



---

**Member Newsletter**

**Volume 29**

**July 2015**

---

**\* NEW FEATURE/FUNCTION ANNOUNCEMENT \***

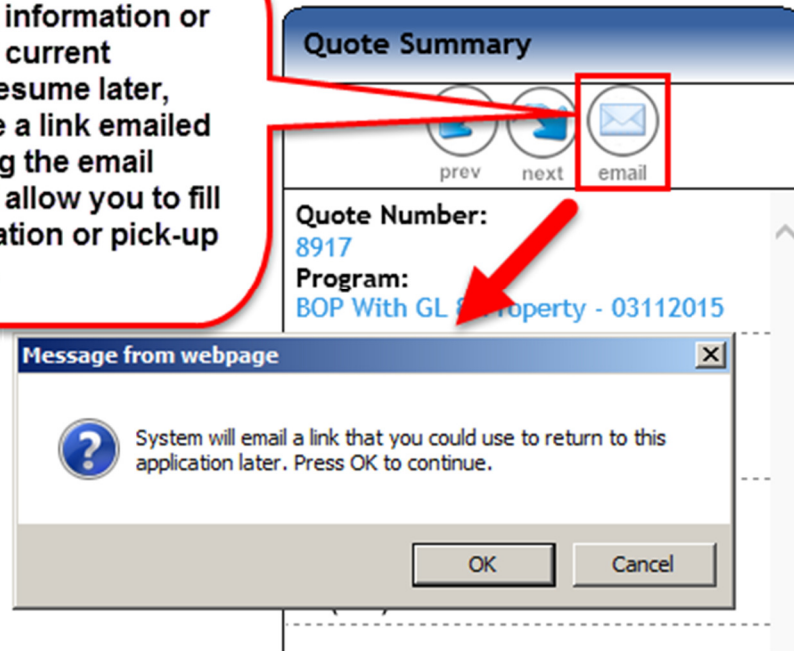
We are excited to announce the release of new functionality within the **CAPNet Connect Portal!** When doing a submission, if you are not able to complete the submission at that time, you can now return to an incomplete submission without starting over from the beginning.

In the "Quote Summary" box that floats around throughout the entire submission process, you can now select the "email" button and that will send you a link to return to that incomplete submission at a later time. When clicking on that link from your e-mail, it will direct you to the first page of the submission so you can edit any information you have already entered or you can hit the "Continue" button on the bottom to get back to where you left off. See the image below.

In addition to that save feature, when you complete a submission, you will now receive an e-mail confirming that the submission was received by Consolidated Agency Partners, and that e-mail will include all of the submission information for your records.

### **NEW FEATURE**

If you are missing information or need to stop your current submission and resume later, you can now have a link emailed to you by selecting the email icon. The link will allow you to fill in missing information or pick-up where you left off.



---

## **Cyber/Data Breach Liability**

CAP has one of the most comprehensive cyber liability solutions for small and mid-sized businesses. Our cyber liability solutions provide standard coverages like breach response, customer notification, business interruption, regulatory fines and penalties and can protect companies in the event their profits are impacted by a cyber-breach. Cyber coverages can be custom-tailored to your client or as a component of Professional Liability, Package or BOP products.

For all of your stand-alone Cyber/Data Breach opportunities, CAP has added the "Cyber/Network Liab" line of business within the "Resource Center" of your **CAPNet Connect Portal**.

---

## **Commercial Lines Submissions**

For commercial lines risks, before starting a submission within the **CAPNet Connect Portal**, you will need to have:

- Complete and accurate ownership information
- Correct FEIN (Tax ID)
- Annual Sales
- Number of Employees (Work Comp)
- Annual Payroll
- Prior carrier information with effective dates (if the client had prior coverage)
- Current and accurate Loss information (with currently valued loss runs provided prior to bind)

Once you have those key pieces of information about the risk, please complete a thorough submission within the **CAPNet Connect Portal**.

