Applying Electronically

Beginning **January 4, 2016,** Associations and MLS's will once again be able to complete and submit their excess coverage applications electronically by visiting https://nar.aon.com. **You must have your NRDS ID available in order to complete the** *one-time* **registration process**. *If you completed the registration process last year, you may enter your user name and password at the log in screen and proceed with steps 4-6 below. Online coverage purchases from the previous year may also be viewed by clicking the "View Applications" tab.* Once registered, you may apply for these optional coverage(s) and can continue to access the completed applications for future reference. The IA/IC, IB.2, and Crime excess coverage applications can be completed through this link. In order to complete the electronic applications, please visit https://nar.aon.com and follow the below steps:

1. Click "register"; a box will pop open prompting you to enter your NRDS ID and last name. The last name entered MUST match the name listed in the NRDS database (usually the AE's name); this allows for verification and secure access to the site. Once entered, click on the "register" button. Next, another box will open a form that is prepopulated with your NRDS number, your name, and physical address and will prompt you to enter your Association/MLS name, title, email and phone number. **Please make sure the information entered here is what you want to appear on your application.** You will also create your user name and password during this step. Once complete, click register.

2. Your screen view should now show a "Thank You for Registering" message; you will then be redirected to the login screen where you will enter your user name and password.

3. Once logged in, you will click "create application" at the top of your screen where you will select your desired coverage(s).

4. Clicking on your coverage selection will open the desired application; please complete the provided fields in their entirety. Once complete, you can either save as a draft for future completion or click submit. Clicking submit will automatically attach an E-signature of the registered user. A confirmation email containing a copy of the completed application will be sent to the email address entered at registration.

5. Following submission of the application, a message will pop up in your browser confirming your successful submission of the application. A new window will open in your browser to NAR's e-Commerce Network log-in page, allowing you to pay for your excess insurance coverage(s). If you would like to purchase additional excess coverage, complete and submit the additional applications prior to making your payment through e-Commerce.

6. Once you have completed and submitted all applications, log in to the e-Commerce network and enter the total amount owed for your excess insurance coverage purchases. Enter your credit card information in the fields provided. Alternatively, you could pay via check by mailing to the address provided on the applications.

If you have questions regarding the electronic application, payment and/or registration process, please contact Gayle Andrews at (312) 381-7049 or via email at Gayle.Andrews@aon.com.