

Efficient Forms online contracting instructions

United Underwriters website – www.uuinc.com

Select “**Get Licensed**” blue box on left hand side of screen

Select large green box on right “**Click here for online licensing**”

Set up your user ID, password and PIN

Main Menu: **Start contracting questions** – this screen will list all information needed to complete the contracting questions.

After reviewing, select “**continue questions**” – choose your carrier(s) you wish to become contracted with and **continue questions**. System will then prompt a series of questions.

You may click on “**Save and exit**” if you need to leave the website, however this will work once the page you are on has been fully completed only.

At the end of the questions you will be prompted to submit your signature, license copies, E&O and other required documents. *These items need to be faxed.* On the main menu page the upper right hand box is labeled **Required Cover Sheets**. This is the last step, the fax number is on the fax cover sheets. ***Please note the contracting you have completed cannot be submitted to the carrier until your signature and state license have been faxed in.***