

With EZLynx Applications, we've streamlined the process of manually quoting Commercial lines. Complete the application once in EZLynx, then easily create the necessary ACORD quoting packages for submission to multiple carriers. We also support personal lines applications to use for non-EZLynx rating carriers.

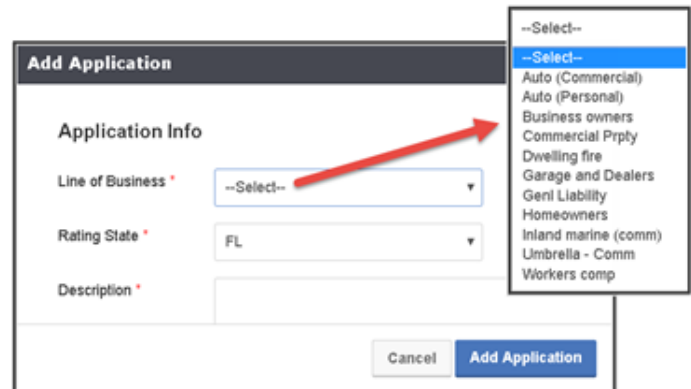
Once an application is quoted and converted to a policy, quickly convert the application to a policy in EZLynx. Conversely, a current policy can be used to create an Application for re-marketing purposes.

Create an Application

1. On an **Applicant's Overview** tab, go to the **Applications** grid, and click **Add Application**.



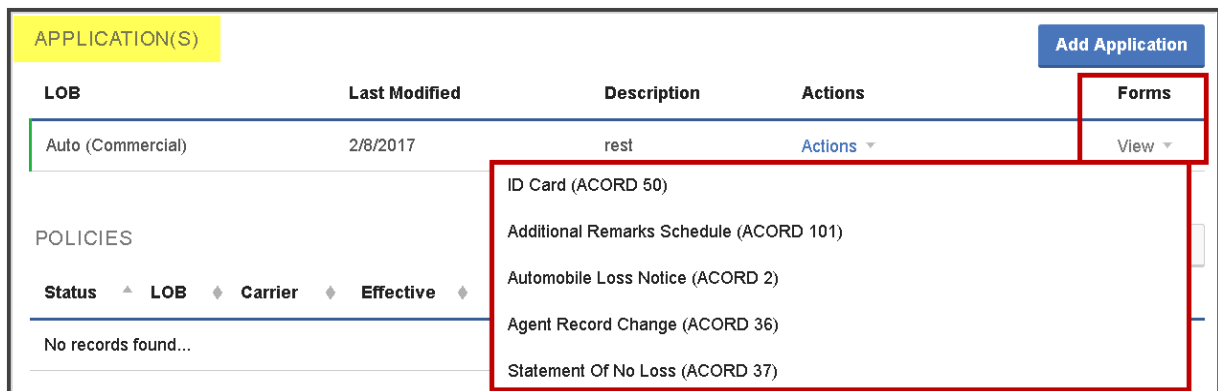
2. Select a supported **Line of Business** and **Rating State**, enter a **Description**, and click **Add Application**.
3. Complete the application, and all ACORD forms created in EZLynx will pre-fill with the data.
4. When finished, click **Save and Close**.



Create an ACORD from an Application

Quickly create an ACORD package for submission to carriers for a quote. The ACORDs will pre-fill from application data entered in EZLynx.

1. Locate the application.
2. Go to **Forms** on the right, and click **View**.
3. Select an **ACORD**.

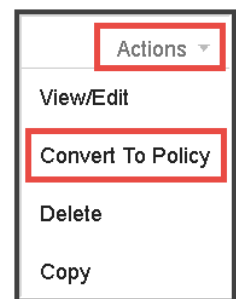


4. The ACORD opens in the **EZLynx Editor** pre-filled with application data.
 - a. All blue fields are **editable**.
 - b. Use the Pencil icon in the upper right to **add or edit the signature**, if necessary.
5. Use the Disc icon at upper right to **save the document**.
6. **Rename the document**, if desired, and click **Save**.
7. The ACORD is saved to the top of the **Documents tab**.
8. At the right side of the document are various **Actions**.

Convert an Application to a Policy

If your prospect decides to purchase the policy, you can convert the existing application in EZLynx to a policy in EZLynx.

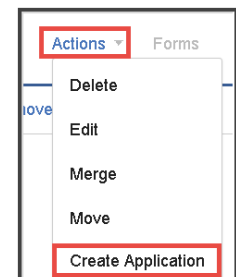
1. Locate the application.
2. Click **Actions** on the right, and select **Convert to Policy**.
3. In the **Add New Policy** box, complete the required information.
4. Click **Add & Edit Policy** to enter any additional data.
5. Click **Save & Close**.



Create an Application from a Policy

Have a policy that needs to be remarketed to another carrier? Quickly create an application from the existing policy in EZLynx.

1. Go to the **Applicant's Overview** tab.
2. At the policy, click **Actions** on the right and select **Create Application**.
3. In the **Add Application** box, **Line of Business** and **Rating State** are pre-filled and cannot be changed.
4. Enter a **Description**, and click **Save Application**.
5. Make any changes to the application, then click **Save & Close**.
6. At the application, click **View (Forms)** and select an ACORD.



Create a Quote Proposal from an Application

Create a quote proposal from existing Applications and policies in EZLynx to submit to your prospects and customers. For more information, [review the Quote Proposal Guide here](#).

1. Go to an applicant's **Documents** tab.
2. Click the **Add** button at upper right, and select **Quote Proposal**.
3. Select **Line of Business** and **Application or Policy**.
4. Click **Create Quote Proposal**.

Questions? Contact support@ezlynx.com.