



**SELECTIVE®**

**SELECTIVE INSURANCE**  
**FLOODONLINE WEB BASED AGENCY SIGN UP**  
**Fax – 973-948-0207 OR EMAIL TO CINDY.DAY@SELECTIVE.COM**

<b><u>Authorized Agency Employee Name:</u></b>	<b><u>Date</u></b>
Agency Name:	
Address:	
Agency Code:	

**User Set Up:**

Requested User:	
Email:	
Phone:	Fax:

If your agency does not have access to flood online, please provide the name of the person in your agency who will serve as the administrator. The administrator will be responsible for adding or inactivating users and resetting passwords. For assistance please contact The Flood Dept. at 877-348-0552. See the attached link for instructions. [Agency User Profile Administration Instructions.doc](#)

**Administrator Set Up:**

Requested Administrator:	
Email:	
Phone:	Fax:

**ACH Set Up: (Optional)**

- **To utilize ACH – Automated Clearing House for the payment of flood premiums.**
- **Please sign below and provide the bank account information.**

Signature:
Bank Name:
Bank Account Name:
Statement Address:
Routing / Transit Number:
Account Number:

**By registering to utilize ACH you are authorizing Flood Connect to electronically withdraw flood insurance premiums directly from your bank account at the time of policy issuance.**

**Direct Deposit for Commissions:**

**•To have your monthly commission payments electronically deposited to your bank’s checking account, please provide the following information and attach a copy of a voided check from that account.**

Bank Name:
Bank Account Name:
Statement Address:
Routing / Transit Number:
Account Number:

Email address for notification:

Current Flood Carrier

Flood Volume

**DELIVERY SERVICES:**

**Agency Download**

Download (Please see following two pages for more information)

*Send E-Mail Notifications To View Documents that do not download (bills & letters)*

**E-Mail Address:**

**OR**

**Agent's Copies for Delivery Service**

Do not notify me of New Documents by E-mail

OR

Notify me by E-mail of New Documents to be Viewed and/or Printed from Flood Online

*Send E-Mail Notifications To: You may add up to five email address for notifications*

**E-Mail Address:**

\*Documents are available either on The Dashboard or from Flood Online under Agency Profile, Documents.\*

**Insured's Copies for Delivery Service**

**Please choose only one:**

Send all paper documents to Customer

Agency wants to receive the insured's copy of:

New Business  Cancellation  Renewals  Loss Payment

**See the Self Service document on the welcome screen on Flood Online.**

**Customer Self Service:**

**Do you want your flood customers to have access to Selective's Self Service Site?**

**[www.myfloodonline.com](http://www.myfloodonline.com) provides your customers with the following functions:**

- View/Print Declaration Pages
- View/Print Renewal Bills
- Renewal Payment Options
- Claim Reporting
- User Profile Maintenance

YES

NO



Are you taking advantage of our flood policy download feature on Floodonline®?  
 Did you know that we can download your flood policies to the following agency management systems?

Applied TAMS	AMS Sagitta	Eclipse	Agency Advantage
Applied Vision 4.0	DORIS	AMS 360	Nexsure
InStar	QuickFile	Prime	

Set up for policy download is easy! To Manually Download your flood policies, just have your agency administrator login to Floodonline® at [www.floodonline.com](http://www.floodonline.com) <<http://www.floodonline.com/>> , click on the “Agency Profile” tab, click on the “Delivery Services” tab, and then click on the “System Download” tab at the bottom of the screen. All you then need to do is select your agency management system type and follow the set up instructions. The contract number is your agency ID number. If you need assistance with download, please click on the “Help” button at the bottom of the screen for further instructions.

**For Ivans Automatic Flood Download Instructions**

Please complete and return the attached Agency Data Sheet to: Cindy Day  
 Email: [cindy.day@selective.com](mailto:cindy.day@selective.com)  
 Fax: 973-948-0207  
 Phone: 973-948-1932

To Facilitate accurate updating of your policies when data downloads, your policy numbers need to be in the same format as ours:

Review the policy numbers in your data base to make certain the format matches the policy number on a paper Selective DEC page.

**If needed the origination address for flood is PDAFLD000001**

**Correct Policy number format: fld1111111** Incorrect formats: fld 1111111 fld-1111111 etc.

Selective’s flood policy numbers are ten characters alpha numeric, no blanks or spaces.

Revise any incorrect numbers. Policy numbers must follow the format exactly or there will be no match for an incoming policy.

**You will need to load the proper NAIC codes into your agency management system:**

SICA – Selective Insurance Co. of America	12572	Issuing Companies
SICS – Selective Insurance Co. of Southeast	39926	
SICNY – Selective Insurance Co. of New York	13730	
SINE- Selective Insurance Co. of New England	11867	

**AGENCY DATA SHEET**

**Agency Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Location Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** (    ) \_\_\_\_\_ **Fax:** (    ) \_\_\_\_\_

**Main Agency No. :** \_\_\_\_\_

**Sub Agency No(s):** \_\_\_\_\_

**Interface Contact:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Agency Management System:** \_\_\_\_\_ **Version:** \_\_\_\_\_

**IVANS Information:**

**'Y' Account:** \_\_\_\_\_

**User ID:** \_\_\_\_\_

**Machine Address:** \_\_\_\_\_