



- The Messaging Center is the area where the agents and underwriters can communicate about quotes and renewals.

The screenshot shows the Meadowbrook Online interface. On the left is a navigation menu with options like "Workers' Compensation", "Create New Quote", and "Search". The main area is titled "Search for Existing Quotes" and contains a search form and a table of messages.

Messages	Applicant	Policy/Quote Number	Status	Effective Date	State	Premium
	TESTING.CA MESSAGE	WC 5000466-00	Bound	08/15/2016	MI	\$61,162
	TEST345	WCQ3002866-00	Referred	08/15/2016	MI	\$0
	EMILY CAKE SHOP	WCQ3002825-02	Replied	08/10/2016	MI	\$477
	DENNIS'S DOCKS, LLC	WCQ3002703-01	Copied	07/20/2016	MI	\$1,722
	TEST.MSC.QQ4	WCQ3002810-00	Referred	08/09/2016	MI	\$583
	TESTING	NFA6000204-00	Bound	08/15/2016	MI	\$1,028,111
	THE MARKET PLACE, INC.	WCQ3002044-01	Unbound	06/20/2016	MI	\$20,101
	TEST	WCQ3002382-00	Not Taken	07/01/2016	MI	\$0
	DENNIS'S DOCKS, LLC	WCQ3002526-01	Accepted	07/20/2016	MI	\$1,722
	SPARKLE CLEAN, LLC	WCQ3002033-04	Accepted	06/05/2016	MI	\$2,875

- In Existing Quotes you will see the list of current quotes. On the left hand side under messages you will see envelopes, a red flag indicates there are new messages.
- The Messaging Center will always display the messages with the red flags at the top of the list.

Messaging Center - Underwriter

MEADOWBROOK ONLINE

Search for Existing Quotes

Basic Search

Type: All Lines Of Business Applicant: Status: Policy/Quote Number: Search

Advanced Options

Messages	Applicant	Policy/Quote Number	Status	Effective Date	State	Premium
	TESTING CA MESSAGE	WC 5000466-00	Bound	08/15/2016	MI	\$61,162
	DENNIS'S DOCKS, LLC	WCQ3002703-01	Copied	07/20/2016	MI	\$1,722
	GREAT LAKES FORD, INC.	WC 5000474-00	Bound	11/09/2015	MI	\$16,720
	TEST ASSC Q04	WCQ3002810-00	Referred	08/09/2016	MI	\$583
	TEST245	WCQ3002896-00	Referred	08/15/2016	MI	\$0
	EMILY CAKE SHOP	WCQ3002825-02	Replied	08/10/2016	MI	\$477
	TESTING	NFA6000204-00	Bound	08/15/2016	MI	\$1,028,111
	THE MARKET PLACE, INC.	WCQ3002044-01	Unbound	06/20/2016	MI	\$20,101
	TEST	WCQ3002302-00	Not Taken	07/01/2016	MI	\$0
	DENNIS'S DOCKS, LLC	WCQ3002526-01	Accepted	07/20/2016	MI	\$1,722

Click on envelope

- To open the messaging center on an Existing Quote, click on the envelope for that quote in the message column.

MEADOWBROOK ONLINE

Message Center

Applicant: DENNIS'S DOCKS, LLC
Company: MACKINAW WC - STATE NATIONAL INS
Quote Number: WCQ 3002703-01 Status: Referred

Agency Name: MACKINAW ADMINISTRATORS, LLC
Agency Number: 0810245
Trust: 01/20/2016

Post a message

Go Back Post a Message Quote Not Taken

Message History

From	To	Message	Date
DONNA.TARTAMELLA@MEADOWBROOK.COM	DONNA.TARTAMELLA@MEADOWBROOK.COM	Policy has been referred. See reason(s) in Referral/Declination Message History.	08/18/2016

