agencyservicebureau
UNIQUE INSURANCE SERVICE INC

HOW TO ORDER A NATIONWIDE 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. **Get an application**: Applications can be found on our website here or CEA offers eSignatures through DocuSign if bound by email (see below).

   - **To request by email:**
     Send quote with the completed Payment Form and Application to: bindrequests@asbagent.com
     Payment Form can be found by clicking here.
     If requesting EFT, the form can be found by clicking here.
     If requesting eSignatures, include the insured's email with your request to bind.

   - **To request by mail**:
     Send the completed/signed Application & Payment (Check or EFT Form) to:

     Nationwide CEA Processing Center
     PO Box 15669
     Worcester, MA 01615

The policy will be effective on a future date you specify or the day following the bind request received.

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**
Quarterly	30% of your policy premium down + $1.00 installment fee. 40% + $1.00 fee if policy term will be prorated between 6-10 months
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.