

FIRST INSURANCE®
— OF CANADA — FUNDING
A WINTRUST COMPANY

First InSite

Managing Accounts

Topics Covered in this Manual:

1. Managing Accounts
2. Account Funding Details

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First InSite

Managing Accounts



Managing Accounts

1. Login to [First Insite](#) - User Name and Password
2. Using the tabs at the top, select **Accounts**, and click on the Account #

1

2

Account #

Customer Name

Policy #

Search

Summary Dashboard **Accounts** New Quote Quote Requests Account Submission List

Click on the Account Number to view the details of the Account. Click on the heading to re-sort the List.

Joe's Sports Shop

Account #	ID	Company Name	Account Status	Account Submitted By	Renew
5833	11668	Companyname9488	Active	Jack Jones	
5887	9395	Joe's Sports Shop	Active	Jack Christopher	
5887	10725	Milk Mart	Active	Jack Christopher	
5875	10703	A1 Service	Active	Jack Christopher	
5880	10676	Fastest Transportation	Active	Jack Jones	
5837	10637	AAA Plumbing	Active	Jack Jones	
5821	10497	Exploration Travel	Active	Jack Jones	
5874	10485	Adventure Cycling	Active	Jack Christopher	
5499	10398	Care Car	Active	Jack Jones	
5492	10389	Advanced Electrical	Active	Jack Christopher	
5473	10348	Dogz R Us	Active	Jack Jones	
5424	10265	Home Building Supplies	Active	Jack Jones	Renew
5473	10245	All Service Truck Stop	Active	Jack Jones	Renew

Managing Accounts

3

Summary Dashboard Accounts New Quote Quote Requests Account Submission List

Account Number: 5887 Joe's Sports Shop Original Account Details Customer Details

Account Status: Active
 Brokerage: Best Insurance Brokers Inc.
 Submitted by: Jack Jones
 Portfolio: FIRST Canada
 Balance on account: \$2,000.00
 Past Due Amount (includes Unpaid Charges): \$0.00
 Unpaid Charges: \$0.00

A B C D E F

Additional Premium Request Return Premium Request Customer Address Change Update Customer Banking Information Print Account Summary Policy Detail

Change Requests for this Account
 (no records returned)

Account Summary

Starting Balance Due: \$3,853.51

Date	Amount	Amount to Balance	Payment Received	Balance	Description
20-Jun-2013	\$3,853.51			\$3,853.51	Loan Set up
21-Jun-2013			(\$735.76)	\$3,117.75	Client Payment
21-Jun-2013			(\$311.78)	\$2,805.97	Client Payment
21-Jun-2013			(\$311.78)	\$2,494.19	Client Payment
15-Jul-2013			(\$311.78)	\$2,182.41	Client Payment
15-Aug-2013			(\$311.78)	\$1,870.63	Client Payment
13-Sep-2013			(\$311.78)	\$1,558.85	Client Payment
20-Nov-2013			(\$311.78)	\$1,247.07	Client Payment
20-Nov-2013			(\$311.78)	\$935.29	Client Payment
05-Jan-2014			(\$311.78)	\$623.51	Client Payment
10-Feb-2014			(\$311.78)	\$311.73	Client Payment
24-Feb-2014			(\$311.73)	\$0.00	Client Payment
19-Sep-2014	\$2,000.00	\$2,000.00		\$2,000.00	Adjustment to Account

Remaining Scheduled Customer Payments

Date	Description	Amount
22-Feb-2014	Instalment receipt	\$500.00

3. Once in account profile, brokers have ability to submit:

- (A) Additional Premium Request
- (B) Return Premium Request
- (C) Change address
- (D) Update Banking info
- (E) Print Account Summary
- (F) Review Policy Details

A) Managing Accounts | AP Request

A

Summary Dashboard Accounts New Quote Quote Requests Account Submission List

AP Request

Endorsement Request

Please note: an endorsement cannot be processed if the account is in default.

Contract No:	6574	Endorsement Creation Date:	
Portfolio:	FIRST Insurance Funding of Canada	Customer Name:	Adventure Cycling
Brokerage:	Best Insurance Brokers Inc.	Balance on account:	\$4,112.59
Effective Date:	01-Sep-2014	Submitted by:	
Status:	Active		

Endorsement Information

Endorsement Creation Date

Policy No	Effective Date of Endorsement (dd.Mon.yyyy)	Carrier	Minimum Earned Premium	Endorsement Amount
--Select Policy Number--			\$0	\$
				Taxes \$
			Total Retained Premiums	\$0
			Total endorsement	\$0

Calculate

Total Endorsement and Taxes:
Next Installment Date:
Estimated New Monthly Instalment:
Estimated Interest Charge:

Downpayment collected by: Broker FIRST Insurance Funding of Canada

Optional Processing Note:

Endorsement Document (Optional): No file selected.