Referral and Declination History

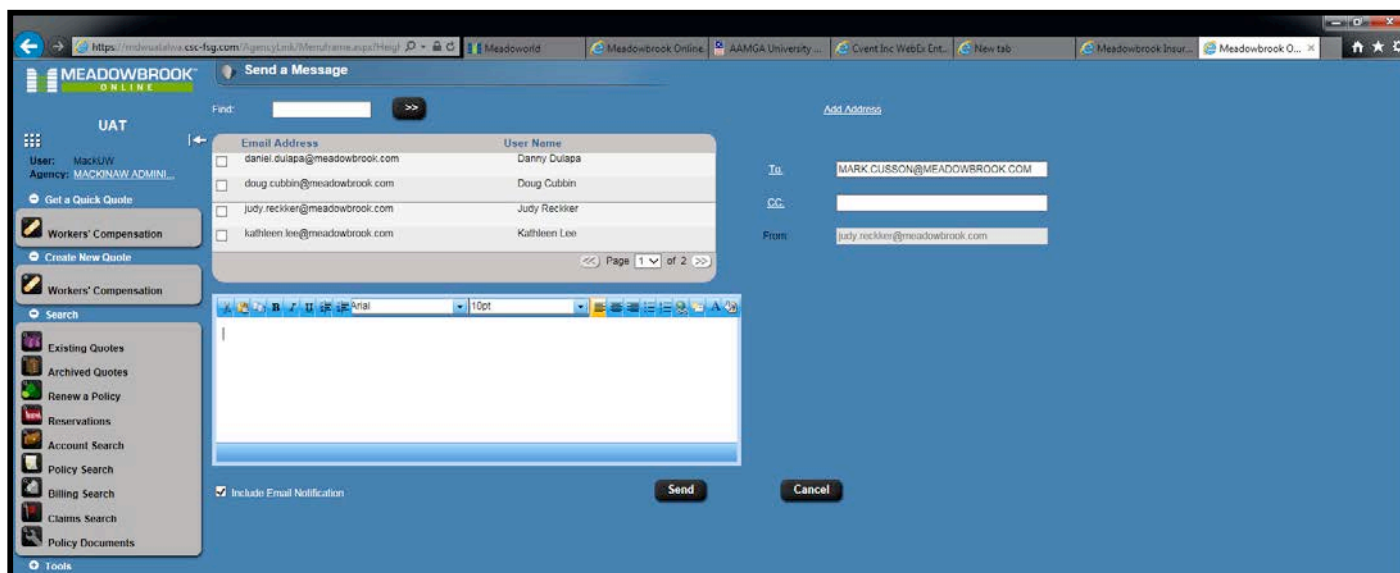
Message	Date	Underwriting Reason
The Class Code 4775 - EXPLOSIVES OR AMMUNITION MFG. FIREWORKS MFG. DRIVERS in MI. is set to refer by the underwriter.	8/18/2016 1:59:34 PM	Referred
The Class Code 6036 - MARINA COVERAGE UNDER STATE ACT in MI. is set to refer by the underwriter.	8/18/2016 1:59:34 PM	Referred
The 'N' answer to the Statement Question #12a is set to refer by the underwriter. Has this account referred and approved previously for auto/craft exposure and is the exposure the same as expiring?	8/18/2016 1:59:34 PM	Referred
The selected effective date 07/20/2016 is greater than 14 days from the current date and is set to refer by the underwriter.	8/18/2016 1:59:34 PM	Referred
The selected program MACKINAW WC - STATE NATIONAL INS is set to refer by the underwriter.	8/18/2016 1:59:34 PM	Referred
The 'Y' answer to the Statement Question #13 is set to refer by the underwriter. Does the insured own, operate or lease watercraft?	8/18/2016 1:59:34 PM	Referred

