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

FEIN:

This number will be utilized to automatically pull the E-Mod from NCCI (and use it in the quote) and is a required field for any submission with New Mexico Mutual.

< Previous

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

🔒 We protect this information and never share it.

Next Question

APPLICATION INFORMATION

Account Information Flow:

The following pages collect the basic business information needed to verify the account is in New Mexico, set up the business account using the name and address.

Previous

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

Next Question

11%

Previous

What's the name of the business?

Next Question

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.

14%

Previous

Just to confirm, this is correct?

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

Yes   **No**

Contact Us

17%

Previous

What is the business's physical New Mexico address?

Address:

Suite or Apt # (optional):

City:

State: Zip:

Next Question

APPLICATION INFORMATION



Address Integration with Google:

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

As part of our new application, we attempted to create a quick and streamlined solution for our agents. We hope this will cut down on manual entry time.
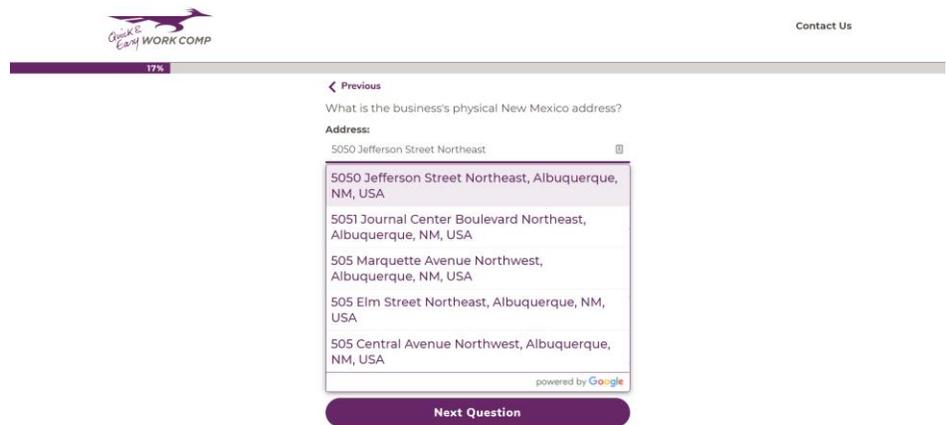
Existing Accounts:

If an existing account is found to have the same name and address and FEIN as a prior account, a confirmation screen will appear to inform you that we are associating the submission with this old account.
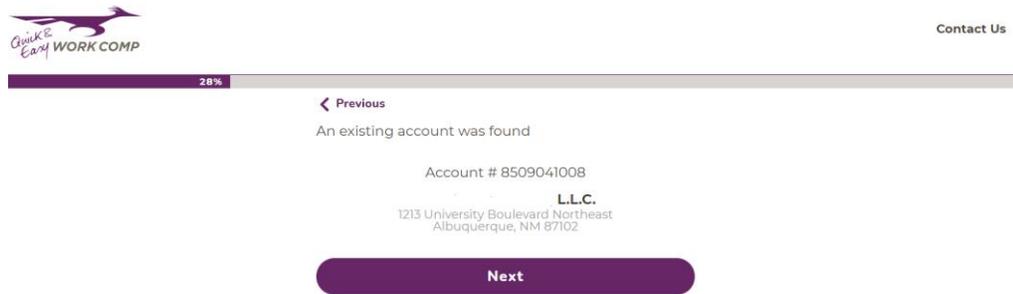
Additional Location Screen:

This screen exists to allow you to enter additional locations. These additional locations can be used later on to associate payroll for each classification to different locations. Simply click "Add additional Location" and enter the additional location, they can be removed by clicking the "Remove" button.
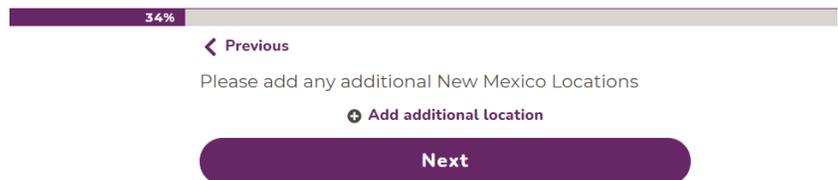
APPLICATION INFORMATION

Business Entity Type:

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

Owner and Employee Information:

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

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.