I hereby FIRST Insurance Funding of Canada authorize to process an endorsement in accordance with the above information and further accept this as acknowledgement that we have notified the insured that this amendment forms part of the original Continuous Premium Installment Contract and that we are bound by all the terms and conditions thereof.

IMPORTANT: L'acceptation et le traitement de cette demande d'adhésion seront soumis à une examination. L'acceptation finale sera confirmée qu'une fois que votre avis d'approbation et d'acceptation de votre société de financement de prime seront delivres à société de financement prime.

(A) Additional Premium Request

- To request additional premium, enter the endorsement details and click **Submit Request**

B) Managing Accounts | RP Request

B

Summary Dashboard | Accounts | New Quote | Quote Requests | Account Submission List

RP Request

Endorsement Request

Please note: an endorsement cannot be processed if the account is in default.

Contract No:	6574	Endorsement Creation Date:	
Portfolio:	FIRST Insurance Funding of Canada	Customer Name:	Adventure Cycling
Brokerage:	Best Insurance Brokers Inc.	Balance on account:	\$4,112.59
Effective Date:	01-Sep-2014	Submitted by:	
Status:	Active		

Endorsement Information

Endorsement Creation Date

Policy No	Effective Date of Endorsement (dd-Mon-yyyy)	Carrier	Endorsement Amount
--Select Policy Number--			\$
		Taxes	\$
		Total Retained Premiums	\$0
		Total endorsement	\$0

Calculate

Expected date of payment to our office (Date of Receipt): (dd-Mon-yyyy)

Total Endorsement and Taxes:
Next Installment Date:
Estimated New Monthly Instalment:
Estimated Interest Reduction:

Please Note: Negative endorsements are processed against account balance when payment is received. Monthly installments and reduction of interest charge is subject to change based on receipt of the Returned Premium.

Optional Processing Note:

Endorsement Document (Optional): No file selected.

I hereby FIRST Insurance Funding of Canada authorize to process an endorsement in accordance with the above information and further accept this as acknowledgement that we have notified the insured that this amendment forms part of the original Continuous Premium Instalment Contract and that we are bound by all the terms and conditions thereof.

IMPORTANT: L'acceptation et le traitement de cette demande d'adhésion seront soumis à une examination. L'acceptation finale sera confirmée qu'une fois que votre avis d'approbation et d'acceptation de votre société de financement de prime seront delivres à société de financement prime.

(B) Return Premium Request

- To request a negative endorsement, enter the endorsement details and click **Submit Request**

C) Managing Accounts | Address Change

C

AP Request RP Request Address Change Update Banking Info Account Summary Policy Detail

Customer Information Change

Insured Information

Customer Name: Adventure Cycling
Legal Name: Adventure Cycling
Contact First Name:
Contact Last Name:
Industry Classification: Transportation - Other
Email: info@email.com
Mailing Address: 7263 Fourth Street

City: Trenton, Ontario
Province: Ontario
Postal Code: M5H 1K4
Country: Canada
Language Preference: English
Mobile Phone: 416-555-1234
Work Phone: 416-555-1234
Fax: 416-555-1234

Physical Address

Same as above:
Physical Address: 7263 Fourth Street

City: Trenton, Ontario
Province: Ontario
Postal Code: M5H 1K4
Country: Canada

Save Insured Details Cancel

(C) Address Change

- To change a client's contact details, enter the updated information and click **Save Insured Details**

D) Managing Accounts | Banking Info

First InSite Change Password Help Logout [Français](#)
For help call 1-888-232-2238

Account #: Customer Name: Policy #: Search

[Summary Dashboard](#) [Accounts](#) [New Quote](#) [Quote Requests](#) [Account Submission List](#)

Account Number: 6574 Adventure Cycling [Original Account Details](#) [Customer Details](#)

Account Status:	Active
Brokerage:	Best Insurance Brokers Inc.
Submitted by:	Jack Christopher
Portfolio:	FIRST Canada
Balance on account:	\$4,112.59
Past Due Amount(includes Unpaid Charges):	\$0.00
Unpaid Charges:	\$0.00

[AP Request](#) [RP Request](#) [Address Change](#) [Update Banking Info](#) [Account Summary](#) [Policy Detail](#)

D **Update Banking Info**

PLEASE ALLOW 24 HOURS FOR YOUR REQUEST TO BE PROCESSED

Financial Institution:

Financial Institution ID#:

Bank Transit:

Please Re-enter Bank Transit:

Account Number:

Please Re-enter Account Number:

Commercial Personal

Account Holder Name:

Upload Documents: No file selected.