Accept Policy Decline Policy Request Reassign

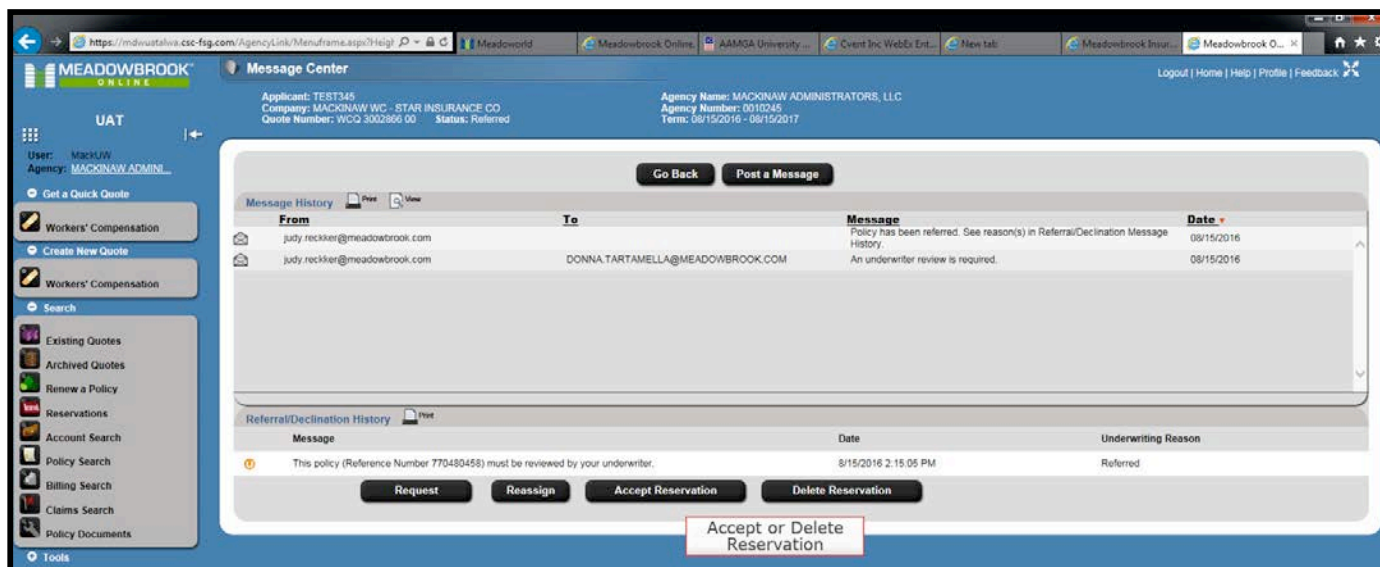
Accept or Decline Policy Request more information

- After selecting the envelope for a quote, you will see the message history, as well as the referral and declination history.
- At this point you will be able to post a message, decide whether to accept or decline the quote, or request more information.
- Do not use the reassign option at this time.

