



Bulletin #18 – August 15, 2013

Electronic Change Requests

The Ohio FAIR Plan (OFP) is pleased to announce that agents can now submit change requests via our website!

Once logged into www.ohiofairplan.com, an agent can select a file. On the Details page for that file, there is a “Request Endorsement” button at the top:

A rectangular button with a blue border and a light blue background. The text "Request Endorsement" is centered on the button in a dark blue, sans-serif font.

If the status of the coverage will not allow any changes (if it is cancelled, for instance), the button will not be available.

Clicking the button takes the agent to a page that allows many details of the coverage to be modified: insured’s name, mailing address, mortgagee, coverage amounts, deductible, etc.

Once the change is submitted, the agent is e-mailed a receipt for his/her records.

There are a few restrictions to this new feature:

- Cancellation requests must still be signed by the insured and faxed to OFP.
- Due to the complexity of Farm policies, only limited changes to them can be electronically requested.
- Electronic changes are intended to take care of the vast majority of the requests we receive. Some more unusual requests will still need to be faxed to OFP.
- Changes can be effective the day after they are submitted to OFP.
- OFP must review each change – please do not assume a change request will be approved.

We hope you find this change useful as you help us serve Ohio’s consumers!

As always, if you have any questions, please contact OFP at 614-839-6446 or 800-282-1772.