



The Hartford

Broker of Record (BOR) Requests Are Easy

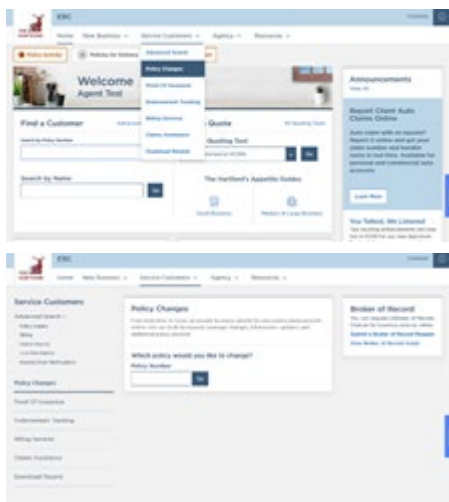
You'll get a superior experience by submitting Broker of Record requests through EBC.

- ▶ **Quicker turnaround.**
 - Payroll to Payroll BOR transition- 2 business days. During the last booking week, we make every effort to turn these around same day.
 - Traditional Agent to Payroll BOR transition - 5 business day rescinding period that can only be waived by the current agent.
- ▶ **Ease.**
 - Submit all BORs to **Producer Code 76250717**.
 - Make sure you search for your appropriate **NPN**.
- ▶ **More one and done experiences.**

Using the EBC means you provide all the info we need to process your request without follow-ups, avoiding delays.

Once processing is complete, a confirmation letter is issued to the newly designated producer. For questions regarding a BOR in progress, call 866.225.7966, 8 a.m.-8 p.m. ET, Monday through Friday.

It Only Takes a Few Easy Steps in EBC



1

Click *Service Customers* at the top.
Then select *Policy Changes*.

2

Click *Submit a Broker of Record Request* on the right.

3

Enter your information about this request.

4

Review for accuracy and then click *Submit Request*.

BOR Reminder

Spectrum and Business Auto policies can ONLY be moved mid-term if you are moving it from payroll to payroll. (Policy begins with 76)

For any policy that does not begin with a 76, it will be moved at renewal.