Messaging Center - Underwriter

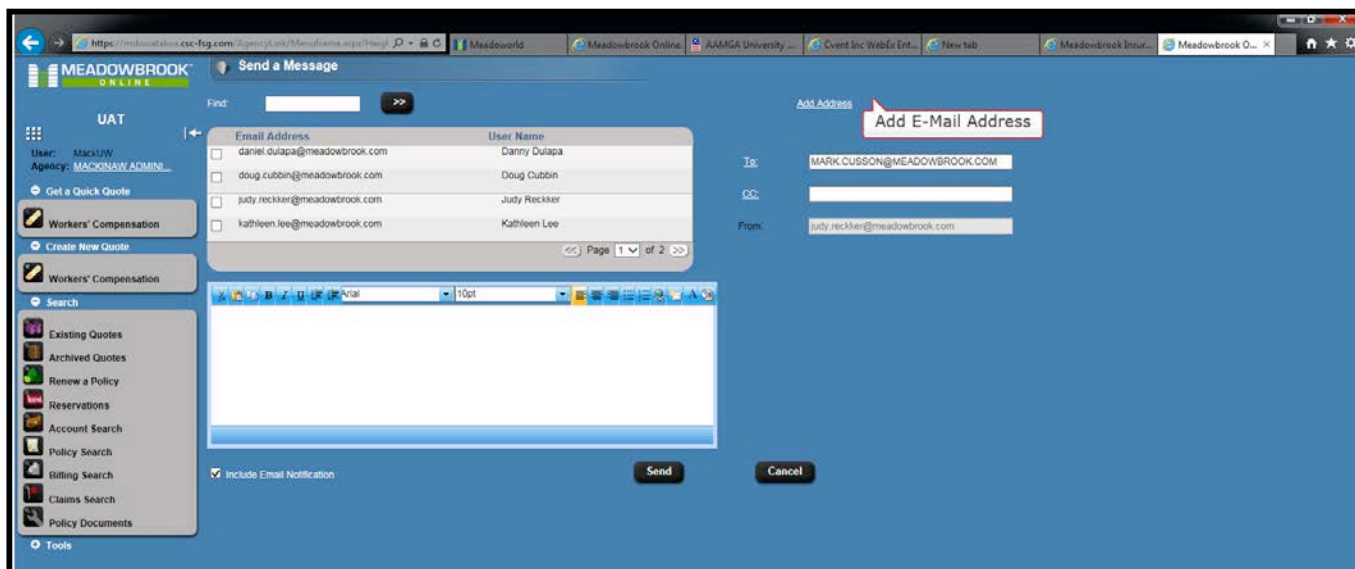


- When you accept the policy, reject the policy, request information or select quote not taken, send a message will be displayed.
- The "from" field will be defaulted with your email.
- The to field will be defaulted with the agent's email who submitted the quote.
- You have the option to change any of these addresses.

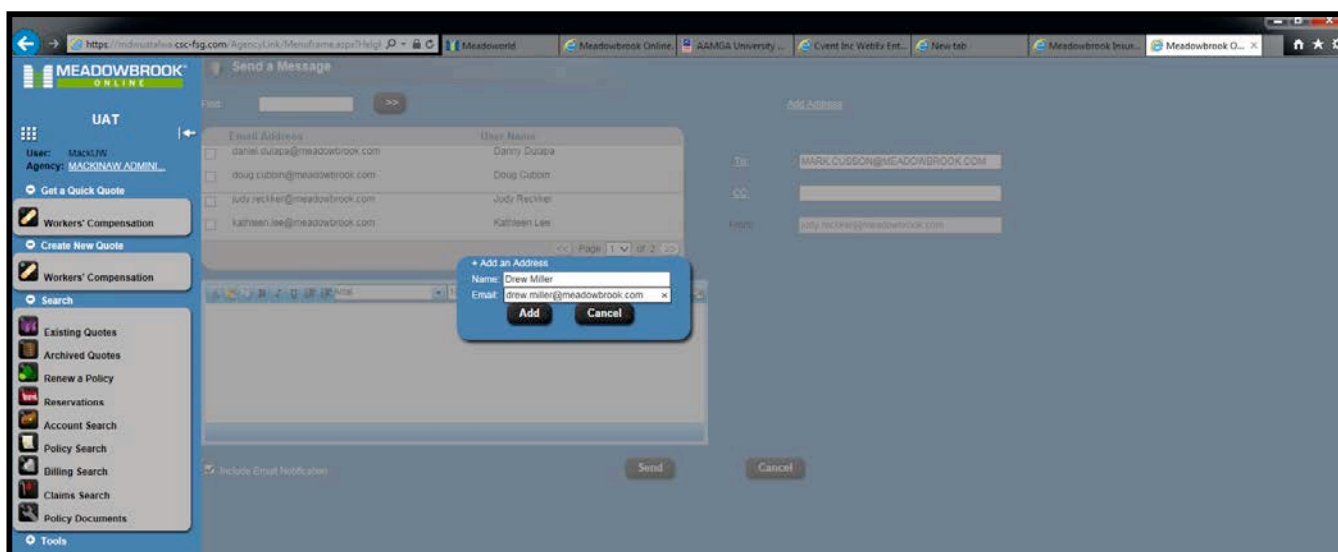


- If a quote refers due to a duplicate reservation number, you will then have the option to accept or delete the reservation.
- Note: Prior to accepting it is your responsibility to ensure that the agent of record procedure is followed.
- This procedure is available in the resource section under Help.