49%

< Previous

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

RESTAURANT NOC

RESTAURANT-FASTFOOD

Try a different description for the business

Classic Mode:

Alternatively, you may select "Classic Mode" after entering the description and enter the class codes directly into the application. Simply type in the class code by number or description and press Add. This will create Class Code cards with the relevant classification.

56%

< Previous

Enter each class code or description individually below and click add.

Classification:

restaurant

HOTEL & SALESPERSONS, DRIVERS--ALL OTHER THAN RESTAURANT EMPLOYEES	9052
HOTEL: RESTAURANT EMPLOYEES	9058
RESTAURANT NOC	9082
RESTAURANT-FASTFOOD	9083
SHEET METAL PRODUCTS MFG.-SHOP ONLY	3076

The same classification can be added multiple times, up to the number of locations that were added previously.
For each card, you may select the appropriate location, description, enter the payroll, and number of employees for each code.

An option to add a class code on an 'if-any' basis exists on each individual class code card. Simply click the box to designate the code on an if-any basis.

56%

< Previous

Enter each class code or description individually below and click add.

Classification:

|

Add

Next

Add

Classification: 9082   Remove
Choose Location:

1: 1213 University Boulevard Northeast,Albuquerq... ✕ ⌄

Choose Class Description:

RESTAURANT NOC   ✕ ⌄

☐ If Any

Payroll: **# of Employees:**

$

Be sure to add payroll for included owners

Next

APPLICATION INFORMATION

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 availbale.
If the business has had prior coverage, up to five loss runs total may be submitted.

‹ Previous

Has the business ever had workers' comp coverage?

Yes	No

‹ Previous

Is the prior history available?

Yes	No

‹ 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

‹ Previous

Total Claims:
_____

Total Losses:
$ _____

⊕ Add another Loss Run (up to 5 years)

Submit History

APPLICATION INFORMATION

Account Holder Information:

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

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. If it is not, we can continue on 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 it down, just like PolicyCenter.
- Change the Employers Liability Limits and immediately see how it impacts the price.

Approved Within Binding Authority

Quote for Your Business

10 Payments	$2,100.00 Annual

$189.00 Per Installment

w/ $210.00 down payment

Covered Owners

− 0 (+)

Safety

Price Breakdown	^
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	$-25.00
Expense constant	$230.00
Terrorism premium	$5.00
New Mexico Total Premium	$2,100.00
New Mexico Total Cost	$2,100.00
Total Annual Policy Cost	**$2,100.00**

Policy Start Date

📅 04/24/2020

Bind Policy

Employer's Liability Protection

- You Choose -

☑ Base Coverage	☐ + $7.00 Month	☐ + $11.00 Month
$100K Per Accident	**$500K** Per Accident	**$1Mil** Per Accident
$500K Per Employee	**$500K** Per Employee	**$1Mil** Per Employee
$100K Policy Limit	**$500K** Policy Limit	**$1Mil** Policy Limit

Any Questions?

Our team of friendly underwriters are ready to assist you.

Call Us:
(505) 345-7260

Email Us

New Mexico Mutual's hours are 8am to 5pm Monday-Friday.

APPLICATION INFORMATION

Continue to Bind or Submit for Underwriter Review:
The last series of pages collect information needed to bind the policy, or if over 10k EAP, submit to the underwriting team for review. First, the address is collected and can be auto-filled using the same Google integration mentioned earlier.

< 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.

50%

< 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

67%

< Previous

What percentage ownership do each of the owners have?

Owner One   %

Owner Two   %

Total   0%

Please explain the missing ownership:

Next Section

APPLICATION INFORMATION

Bind and Purchase 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.

Quick & Easy WORK COMP

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

or

Thanks

In order to finalize the submission, one of our friendly and helpful underwriters needs to connect with you.

Please note the submission number below for your records.

Submission Number:

We promise to contact you within one business day.

Call Us:
(505) 345-6245

Email Us

New Mexico Mutual's hours are 8am to 5pm Monday-Friday.