



### Underwriting, Quotes, Requests to Bind

#### Where do I send renewal and new business applications?

Please use the Attorneys Advantage email address: **Affinitylawyersadmin@aon.com** and copy your underwriter.

#### Who do I follow up with for a status on a quote?

Your new business or renewal underwriter.

#### Where do I send a request to bind?

Please use the Attorneys Advantage email address: **Affinitylawyersadmin@aon.com**. Please place "Request to Bind" in the subject line of your e-mail.

#### Who do I contact to confirm that coverage is bound?

Your new business or renewal underwriter.

#### Will I receive a formal invoice and binder?

We do not issue formal invoices; the quotation serves as the invoice. We do not issue formal binders. Policies are issued within 24 business hours as long as all information and c-notes are provided. The policy is the broker's confirmation.

#### Who do I contact if I have an urgent matter that needs to be addressed on a quote?

Your new business or renewal underwriter with a copy to the Underwriting Manager, Christine Whip, **Christine.Whip@aon.com** or **215.773.4799**.

#### Who is the manager of the underwriting department?

Christine Whip, **Christine.Whip@aon.com** or **215.773.4799**.

#### Who do I contact to get access to Attorneys Advantage program?

Peter Reimann, Director of Broker Relations, **Peter.Reimann@aon.com** or **312.381.2717**.

#### Who do I contact if I don't know who my underwriters are?

Peter Reimann, Director of Broker Relations, **Peter.Reimann@aon.com** or **312.381.2717**.



### Endorsements, Policies, Loss Runs

#### Who do I contact for mid-term endorsements and/or policy changes?

Send all requests to **Affinitylawyersadmin@aon.com**. Copy your renewal underwriter. Once a new business account has been issued, any subsequent changes would be handled by your renewal underwriter. Please place "Policy Change Request" OR "Mid-term Endorsement Request" OR "Policy Corrections" in the subject line of your email.

#### Who do I contact if I have not received a policy or mid-term endorsement?

Your renewal underwriter with a copy to the Underwriting Manager, Christine Whip, **Christine.Whip@aon.com** or **215.773.4799**.

#### Who do I call to get set up for electronic delivery of policies?

Peter Reimann, Director of Broker Relations, **Peter.Reimann@aon.com**, **312.381.2717**.

#### How do I obtain loss runs from the carriers; Liberty, Tower, Sparta and AXIS?

- Liberty International Underwriters: Please supply a written loss run request from the law firm on their letterhead; send to **affinitylawyersadmin@aon.com** with "Liberty Loss Run Request" in subject line of the e-mail.
- AXIS: Send request to **affinitylawyersadmin@aon.com** with "AXIS Loss Run Request" in the subject line of the e-mail. No written request required from law firm.
- Tower: Loss run requests should be sent to **affinitylawyersadmin@aon.com** with "Tower Loss Run Request" in the subject line of the e-mail. Please copy **jennifer.hoener@aon.com** on email.
- Sparta: Loss run requests should be sent to **affinitylawyersadmin@aon.com** with "Sparta Loss Run Request" in the subject line of the e-mail. Please copy **cassandra.doran@aon.com** on email.



### Applications, Supplements, Online Access for Facilitated Renewals

#### Where can I get copies of blank applications, supplemental applications, a specimen policy, and marketing material for the program?

The Broker Resource page on the Attorneys Advantage website, **www.attorneys-advantage.com/broker**.

#### Who do I contact to get set up for online access for facilitated renewals?

Peter Reimann, Director of Broker Relations, **Peter.Reimann@aon.com**, **312.381.2717**.



### Finance, Accounting, Billing Inquiries

#### Who do I contact if I have billing, account current, premium financing issues or questions?

Sue Rickards, Accounting Associate, **Sue.Rickards@aon.com**, **215.773.4562**.

#### Who do I call if I have questions about our commission?

Peter Reimann, Director of Broker Relations., **Peter.Reimann@aon.com**, **312.381.2717**.



## Claim Reporting

**How does a firm report a claim or potential claim to AIG?**

You can email the claim, or potential claim information, to [AttysAdvClaimNoticeAIG@wilsonelser.com](mailto:AttysAdvClaimNoticeAIG@wilsonelser.com).

**What is the Claims Hotline number?**

844.288.9238

**Who do I call, or should my insured call, if they have questions on a reported claim, potential claim, or pre-claim assistance?**

Please call or have your insured call the claim hotline at **844.288.9238**.



## Risk Management

**What is provided by the Aon, AXIS and Wilson Elser LLP risk management website?**

- Three free continuing legal education hours
- Articles on current legal issues
- A library of letter templates to assist with client representation
- 50-state surveys on topics such as punitive damages, liquor liability, and joint and several liability

**Do brokers have access to the risk management website?**

Yes, please contact Peter Reimann at [Peter.Reimann@aon.com](mailto:Peter.Reimann@aon.com) or **312.381.2717** for access.



## Marketing

**Who do I contact with marketing questions such as co-branding or giveaways for shows?**

Kaitlyn Smith  
**847.442.0141** or [Kaitlyn.smith@aon.com](mailto:Kaitlyn.smith@aon.com)



## Application Process

- All applications sent to [Affinitylawyersadmin@aon.com](mailto:Affinitylawyersadmin@aon.com) are received by our Document Processing team.
- The team scans the applications into our work flow system and routes them to our Insurance Operations team.
- Based on criteria such as firm size, applications are routed to the appropriate underwriter.
- We strive for a one day turn-around in Document Processing and Insurance Operations combined.
- Based on time of arrival in our office, the underwriter will see your application the same day or next day in our workflow system.



## Request to Bind Process

- All Bind Requests sent to [Affinitylawyersadmin@aon.com](mailto:Affinitylawyersadmin@aon.com) are received by our Document Processing team.
- The team scans the Bind Requests into our work flow system and routes them to our Insurance Operations team.
- If a broker wants confirmation that coverage is bound pending receipt of the policy they must copy their underwriter.
- If there are c-notes involved, Insurance Operations routes Bind Requests to the underwriter for approval to issue.
- If the underwriter is not copied on the request, Insurance Operations will issue the policy and the underwriter will not be aware of the bind request.
- Brokers should receive policies (if c-notes are satisfied) within 1 – 8 business days of sending in Bind Requests depending if they are signed up with e-mail or USPO with us for policy delivery.



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Advantage

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