[Banking Information Change](#)

(D) Update Banking Info

- To change a client's banking information, enter the updated information and upload a void cheque by clicking Browse. Once complete, click on **Banking Information Change**

Note: banking changes will take effect approx. 24 hours after submission

E) Managing Accounts | Account Summary

(E) Account Summary

- To print an Account Summary, click on **Account Summary** and either open or save a PDF summary

First InSite Change Password Help Logout ErinGale
 For help call 1-888-232-2238

Account #: Customer Name: Policy #: Search

Summary Dashboard Accounts New Quote Quote Requests Account Submission List

Account Number: 6574 Adventure Cycling Original Account Details Customer Details

Account Status: Active
 Brokerage: Best Insurance Brokers Inc
 Submitted by: Jack Christopher
 Portfolio: FIRST Canada
 Balance on account: \$4,112.59
 Past Due Amount (includes Unpaid Charges): \$0.00
 Unpaid Charges: \$0.00

E

AP Request RP Request Address Change Update Banking Info **Account Summary** Policy Detail

Change Requests for this Account

Loan Number : 6574 Adventure Cycling

7263 Fourth Street Trenton, Ontario, ON, M5H 1K4	Original Loan Details Down Payment : \$913.48 Original amount of installments : \$456.95 Date of Monthly Withdrawal : 1 Date of First Payment : 01-Oct-2014 Acceptance Date : 17-Sep-2014 Term (Months) : 10 Months	Client Details Client Contact : -- Phone : 416-555-1234 Fax : 416-555-1234 Email : info@email.com
Loan Status : Active Balance on Account : \$4,112.59 Past Due Amount (include Unpaid Charges) : \$0.00 Unpaid Charges : \$0.00		

Account Summary

Starting Balance Due:	\$4,569.54
Total Premium incl. taxes and any applicable fees:	\$5,323.32
Finance charge:	\$159.70
Total due from client:	\$5,483.02
Down payment collected by broker:	\$913.48
Additional amounts retained by broker:	\$0.00

Date	Amount	Amount to Balance	Payment Received	Balance	Description
08-Oct-2014	\$4,569.54			\$4,569.54	Loan Set up
08-Oct-2014			(\$456.95)	\$4,112.59	Client Payment

Remaining Scheduled Client Payments

Date	Description	Amount
01-Nov-2014	Installment receipt	\$456.95
01-Dec-2014	Installment receipt	\$456.95
01-Jan-2015	Installment receipt	\$456.95
01-Feb-2015	Installment receipt	\$456.95
01-Mar-2015	Installment receipt	\$456.95
01-Apr-2015	Installment receipt	\$456.95
01-May-2015	Installment receipt	\$456.95
01-Jun-2015	Installment receipt	\$456.95
01-Jul-2015	Installment receipt	\$456.95

F) Managing Accounts | Policy Details

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 For help call 1-888-232-2238

Account #: Customer Name: Policy #: Search

Summary Dashboard | Accounts | New Quote | Quote Requests | Account Submission List

Account Number: 6574 **Adventure Cycling** Original Account Details Customer Details

Account Status: Active
 Brokerage: Best Insurance Brokers Inc.
 Submitted by: Jack Christopher
 Portfolio: FIRST Canada
 Balance on account: \$4,112.59
 Past Due Amount(includes Unpaid Charges): \$0.00
 Unpaid Charges: \$0.00

AP Request RP Request Address Change Update Banking Info Account Summary **Policy Detail**

Policy Details

Interest Disclosure Line: Commercial

Broker Information
 Attn:Best Insurance Brokers Inc.
 Phone:613-555-1212
 Email:info@bestinsurance.cc

Insured Information
 Attn:Adventure Cycling
 Phone:416-555-1234
 Email:info@email.com

Policy No	Broker Reference	Effective Date	Carrier	Coverage Type	Minimum Earned	Premium	Tax	Additional days to cancel
3010		01-Sep-2014	Strategic Underwriting Managers Inc. / UAT Test ada,UAT Test insurance Company of Canada,UAT Test nover Canada	EXCESS AUTO	\$0.00	\$2,500.00	\$0.00	15
501297847		01-Sep-2014	UAT Test surance (Mississauga)	GENERAL LIABILITY	\$0.00	\$2,229.00	\$178.32	15

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(F) Policy Details

- To review client's policy, click **Policy Detail**

F

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First InSite

Account Funding Details



Account Funding Details

1. Login to [First Insite](#) - User Name and Password
2. In the Summary Dashboard screen, click on **Search Account Funding Details**

The screenshot displays the First Insite web application interface. On the left, a yellow circle with the number '1' highlights the 'First InSite' logo in the top navigation bar. On the right, a yellow circle with the number '2' highlights the 'Search Account Funding Details' link in the Summary Dashboard section.

