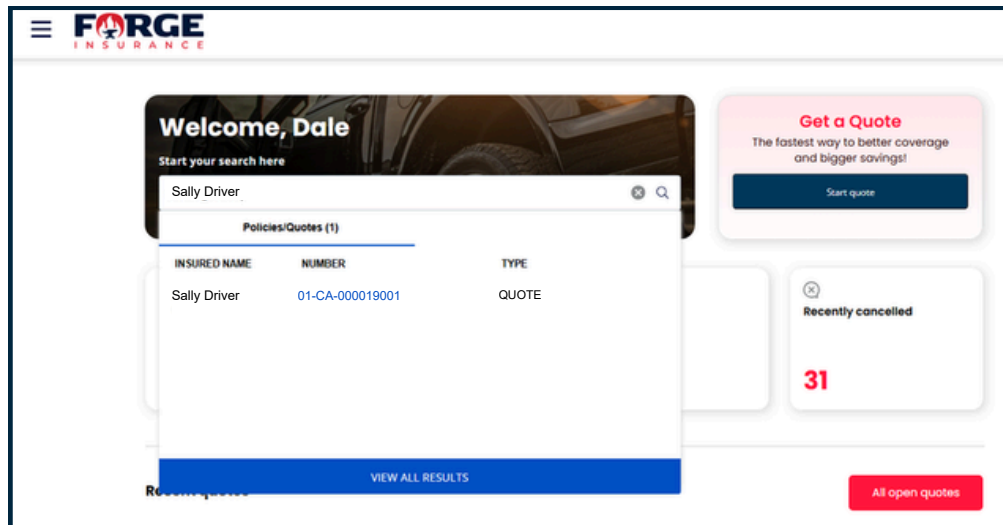
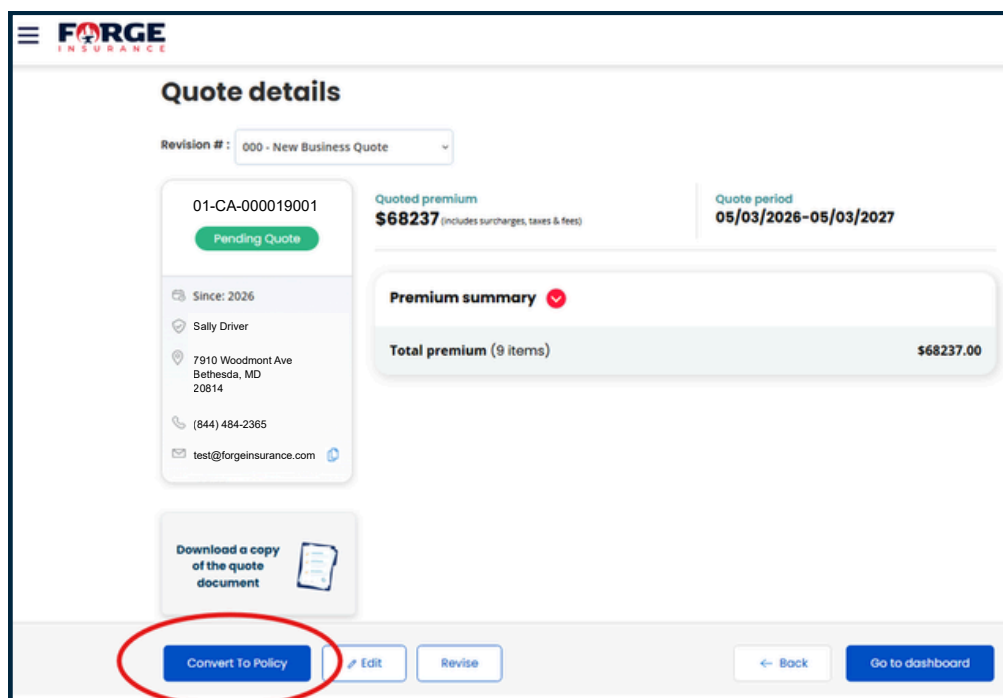


How to Bind in AgentFIRE Portal

Step 1: Log into AgentFIRE and search by insured name or quote number



Step 2: Convert the Quote into a Policy



How to Bind in AgentFIRE Portal

Step 3: Confirm the Effective Date and Skip to Issuance

- To make a bill plan change – select "Step 2: Add Vehicles" and proceed through all steps
- Contact your UW if you need to make any changes other than effective date or bill plan once the Quote has been converted to a Policy

The screenshot shows the 'Business details' step in the Forge Insurance portal. The page includes a progress bar at the top with steps 1 through 7. The current step is 'Business details', which includes 'Step 1: Enter business details'. The policy number is 01-CA-00019001 and the revision number is 000. The quote is for 'Sally Driver Test Quote' at 7910 Woodmont Ave, Bethesda, MD 20814. The policy effective date is 03-01-2026 and the policy expiration date is 03-01-2027. The user has selected 'No' for 'Does the business have a Federal Employer Identification Number (FEIN)?' and 'Limited Liability Company (LLC)' for 'What best describes your business structure?'. The state where vehicles are garaged is 'Maryland'. At the bottom, there are three buttons: 'Cancel', 'Skip to Issuance' (highlighted with a red circle), and 'Step 2: Add Vehicles'.

