

APPLICATION INFORMATION



SUBMISSION WALK-THROUGH

Producer Code and Agent of Record:

The producer code and agent of records are pulled directly from the agency account in our PolicyCenter system. This account is still managed by our Marketing team, and you can contact them directly for any updates. Roadrunner will display the producer codes and associated agents of the user's agency. Simply select the correct options for the submission.



Let's start your quick and easy quote.

Producer Code:
Select One 

Agent of Record:
Select One 

Next

Account Information Flow:

The following pages collect the basic business information needed to verify the account is in New Mexico.



[< Previous](#)

What's the FEIN (Federal Employer Identification Number)?

 We protect this information and never share it.

Next Question



[< Previous](#)

What's the business's New Mexico zip code?

Next Question

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Feature Alert!

If the business has been a prior policyholder of New Mexico Mutual, they will be registered in our system and we can pre-fill their location and business name information. If they are new to business, this information will be entered as normal.



11%

[< Previous](#)
What's the name of the business?

Next Question





14%

[< Previous](#)
Just to confirm, this is correct?

New Mexico Mutual
5201 Balloon Fiesta Pkwy NE
Albuquerque, NM 87113



YesNo





17%

[< Previous](#)
What is the business's physical New Mexico address?

Address:

Suite or Apt # (optional):

City:

State:

Zip:

Next Question

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Address Integration with Google:

As you enter the address with Google, you'll be pleased to discover that we are automatically syncing with Google Maps. Simply begin typing the address and a list of possible options will appear. Select the correct one and continue.

17%

Quick & Easy WORK COMP

Contact Us

← Previous

What is the business's physical New Mexico address?

Address:

5050 Jefferson Street Northeast

5050 Jefferson Street Northeast, Albuquerque, NM, USA

5051 Journal Center Boulevard Northeast, Albuquerque, NM, USA

505 Marquette Avenue Northwest, Albuquerque, NM, USA

505 Elm Street Northeast, Albuquerque, NM, USA

505 Central Avenue Northwest, Albuquerque, NM, USA

powered by Google

Next Question

Business Entity Type:

Select the appropriate option. Roadrunner is a dynamic application; we have streamlined the flow to react to the correct business type.

26%

Quick & Easy WORK COMP

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Please select the business type:

LLC

Corporation

Not for Profit Corp.

Sole Proprietorship

Partnership

Joint Venture

Next Question

Owner and Employee Information:

Enter the owner (if applicable) and employee count for the policy when the business starts.

34%

Quick & Easy WORK COMP

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How many owners and employees will the business have in New Mexico when the policy starts?

Owners:

Employees:

Next Question



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Class Code Entry:

There are now two ways to enter class codes with Roadrunner. The primary is to utilize our class code wizard. Simply type in the description of operations and our application will match that phrase to the correct class code. In the example below, the user has entered “Mexican food restaurant with delivery.” Our class code wizard has found two possible class codes: Restaurant NOC and Restaurant Fast-food. You may be prompted with follow up questions that may add companion class codes to your policy.



43%

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Briefly describe what the business does:

Mexican food restaurant with delivery

E.g., Medical Office, Brewery, Painter.

Next Question

Classic Mode



49%

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Our class code wizard thinks the business does one of these things:

RESTAURANT NOC

RESTAURANT-FASTFOOD

Try a different description for the business

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Classic Mode:

Alternatively, you may select “Classic Mode” and enter the class codes directly into the application. Simply type in the class code and press Add. This will create Class Code cards.

For each card, you may select the appropriate description, enter the payroll, and number of employees for each code.



43%

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Briefly describe what the business does:

Mexican food restaurant with delivery

E.g., Medical Office, Brewery, Painter.

Next Question

Classic Mode

For each card, you may select the appropriate description, enter the payroll, and number of employees for each code.

[Contact Us](#)

43%

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Enter each class code individually below and click add.

Class Code:

Add

Class Code: 9082Remove

Choose Class Description:

RESTAURANT NOC x v

Payroll: \$

of Employees:

Next

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Prior Coverage and Claims:

The next flow series will request any prior coverage and claim history for the account. Select the correct options, indicating if there has been prior coverage, and if so, if that history is available. If the business has had prior coverage, up to five loss runs total may be submitted.



71%



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Has the business ever had workers' comp coverage?

Yes

No



74%



[< Previous](#)
Is the prior history available?

