

How to purchase a policy in AgentLink – All Seasons Travel Plan

1.) STATE SELECTION SCREEN:

The first screen you see will direct you to select the country and state of residence. Select the country and state and then click CONTINUE.

State Selector - Windows Internet Explorer

http://buy.travelguard.com/TG22/proc/stateselector.asp?rnd=14937291705291708&agentlink=yes&stid=1708**1708&strAgentLink=yes&loggedIn=1519866&a_arc=1

Travel Guard
Travel Smart. Travel Insurance

Choose your state or province and country of residence

If all travelers are not from the same state or province and country, or, if your residence country and departure country do not match, there is a possibility you will have to purchase separate policies and reenter your application.

Country of residence: UNITED STATES OF AMERICA

State or province of residence:

- TEXAS
- MISSISSIPPI
- MISSOURI
- MONTANA
- NEBRASKA
- NEVADA
- NEW HAMPSHIRE
- NEW JERSEY
- NEW MEXICO
- NEW YORK
- NORTH CAROLINA
- NORTH DAKOTA
- OHIO
- OKLAHOMA
- OREGON
- PENNSYLVANIA
- PUERTO RICO
- RHODE ISLAND
- SOUTH CAROLINA
- SOUTH DAKOTA
- TENNESSEE
- TEXAS
- UNKNOWN
- UTAH
- VERMONT
- VIRGIN ISLANDS
- VIRGINIA
- WASHINGTON
- WEST VIRGINIA
- WISCONSIN
- WYOMING

Visited us before?
Continue a saved quote

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2.) BOOKING INFORMATION:

Here you are asked to list the dates for the booking.

DEPARTURE DATE: This is the date you are scheduled to leave for your trip.

RETURN DATE: This is the date you are scheduled to return from your trip.

TRIP DEPOSIT DATE: List the date when you paid your initial deposit. If you cannot remember your trip deposit date, enter today's date.

PER BOOKING TRIP COST: List how much the total trip cost. If you are traveling with a spouse/domestic partner, you can enter your combined trip cost. The policy is sold per booking but the payouts are done per person.

NUMBER OF TRAVELERS: List how many people are under your reservation. Again, if you are traveling with a spouse/domestic partner, you can enter the combined trip cost. The policy is sold per booking but the payouts are done per person.

Click on **GET QUOTE** so the dollar amounts update on the right. Click **BUY NOW** to continue to purchase this policy.

The screenshot shows a web browser window titled "Quote Calculator - Windows Internet Explorer". The address bar shows a URL from travelguard.com. The page features the Travel Guard logo and navigation tabs: "Get Quote", "Traveler & Trip Information", and "Payment & Fulfillment Information". The "Get Quote" tab is active. The form includes input fields for "Departure Date", "Return Date", and "Trip Deposit Date". Below these are fields for "Per Booking Trip Cost" and "Number of Travelers". On the right side, there is a "Product" section indicating "All Seasons Travel Plan" and a "Your Quote" summary table. The table shows "Base Premium", "Additional", and "Total Fees" all at \$0.00, with a "Total" of \$0.00. A red circle with a checkmark and the text "Visited us before? Retrieve a saved quote" is visible at the bottom right. At the very bottom, there are "Get Quote" and "Buy Now" buttons.

Your Quote	
Base Premium	\$0.00
Additional	\$0.00
Total Fees	\$0.00
Total:	\$0.00

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3.) PRIMARY INSURED / GUEST'S INFORMATION:

The next screen asks you to provide information about the PRIMARY INSURED. If you indicated there was more than one person traveling under the reservation, you will also be asked to enter their information. Every field marked with a red asterisk is required. For TRIP DETAILS, if you know your airline, cruise line, tour operator and car rental, select them from the drop-down list. If unknown or not part of your trip, select NONE. Once you've updated the necessary fields, click on CONTINUE.

The screenshot displays a web form for entering traveler information. The form is divided into several sections:

- Primary Insured:** Fields for First name (Katie), M.I., Last name (vandyken), Gender (Female), Birth Date, Address1 (3300 business park drive), Address2, City (stevens point), State/Province (TEXAS), Zip/Postal Code (54482), Country (UNITED STATES OF AMERICA), Email (katie@travelguard.com), and Phone.
- Traveler # 2:** Fields for First name (bret), M.I., Last name (vandyken), Gender (Male), Birth Date, Relationship to primary (SPOUSE), and Email.
- Trip details:** Dropdown menus for Airline (NONE), Cruise line (NONE), Tour Operator (NONE), and Car Rental (NONE). Fields for Destination Country (EGYPT) and Destination State/Province.
- Product:** You have selected All Seasons Travel Plan. Trip Cost: \$5,000.00.
- Your Quote:** Departure Date: 9/25/2010, Return Date: 10/4/2010, Trip Deposit Date: 3/29/2010, No. of Insured: 2, Total Premium: \$350.00.

A 'Verify Insured' button is visible, along with a 'Save this quote' button and a 'Click Here and enter back later' button.

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4.) PAYMENT SCREEN

The final screen is the PAYMENT SCREEN. Here you will enter the payment information for the policy. You can also indicate how fulfillment information will be sent.

HOW WOULD YOU LIKE TO RECEIVE YOUR INSURANCE DOCUMENTS?: This area asks you to indicate how the fulfillment information will be sent. The automatic default is email.

ENTER EMAIL ADDRESS(S) TO RECEIVE EMAIL CONFIRMATION: Your email address will automatically show up in this field since you entered it on the previous screen. If you want to send the policy confirmation to more than one person, enter their email addresses here (separating multiple emails with a comma).

PAYMENT: The person paying for the travel insurance policy does not have to be the same name as the insured (purchasing the policy for a spouse, child, etc.).

PLEASE REVIEW BEFORE SUBMITTING: You need to check this box in order for the policy payment to process.

AGENT NAME/INITIALS: Leave this blank.

Click **PURCHASE** and you'll be directed to the policy fulfillment screen where you will see your policy number and product details.

The screenshot displays the 'Payment & Fulfillment Information' screen. It features three delivery options: 'By Email' (Add \$0.00), 'By Postal Mail' (Add \$0.00), and 'By Express Mail' (Add \$15.00). The 'By Email' option is selected. Below these options is a text input field for email addresses, containing 'katie.vandyken@travelguard.com'. The 'Payment' section includes a 'Credit Card Payment' form with fields for card type, card number, expiration date (01/2010), and cardholder's name. A 'Charge Amount' of 350.00 is shown. A 'Please review before submitting' section contains a checkbox for terms and conditions, which is currently unchecked. At the bottom right, there is a red 'Purchase' button. A 'VeriSign Secured' logo is also present. Colored arrows (yellow, green, cyan, and magenta) point to the delivery options, the email address field, the credit card payment section, and the Purchase button, respectively.