Messaging Center - Underwriter

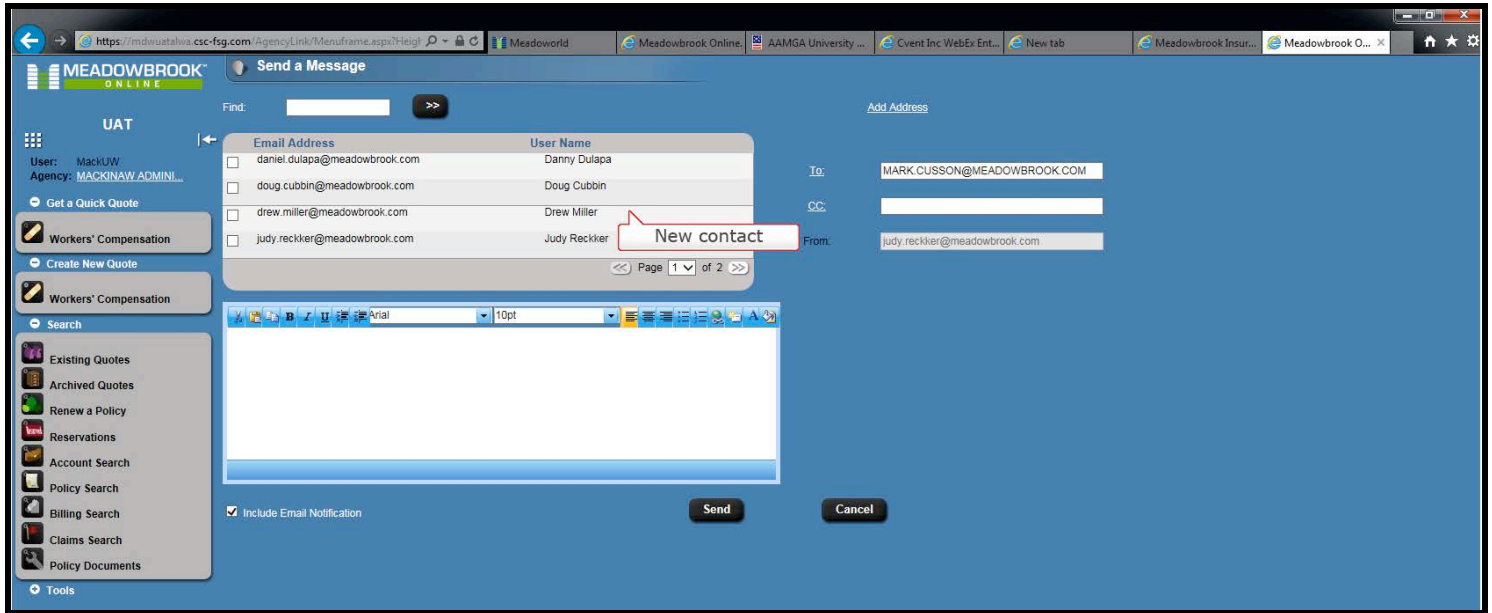


- If you need to add an email address, click the add address button on the top right hand corner.