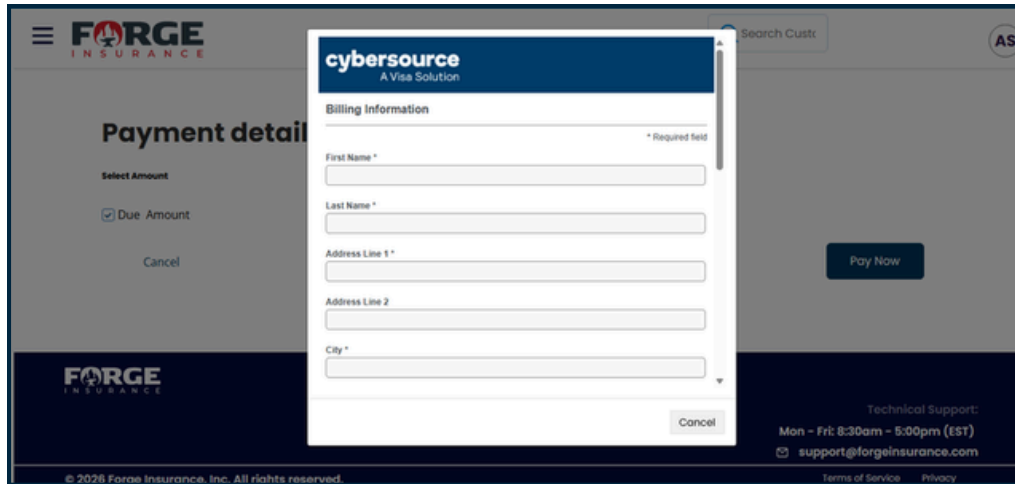
Step 4: Pay Now – choose a one-time down payment or set up autopay for recurring payments

The screenshot shows the 'Enroll in AutoPay' dialog box in the Forge Insurance portal. The dialog box has a title bar with 'Enroll in AutoPay' and a close button. The main text reads: 'You are currently not enrolled in AutoPay. AutoPay is an automatic payment option where you authorize Forge Insurance to collect the total monthly charges reflected in your Forge insurance bill from your credit card or bank account.' There is a link for 'View terms & conditions'. At the bottom, there are two buttons: 'No thanks, make a single payment' and 'Yes, complete autopay setup' (highlighted). The background shows an 'Installment schedule' table with columns for 'Due Date' and 'Amount'.

Due Date	Amount
06-01-2026	1053.92
07-01-2026	1053.92
08-01-2026	1053.92
09-01-2026	1053.92
10-01-2026	1053.92

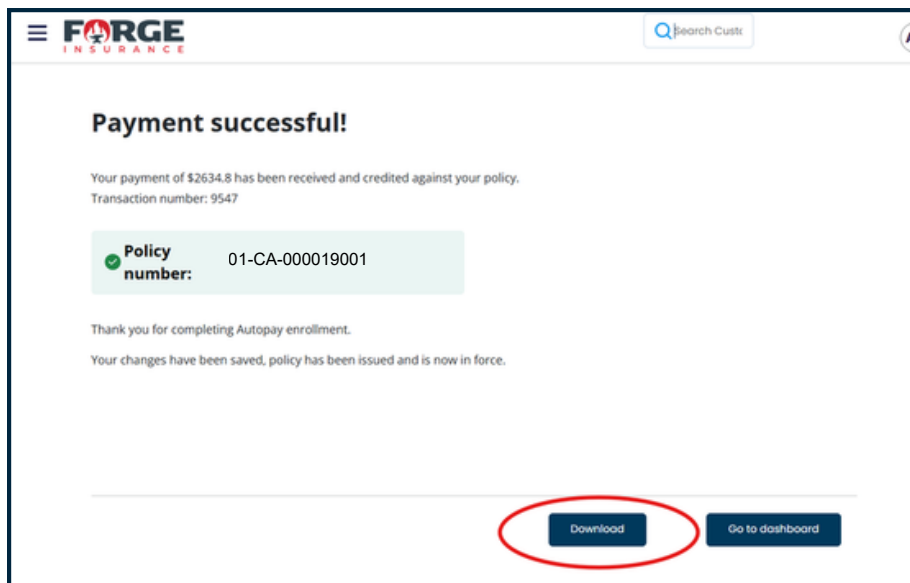
How to Bind in AgentFIRE Portal

Step 5: Enter customer payment details



The screenshot shows the Forge Insurance portal interface. On the left, there is a 'Payment detail' section with a 'Select Amount' dropdown menu, a checked 'Due Amount' option, and a 'Cancel' button. A 'Pay Now' button is visible on the right. A 'cybersource' payment modal is open in the center, titled 'Billing Information'. It contains several required fields: 'First Name *', 'Last Name *', 'Address Line 1 *', 'Address Line 2', and 'City *'. A 'Cancel' button is at the bottom right of the modal. The background shows the Forge Insurance logo and a search bar.

Step 6: Success! View the bound policy number and download policy documents/ID cards



The screenshot shows the 'Payment successful!' confirmation page. The text reads: 'Your payment of \$2634.8 has been received and credited against your policy. Transaction number: 9547'. Below this, a green box highlights the 'Policy number: 01-CA-000019001'. Further down, it says 'Thank you for completing Autopay enrollment. Your changes have been saved, policy has been issued and is now in force.' At the bottom, there are two buttons: 'Download' (circled in red) and 'Go to dashboard'.

Step 7: Post Bind Underwriting Review. Once bound, our UW team will review the policy and run MVRs for drivers. You will be contacted if there are any questions or if the premium changes. To request a pre-bind review, email the quote number to submissions@forgeinsurance.com.