directly to it.
- Submit for review — Once all stages are complete, submit the application. You'll receive updates via email and the notification center.
- If the application progresses automatically past underwriting review, continue to the next stage of the application.

Need your insured to fill in part of the application? Click the **Copy Digital Application** button to send them a link directly to that point in the journey.



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STEP 3

MANAGE YOUR APPLICATIONS

Your in-progress and completed work lives in the **Applications** section of the sidebar:

New Business
Active submissions you've started

Renewals
Policies coming up for renewal

Endorsements
Mid-term policy changes

Policies
All bound policies

Within any submission, use the **overview navigation bar** at the top of the journey to access:

- **Program and billing type**
- **Assignees**
- **Documents generated during the journey**
- **Available actions** (e.g., download application data, download supplemental, copy digital application link, close application, etc.)

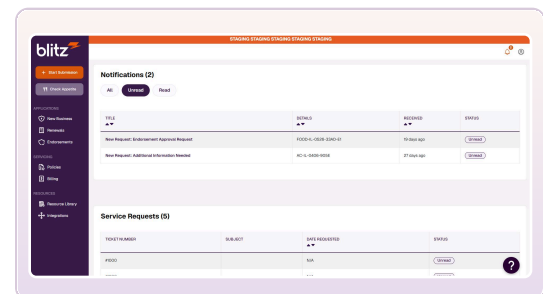
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STEP 4

RESPOND TO INFORMATION REQUESTS

Underwriting may request additional information during review. You'll be notified in **three ways**:

- **Bell icon (top-right)** — An orange badge shows how many requests are outstanding. Click to open your notification center.
- **In-journey banner** — A banner appears on the underwriting review page when Blitz is waiting on you.
- **Email** — System-generated emails are sent for every info request.



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STEP 5

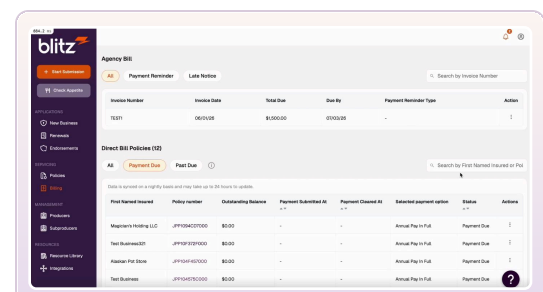
UNDERSTAND BILLING

All billing is managed in one place — the **Billing tab** in the sidebar. Direct bill and agency bill are combined into a single view. You'll only see the billing types that apply to your agency.

To change your billing type, contact **Broker Success**:

PHONE 1 (877) 442-5489

EMAIL servicing@blitzinsurance.com



GETTING HELP

Help is available throughout the platform and from your Blitz team.



Found throughout the platform. Use it to send a question directly to Underwriting or Broker Success.

Broker Success team

PHONE 1 (877) 442-5489 (7am-7pm CST)

EMAIL servicing@blitzinsurance.com