Summary Dashboard Data:

Total Active Accounts:	24
Total Accounts Currently Past Due:	4
Total Accounts Scheduled to Cancel Within the next 3 days:	0
Cancelled Accounts:	3
Reinstatement Requests:	0
Accounts Eligible for Renewal:	23
Quote Request Queued:	1

Account Funding Details

3. Search for account funding details by Funding Status, Portfolio, Start and End dates, or Company Name and click **View**

First InSite [Change Password](#) [Help](#) [Logout](#) [Français](#)
For help call 1-888-232-2238

Account #: Customer Name: Policy #: [Search](#)

[Summary Dashboard](#) [Accounts](#) [New Quote](#) [Quote Requests](#) [Account Submission List](#)

Summary Dashboard

Total Active Accounts:	24
Total Accounts Currently Past Due:	4
Total Accounts Scheduled to Cancel Within the next 3 days:	0
Cancelled Accounts:	3
Reinstatement Requests:	0
Accounts Eligible for Renewal:	23
Quote Request Queue:	1

[Search Account Funding Details](#)

3 Account Funding Details

Select Funding Status :

Select Portfolio :

Start Date : (dd-Mon-yyyy)

End Date : (dd-Mon-yyyy)

Company Name :

[View](#)

Account Funding Details

4. A list will appear below based on your search criteria. Click **Export Account Funding Details** to open and save details in Excel format

Account Funding Details

Select Funding Status : Funded

Select Portfolio : FIRST Insurance Funding of Canada

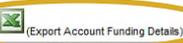
Start Date : 01-Oct-2014 (dd-Mon-yyyy)

End Date : 31-Oct-2014 (dd-Mon-yyyy)

Company Name :

View

4



Account #	ID	Company Name	Amount	Expected Funding Date
7357	11641	Jennifer's Flower Shop	\$20,750.00	10-Oct-14
7360	11637	Jennifer's Flower Shop	\$16,600.00	10-Oct-14
7359	11655	Shantell's Shoe Store	\$16,568.00	10-Oct-14
7381	11630	Sumeets Barbershop	\$18,011.00	10-Oct-14
6675	11635	A1 Service	\$3,306.48	10-Oct-14
6574	11650	Adventure Cycling	\$4,409.84	10-Oct-14
7362	11634	Jacks Auto	\$18,011.00	10-Oct-14
7356	11639	Jennifer's Flower Shop	\$20,000.00	22-Oct-14
6346	11652	Specialized Car Sales	\$10,250.00	22-Oct-14
6499	11656	Care Car	\$4,720.64	22-Oct-14
6693	11610	BDF Industries	\$3,000.00	22-Oct-14
6637	11638	AAA Plumbing	\$5,000.00	22-Oct-14
7353	11644	Jennifer's Flower Shop	\$20,000.00	22-Oct-14
7352	11654	Central Taxi Co	\$20,100.00	22-Oct-14
7355	11640	Care Car	\$20,000.00	22-Oct-14

LoanFundingDetails_Report-1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Nuance PDF

Clipboard Font Alignment Number Conditional Formatting

A1 Account #

	A	B	C	D	E	F	G	H	I	J
1	Account #	ID	Company Name	Amount	Expected Funding Date					
2	7357	11641	Jennifer's Flower Shop	\$20,750.00	10-Oct-14					
3	7360	11637	Jennifer's Flower Shop	\$16,600.00	10-Oct-14					
4	7359	11655	Shantell's Shoe Store	\$16,568.00	10-Oct-14					
5	7361	11630	Sumeets Barbershop	\$18,011.00	10-Oct-14					
6	6675	11635	A1 Service	\$3,306.48	10-Oct-14					
7	6574	11650	Adventure Cycling	\$4,409.84	10-Oct-14					
8	7362	11634	Jacks Auto	\$18,011.00	10-Oct-14					
9	7356	11639	Jennifer's Flower Shop	\$20,000.00	22-Oct-14					
10	6346	11652	Specialized Car Sales	\$10,250.00	22-Oct-14					
11	6499	11656	Care Car	\$4,720.64	22-Oct-14					
12	6693	11610	BDF Industries	\$3,000.00	22-Oct-14					
13	6637	11638	AAA Plumbing	\$5,000.00	22-Oct-14					
14	7353	11644	Jennifer's Flower Shop	\$20,000.00	22-Oct-14					
15	7352	11654	Central Taxi Co	\$20,100.00	22-Oct-14					
16	7355	11640	Care Car	\$20,000.00	22-Oct-14					
17	6621	11649	Exploration Travel	\$6,993.76	27-Oct-14					

Contact Us

Contact a member of your dedicated service and support team with any questions or you can reach us at:

clientservices@firstinsurancefunding.ca

1 888 232 2238