agencyservicebureau
UNIQUE INSURANCE SERVICE INC

HOW TO ORDER A FOREMOST CEA POLICY

If your client has a CEA offer, it will include a prefilled application and a premium estimate. They will follow the instructions included with the offer to bind coverage.

If they do not have an offer or want different coverage limits, follow this process.

1. **Get a quote**: Go to www.earthquakeauthority.com and click on the "Free Estimate" button on the main page (upper right-hand corner).

2. **Insured needs to call the CEA Service Operations team to bind directly:**
   Insured will call 877-683-6450. They will need to leave a message including the best time for them to return their call. The Service Operations team will then call the insured back. The insured can inform them of the coverages they are requesting during this call. The Service Operations team will then bind the CEA Policy & process the payment over the phone.

DOWN PAYMENT AMOUNTS

Payment Plan	Down Payment Requirement
Full Payment	The full policy premium down. No installment fee applies. **Required if policy term will be prorated less than 6 months**
Semi-Annual	50% of your policy premium down + $1.00 installment fee.
Monthly EFT	23% of your policy premium down + $1.00 installment fee. 40% + $1.00 fee if policy term will be prorated between 6-10 months **A signed EFT authorization form is required.**

EFT is available for all payment plans. Monthly is the only plan that requires EFT.

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