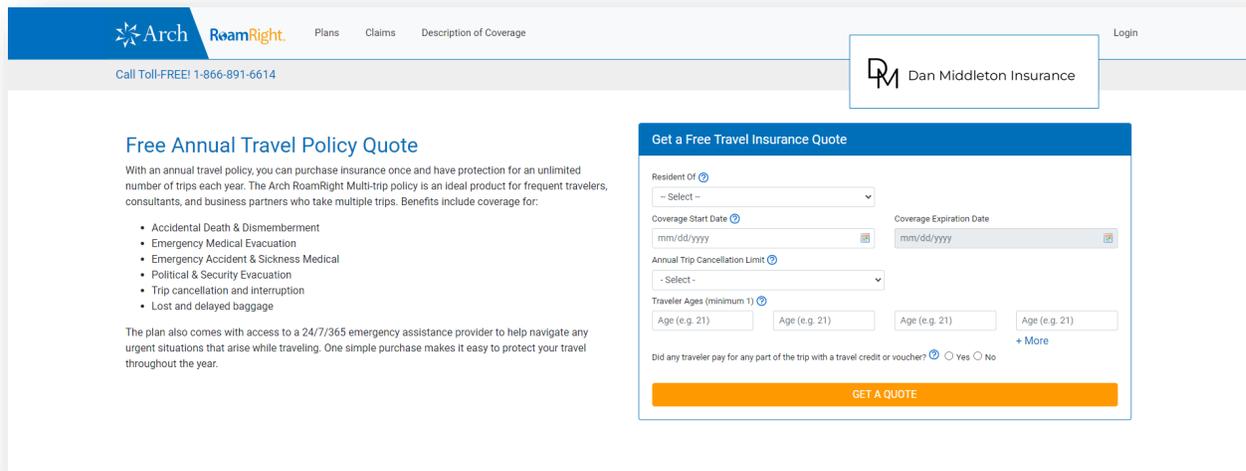## About Arch RoamRight's Annual Multi-Trip Travel Insurance

Arch RoamRight's Annual Multi-Trip Travel Insurance plan, allows your clients to have travel protection coverage for an entire year, up to the stated trip cost limit selected, with just one purchase. As an agent, you can create quotes quickly and easily and send them to your clients, or you can encourage your clients to buy directly through your unique URL. This website can also feature your logo and custom content.

## Creating a Quote

Start with the URL you were provided by your Arch Insurance Account Management contact. If you need assistance, please contact us.



On right side of this page, you'll see the form to generate a quote. To create a quote, fill in the following information:

- **Permanent Residence:** Select your client's state of residency from the drop down list.
- **Coverage Start Date:** This cannot be less than 10 or more than 30 days from the current date. Plans will go into effect at 12:01 a.m. on the selected date.
- **Annual Trip Cancellation Limit:** Enter the level of trip cancellation coverage you want to insure for the year ($2,500, $5,000, $7,500, or $10,000). Keep in mind this is an aggregate limit for the entire year.
- **Traveler Ages:** Add the current age of the traveler(s) to be covered. Coverage is available for travelers age 75 and under.
- **Travel Credit or Voucher:** Select Yes if the traveler is using travel credits, vouchers, or discounts toward the payment for the trip. Select No if the trip was paid for using cash, credit card, or check.

When all of the information is in the form, click on the "Get A Quote" button. This will take to you to the Product Details page.

On the Product Details page, you can review the coverage and limits for each of the benefits included in the plan. Using the links on the right, you can modify the quote or email it to an individual for their review. If they aren't ready to buy, you can set a reminder, and you will receive an email with the quote 7 days prior to the selected coverage effective date.



To purchase the plan, click the orange "Add to Cart" button.  Additionally, you can read a full copy of the plan using the "Description of Coverage" link beneath the  "Add to Cart" button.

Once the plan is added to your cart, you will proceed to the Traveler Details page.



On this page, you'll  need to supply the following information:

- **Destination(s)**: Please provide at least one destination a traveler plans to visit.  This does not need to be a comprehensive list of all of the destinations planned for the year.
- **Traveler Details:** A row will appear here for each of the travelers whose ages were provided during the quoting process. Type in the First Name, Last Name, and Date of Birth for each of these individuals.  Check the box next to the name of the primary traveler, who should be the main point of contact for the purchase.
- **Primary Traveler Details:** Provide the mailing address, phone and email address of the primary traveler.
- **Agent Code:** You can leave this section blank.

When the information is provide, click on the "Enter Payment Details" button.

The Payment Details page is where you or your client can input a credit card number and purchase the plan.

Upon purchase, the primary traveler will receive a confirmation email with all of their purchase details included.
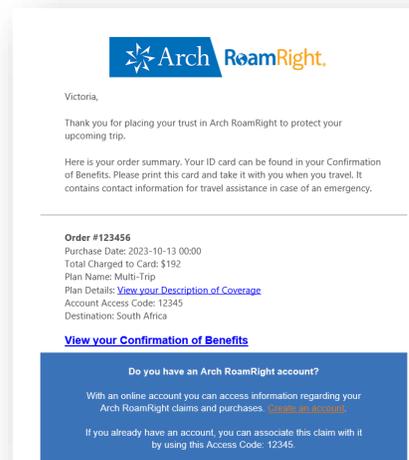
# Inside Your Portal

When you are logged into your portal as an appointed Arch agent, there are many tools available to help you manage your travel customers and quotes. The tutorials below may be useful as you navigate the portal. While not everything may pertain to insurance brokers, you'll find a wealth of information in these short videos.

## Overview and Logging In



## How to Obtain a Quote



## How to Retrieve Quotes, Orders & Policies



## How to File a Claim and Check Claim Status