

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

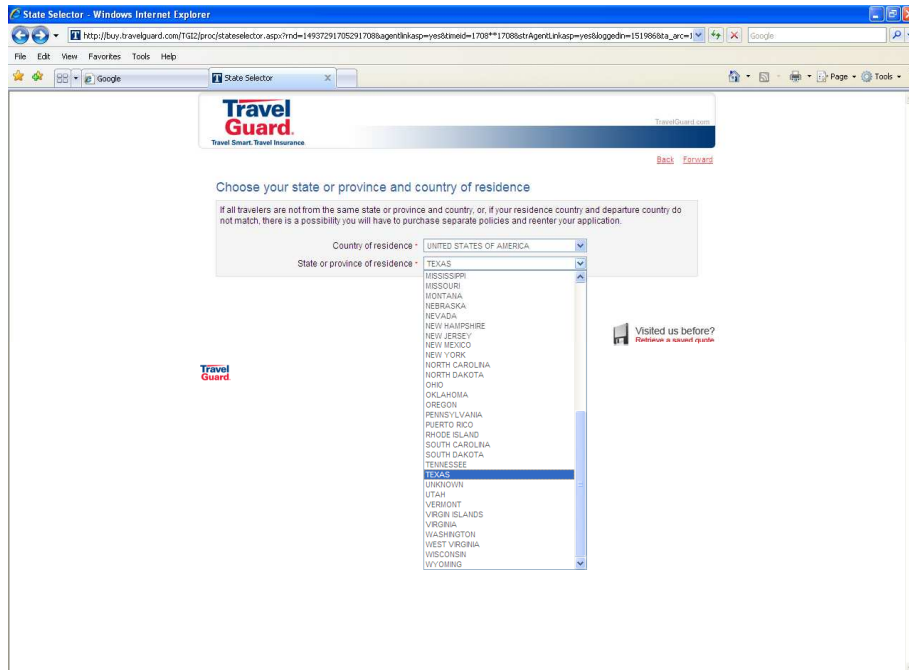
To get to the travel insurance link, look for the Travel Guard logo on the Texas Ski Council homepage. Click on “Special Offer” or “Travel insurance for all season trips.”

<http://texas-ski.org>



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.



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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.

*****UNDER NORMAL CIRCUMSTANCES, THE PRE-EXISTING CONDITION WAIVER IS ONLY VALID WHEN INSURANCE IS PURCHASED WITHIN 21 DAYS OF PAYING YOUR INITIAL DEPOSIT. AN EXCEPTION WAS MADE FOR THE EGYPT TRIP SO THAT ANY SALES MADE FROM NOW THROUGH APRIL 17TH WILL INCLUDE THIS PRE-EX WAIVER. ANY FUTURE TRAVEL INSURANCE SALES WILL DIVERT BACK TO THE STANDARD PURCHASE RULES. *****

The screenshot shows a web browser window displaying the Travel Guard Quote Calculator. The page has a blue header with the Travel Guard logo and the tagline "Travel Smart. Travel Insurance". Below the header, there are three tabs: "Get Quote" (selected), "Traveler & Trip Information", and "Payment & Fulfillment Information". The "Get Quote" tab contains several input fields: "Departure Date", "Return Date", "Trip Deposit Date", "Per Booking Trip Cost", and "Number of Travelers". To the right of these fields, there is a "Resident of" dropdown menu set to "TEXAS, UNITED STATES OF AMERICA". Below the input fields, there is a "Your Quote" section with a table showing "Base Premium: \$0.00", "Additional: \$0.00", "Total Fees: \$0.00", and "Total: \$0.00". A red checkmark icon is visible below the quote table. At the bottom of the form, there are two buttons: "Get Quote" and "Buy Now".

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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.

Primary Insured

First name * M.I. Last name * Gender * Birth Date *

Address1 *

Address2

City * State/Province * Zip/Postal Code *

Country Email * Phone

Product

You have selected
All Seasons Travel Plan
[View Page Details](#)

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

*Some fields are required

Verified Secured

[Add Beneficiary](#)
[Additional Insured Address](#)

Save this quote.
[Click Here](#)
and print your quote.

Traveler # 2

First name * M.I. Last name * Gender * Birth Date *

Relationship to primary Email

Trip details

Airline *

Cruise line *

Tour Operator *

Car Rental

Destination Country *

Destination State/Province

Destination City

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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.

Payment & Fulfillment Information - Windows Internet Explorer

https://buy.travelguard.com/TG2/proc/PaymentFulfillment.aspx?rnd=149372917052917086agentlinkasp=yes&meid=1708**1708&strAgentLinkasp=yes&loggedin=1519

How would you like to receive your insurance documents?

By Email Add \$0.00

By Postal Mail Add \$0.00

By Express Mail Add \$15.00

Product: You have selected All Seasons Travel Plan. Coverage Details

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

Enter email address(es) to receive email confirmation: katie.vandyken@travelguard.com

Payment

Credit Card Payment:

Card type: [dropdown] Card number: [input] Exp. Month / Year: 01 / 2010

Cardholder's name: [input] Charge Amount: 350.00

Please review before submitting

I have read and understand the Description of Coverage, Terms and Conditions, Alert and Strike lists, and agree to the terms and conditions of the insurance coverage provided.

Agent Name/Initials: [input]

Purchase