



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 and Supplements 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.

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 or **312.381.2717** for access.



Marketing

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

Sara Sahaida
sara.sahaida@aon.com or **412-779-4386**



Application Process

- All applications sent to 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 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.



Aon Attorneys
Advantage

**1100 Virginia Drive, Suite 250
Fort Washington, PA 19034
267-459-3233
attorneys-advantage.com**