---

## **Insurance Verification Request Form**

If you require CAP to provide Certificates of Insurance, Evidence of Coverage, or Auto ID Cards, please make sure to utilize the "Insurance Verification Request" form ([CLICK HERE](#)). That form can be found within the "Service/Verification Request" link on MyCAPNet, as well as the "Documents" section within your **CAPNet Connect Portal**.

Please note, if there is any special language or any specific instructions regarding the verification request that does not fit on the form, please include that information in an e-mail to your CAP Team Member when you submit the Insurance Verification Request form.

---

## Do you need a new or updated E&O Policy?

CAP is able to offer a package policy that includes Errors & Omissions as well as the optional coverages of Cyber/Data Breach Liability and General Liability in one customized policy for our Members.

Don't wait until the last minute! If you need a new policy or your current policy is up for renewal soon, take advantage of your CAP Membership benefits and let CAP provide you with a competitive quote for your agency!

[E&O APPLICATION](#)

---

## CAPNet Connect Technical Support



Some of our CAP Members using 'free' online e-mail providers (such as Yahoo!, Gmail, or Hotmail) have recently notified us that some e-mails from CAP team members have been delivered to their "SPAM" folder or even lost completely. CAP does not support these 'free' e-mail accounts, but if you are using one of these services please make sure that "@cap-1.com" gets added as a safe-sender and/or to your contacts list to ensure all e-mails from CAP will be delivered to your inbox.

**IMPORTANT:** E-mail is an essential tool in today's agency environment, one that needs to be adequately protected. "Free" e-mail accounts, like the ones listed

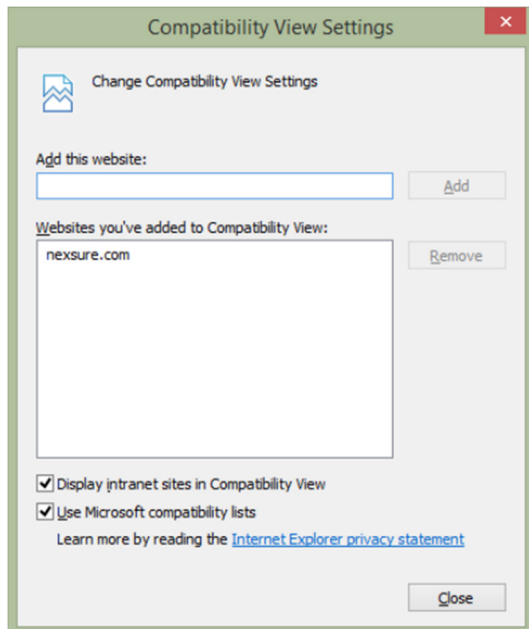
above, are at an increased exposure to SPAM, viruses, and phishing attempts, putting the agency at a greater risk for a cyber/data breach event.

To assist our Members mitigate some of these exposures, Secure Hosted E-mail is provided with unique pricing for CAP Members by iPrevision, Inc.

[CLICK HERE TO LEARN MORE](#)



As a reminder to our Members, the **CAPNet Connect Portal** must be accessed through Internet Explorer (not Firefox, Google Chrome, or other browsers).



#### **IE - CAPNet CONNECT PORTAL:**

If you have not already done so, you will need to add "nexsure.com" domain to the compatibility view settings within Internet Explorer in order to ensure full functionality within the **CAPNet Connect Portal**.

To do this, open the Tools menu in your browser, and then select "Compatibility View Settings" from the menu. This will open a popup window similar to the one on the left. Type "nexsure.com" in the "Add this website" text box and click

"Add". Then click the "Close" button, shut down your browser and reopen the website. This procedure only needs to be done once.

---

### **CAPNet Connect Portal Login**

The Portal opens in a new browser window, so there have been cases in which a pop-up blocker on the computer may prevent the Portal from opening properly. If that occurs, you can hold down the CTRL button as you log into the **CAPNet Connect Portal** (as that will override a potential pop-up blocker).

You will then need to add \*nexsure.com as an exception within your pop-up blocker settings on your computer.

---