

Optionally, you may filter the appointment list by State, Writing Company, or both.

Click **All Appointments** located on the navigation menu to access this page.



Individual Search

The **Individual Search** page displays a list of the appointments for the individuals for the agency selected from the Agency List page. The **Individual Search** page provides the following information:

- National Producer Number
- Last Name
- First Name
- Agency Name
- Agency City
- Agency State

The **Individual Search** page also enables you to search for an individual by:

- Last Name
- First Name
- National Producer Number
- License Number

Click **Individual Search** located on the navigation menu to access this page.



Need additional copies of this guide?
Ask your Chubb contact for form 21-10-0693.

Getting Help

If you need help accessing or using **Producer Appointment Express**;

- If you are a **Commercial Agent**, contact the @chubb Help Desk at **1-877-747-5266** and **select option #2** if you are having technical issues accessing or using the system.
- If you are a **Personal Agent**, contact the Customer Care Team at **1-866-324-8222** if you are having technical issues accessing or using the system.



PRODUCER APPOINTMENT EXPRESS

About Producer Appointment Express 1

Getting Access..... 2

Navigation 2

Agency List 2

Agency Appointments 3

Individual Appointments 4

All Appointments..... 4

Individual Search 5

Getting Help..... 6

About Producer Appointment Express

Producer Appointment Express is a Web-based system designed with your needs in mind. It allows you to quickly and efficiently;

- View the states in which you are appointed with Chubb
- View the lines of business you are able to write with Chubb
- Verify your Chubb appointments are correct and up-to-date

NOTICE:

This information is confidential and proprietary and should not be disclosed. Use of this system and the information contained herein is subject to the terms and agreements between the user and Chubb.

Chubb refers to the Chubb Group of Insurance Companies.

This literature is descriptive only.



Chubb Group of Insurance Companies

Warren, New Jersey 07059

<http://www.chubb.com>

Getting Access

You access **Producer Appointment Express** through @chubb. It displays as **Producer Appointment Express** in the E-Business Solutions section after you log in to @chubb.

Access to **Producer Appointment Express** is assigned by your agency administrator. They can assign the **Licensing** role to individuals in your agency.

Navigation

There are various page selections available in **Producer Appointment Express**. You can access:

- Agency List
- Agency Appointments
- Individual Appointments
- All Appointments
- Individual Search

Agency List

The **Agency List** page displays your assigned Chubb producer codes. This page provides the following information:

- Chubb Producer Number
- Chubb Branch
- Agency Name
- Business Address

Click the **Appointments** link next to the Business Address column to access the agency's appointments.

▼ **Business Address** ▲

123 Main St Appointments
Anywhere, USA

Note: If you only have one producer code assigned to your ID, you will bypass this page and go directly to the Agency Appointments page.

Agency Appointments

The **Agency Appointments** page displays a list of the appointments for the agency selected from the Agency List page. The **Agency Appointments** page provides the following information:

- State
- License Number
- Line of Business
- Type
- Resident/nonresident
- Writing Company
- Status

The Writing Company's name is abbreviated. To see the full name, roll your mouse over the name in the Writing Company column. This feature is available on any page with the Writing Company column.

Optionally, you may filter the appointment list by State, Writing Company, or both.

Filter by State: Writing Co.:

To filter the list:

1. In the Filter by State field, select a state or leave the default **All**.
2. In the Writing Co. field, select a writing company or leave the default **All**.
3. Click **Filter**.

Individual Appointments

The **Individual Appointments** page displays a list of the appointments for the individuals for the agency selected from the Agency List page. The **Individual Appointments** page provides the following information:

- State
- Licensee
- License Number
- Line of Business
- Type
- Resident/nonresident
- Writing Company
- Status

Optionally, you may filter the appointment list by State, Writing Company, or both.

Click **Individual Appointments** located on the navigation menu to access this page.

Agencies

Agency Appointments | Individual Appointments |

Agency List > Individual Appointments

All Appointments

The **All Appointments** page displays a list of the appointments for the agency and the individuals for the agency selected from the Agency List page. The **All Appointments** page provides the following information:

- State
- Licensee
- License Number
- Line of Business
- Type
- Resident/nonresident
- Writing Company
- Status