Yes

No



Contact Us

77%

[< Previous](#)
Let's start with the most recent policy and work backwards:

Carrier Name (optional):

Policy Effective:
 Date

Policy Expiration:
 Date

Valuation Date:
 Date

Premium: \$

Save and Continue

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80%

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Total Claims:

Total Losses:

\$

[+ Add another Loss Run \(up to 5 years\)](#)

[Submit History](#)

Account Holder Information:

That was quick! The last page prior to quote will request the account holder information.



[Contact Us](#)

71%

[< Previous](#)

Please enter the primary account holder's information below.

First Name:



Last Name:

Phone Number:



Email:



[Next Question](#)

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Quote Page:

Roadrunner is in direct contact with our PolicyCenter, it will provide you with an estimated rate. There is a lot of information on this page, but some big highlights are:

- Notice the “Approved Within Binding Authority” text. If the quote is within New Mexico Mutual’s straight-through policy, this submission is eligible to be bound directly via Roadrunner OR you can simply continue to Generate Quote Package. If it is not, we can continue and submit the Policy to the Underwriting Department for review.
- Payment plans, policy start date and liability limits are displayed and dynamic. Select the plan appropriate for your client.
- Covered Owners can be added on this page. If you wish to cover an owner, simply add them using the + button.
- Our price breakdown displays all rate charges and breaks them down.
- Change the Employers Liability Limits and immediately see how it impacts the price.

The screenshot shows a quote page for a business. At the top, it says "Approved Within Binding Authority" and "Quote for Your Business". Below this, it shows "10 Payments" and "\$2,100.00 Annual". The main quote is "\$189.00 Per Installment" with a note "w/ \$210.00 down payment". There is a section for "Covered Owners" with a counter set to 0. Below that is a "Price Breakdown" table. The table lists various charges: RESTAURANT NOC (\$1,890.00), DRIVERS, NOC-COMMERCIAL (\$0), Manual Premium (\$1,890.00), Subject Premium (\$1,890.00), Modified Premium (\$1,890.00), Standard Premium (\$1,890.00), Premium discount (3-CHAM), Expense constant (\$230.00), Terrorism premium (\$5.00), New Mexico Total Premium (\$2,100.00), and New Mexico Total Cost (\$2,100.00). The total annual policy cost is \$2,100.00. Below the table is a "Policy Start Date" section with a calendar icon and the date 04/24/2020. There is a "Bind Policy" button. Below that is the "Employer's Liability Protection" section with a dropdown menu set to "- You Choose -". It shows three options: "Base Coverage" (\$100K per accident, \$500K per employee, \$100K policy limit), "\$7.00 Month" (\$500K per accident, \$500K per employee, \$500K policy limit), and "\$11.00 Month" (\$1M per accident, \$1M per employee, \$1M policy limit). At the bottom, there is a "Any Questions?" section with a note that the team of friendly underwriters is ready to assist. It includes a "Call Us" button with the number (505) 345-7260 and an "Email Us" button. A note at the bottom states "New Mexico Mutual's hours are 9am to 5pm Monday-Friday."

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Continue to Bind, Generate Documents, or Submit for Underwriter Review:

The last series of pages collect information needed to bind the policy, or submit to the underwriting team for review. First, the address is collected and can be auto-filled using the same Google integration mentioned earlier.



Contact Us [Sign In](#)

[< Previous](#)
Let's make sure we have the right mailing address.
Address:
Suite or Apt # (optional):
City:
State: Zipcode:
[Submit](#)

Ownership Information:

Next, owner details, titles, and contact information is requested to for all covered and not covered owners. Ownership percentage is requested on the next page.



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[< Previous](#)
Who's the 1st owner that will not be covered?
First Name Last Name
First Name required
Email
Title
☐ The owner is active in the business
☐ The owner is in New Mexico
[Next Section](#)

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75%

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What percentage ownership do each of the owners have?

Jenna Lackey

100 %

Total

100%

[Generate Quote Proposal](#)[Bind](#)

Generate Quote Package, Bind, or Submit for Review:

The final page will summarize the amount due if purchasing the policy, provide a link to pay using our online bill pay system, and generate a link to access the binder documents.

If the policy is illegible to bind, the submission will be sent to our underwriting team and you can expect a response within 24 hours.

[Contact Us](#)[Sign In](#)

100%

[< Previous](#)

Purchase the Policy

\$210.00

Due Today

Followed by \$189.00 per month.

Policy effective Apr. 24, 2020

Binder Number: 0101422101[Loading Binder Documents...](#)[Pay \\$210.00](#)**NEW MEXICO
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