

APPULATE SETUP - QUICKHOME AGENTS FOR EXISTING APPULATE USERS

GETTING ADDED AS A USER TO AN EXISTING ACCOUNT

Your office should have just one account to submit to all of your markets using Appulate. To get added as a user to an account, you will need to know your account admin. This is someone in your agency whom was designated or appointed themselves as an admin.

If you are unable to find out your account admin, you may contact support@appulate.com for this information. Alternatively, you may go through the account sign up process (on the login page of allrisks.appulate.com) and it will notify you that your agency already has an account and allow you to contact the admin in regards to adding you as a user.

The account admin may add users in their Appulate account under **Setup, Users** and **Add New**.

DON'T KNOW YOUR CREDENTIALS

Your Appulate login is always your email address. If you don't know/remember your password, you may reset it on the login page by clicking on the **Forgot Password?** link.

This will trigger the system to send you an email with instructions on resetting your password.

WORKFLOW WHEN YOU HAVE MULTIPLE MARKETS IN APPULATE

Go to your management system and print your ACORD form to the **Appulate Uplink** printer option. Enter or confirm your Appulate credentials and click **Send**.

Select your market and click send. If your market credentials are missing, it will prompt you to enter them in to continue.

Before finalizing your quote, review the QuickHome application to ensure all prefilled information is correct as All Risks uses Third Party data when available.

Note: Not all fields from the ACORD form appear in QuickHome - All Risks will honor the information on the QuickHome Proposal.

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ADDING QUICKHOME AS A MARKET

If you already have an Appulate account, you will not create a separate account for QuickHome. You will simply add them as a market in your account.

To do so, go to **Markets, Available**, and search for QuickHome and **click the plus sign** to add us to your list of selected markets.