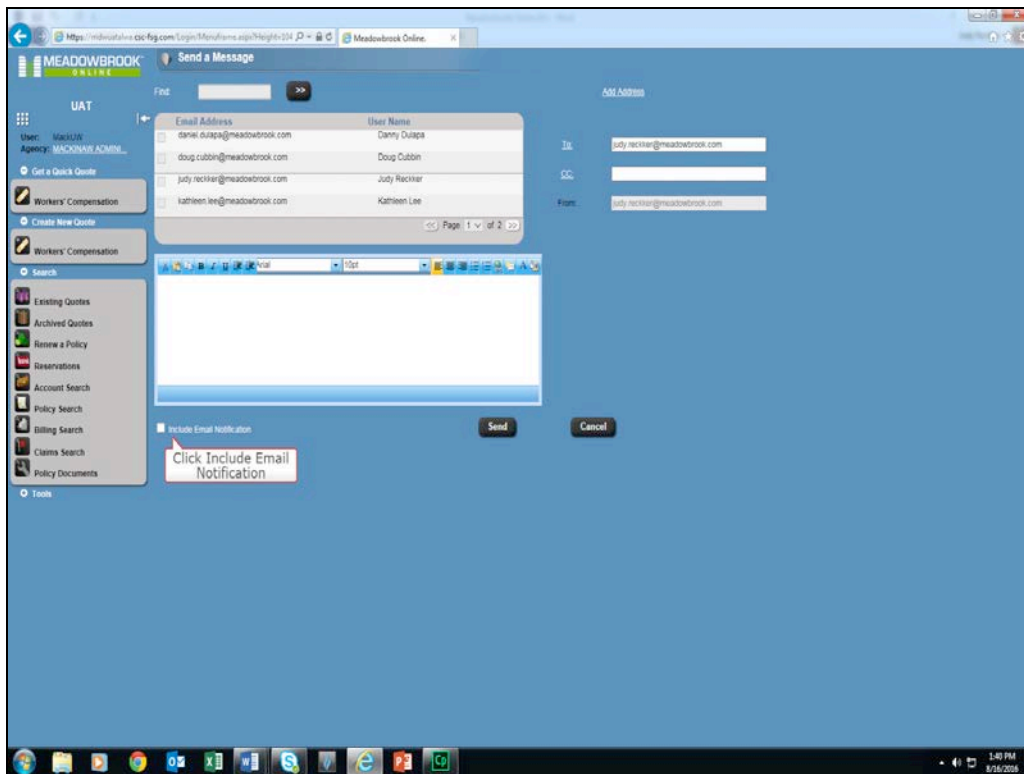


- Once you click the Add an Address button, you will see a text box to add name and e-mail address.

Messaging Center - Underwriter



- Once you have entered the information, you will see the individuals email address appear in your e-mail list.



- To post a message, type your message in the text box. Then select the recipient and click Send.
- There are two ways to post a message. The first is to include e-mail notification, so it is sent to the address in the too field.
- The second way is to uncheck include email notification, which is located under the text box. This will ensure the message ends up in your Message History without sending an e-mail notification.

Messaging Center - Underwriter

MEADOWBROOK ONLINE

Message Center

Agency Name: MACKINAW ADMINISTRATORS, LLC
Agency Number: 0910245
Term: 08/15/2016 - 08/15/2017

Applicant: TEST345
Company: MACKINAW WC - STAR INSURANCE CO
Quote Number: WCO3002969-00 Status: Referred

Go Back Post a Message

From	To	Message	Date
judy.reckler@meadowbrook.com		Policy has been referred. See reason(s) in Referral/Declination Message History.	08/15/2016
judy.reckler@meadowbrook.com	DONNA.TARTAMELLA@MEADOWBROOK.COM	An underwriter review is required.	08/15/2016

Referral/Declination History

Message	Date	Underwriting Reason
This policy (Reference Number 770400450) must be reviewed by your underwriter.	8/15/2016 2:15:05 PM	Referred

Request Reassign Accept Reservation Delete Reservation

- Once you click send you will then see your message posted in the Message History.

MEADOWBROOK ONLINE

Search for Existing Quotes

Basic Search

Type: All Lines Of Business Applicant: Status: Policy/Quote Number: Search

Advanced Options

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	EMILY CAVE SHOP	WCO3002923-02	Replied	08/19/2016	MI	\$477
	DENNIS'S DOCKS, LLC	WCO3002793-01	Copied	07/20/2016	MI	\$1,722
	TEST345	WCO3003996-00	Referred	08/15/2016	MI	\$0
	TEST MISC QG	WCO300319-00	Referred	08/09/2016	MI	\$563
	TESTING	NFA000204-00	Bound	08/15/2016	MI	\$1,028,111
	THE MARKET PLACE, INC.	WCO3002044-01	Unbound	06/20/2016	MI	\$20,101
	TEST	WCO3002392-00	Not Taken	07/01/2016	MI	\$0
	DENNIS'S DOCKS, LLC	WCO3002526-01	Accepted	07/20/2016	MI	\$1,722
	SPARKLE CLEAN, LLC	WCO3003033-04	Accepted	06/05/2016	MI	\$2,875

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- The messaging center is also available in the archived quotes to see the message history.