

Instructions for Completing the SL-2 Webform

Section 1

- Enter the full name of the licensee who performed or supervised the diligent search.
- Choose either 1A or 1B:
 - 1A: Enter the license number of the individual identified above.
 - 1B: Enter the name and the license number of the organization.

Section 2

- A. Enter the name of the insured.
- B. Provide a brief but specific description of the risk being insured (e.g., Tattoo Parlor, Cannabis Dispensary, Vacant Building). Do not list the type of coverage.
- C. Select the type of insurance policy from the drop-down list, or specify it manually.

Section 3A

- Select the names of the three admitted insurers (from the drop-down list) that were contacted and declined the risk.
- For each insurer, provide the contact's full name and phone number, email address, or website address.

Section 3B

- If fewer than three admitted insurers were listed, provide a detailed explanation of how you determined that fewer than three admitted insurers write the type of insurance described in Section 2(B) and 2(C).

Section 4

- Select "Yes" or "No", as applicable.
- If "Yes", complete the Addendum.

Section 5

- Under "Retail Broker or Route to": Enter the full name and email address of the individual named in Section 1, OR enter the full name and email address of the individual you want to route to for review.
- Under "SL Broker": Enter the full name and email address of the individual receiving the form for filing with the SLA. If the individual identified in Section 1 is the surplus line broker and will file the transaction with the SLA, then please input your information once again. Please note, you will receive a duplicate email.

Sign Now / Route

- Click “Sign Now or Route” to sign, or to route to another person for review/signature. You will be redirected to the DocuSign platform.
- If routing: Click the arrow next to “Finish” (top right-hand corner), then choose “Finish Later” to complete the process.
- To sign: Click “Start” or scroll down to sign. Then click “Finish”. You will receive an email confirmation along with the signed copy.

Note

All required fields on the webform must be completed prior to signing. You will be prompted to correct any errors or missing fields before submission.