



Attorneys  
Advantage

# Aon Attorneys Advantage Professional Liability Insurance Frequently Asked Questions



## 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 Director, Erin Curley, **erin.curley@aon.com** or **215.293.1142**.

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

Erin Curley, **erin.curley@aon.com** or **215.293.1142**.

### 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 Director, Erin Curley, **erin.curley@aon.com** or **215.293.1142**.

### 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?

- **AIG:** Send request to **affinitylawyersadmin@aon.com** with "AIG Loss Run Request" in the subject line of the email.
- **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.
- **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.



## 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?**

Megan Goelz at **megan.goelz@aon.com**



## 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**

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