

Winchester General Agency, Inc.  
HO and DP Online Rating Program Procedures

Please make sure the “Pop-Up Blockers” are turned off and Adobe Reader is up to date.

- 1) Go to: <https://rating.winchesterga.com> or [www.winchesterga.com](http://www.winchesterga.com)
- 2) **To login, enter: Username:** firstlastname\_LA or \_MS for State specific  
**Password:** winchester - if you wish, you can change password – go to Help tab  
If you are unable to login, please call Winchester at 800-647-4647 or email @ [wga@winchesterga.com](mailto:wga@winchesterga.com)
- 3) Select program to quote by clicking the **“Homeowners or Dwelling” house icon**.  
The Renter/Condo house is Application only. Submit app to WGA for quote.
- 4) Select **“Form”** from drop down menu. **“Guidelines will populate next to form#”**
- 5) Complete **“online quote screen”**, select **“full payment plan”** than **Generate quote**. **NOTE: Please allow 60 seconds for quote to process.** TIV adjustments on Coverages B, C and D are available. Email quote # with adjustment amounts requested.
- 6) If you edit any information on quote screen, please click **“Generate quote”** to refresh. To view and/or print quote, select the **“print option”**. The quote is saved and can be retrieved later, should you wish not to complete the “online application” at this time. When inserting coverage values, **DO NOT** insert **“commas”** or **“decimals”**.
- 7) **Please discuss tentative quote offer to confirm insured(s) want to proceed before “Transferring to App” to complete online application.**
- 8) When application is completed, select **“Save”** before selecting **“Submit for Approval”**  
**NOTE: Do not print Quote/App at this time because changes may occur during Underwriting process.**  
**\*Special Note: Once a quote has been moved into online application, you can no longer EDIT coverages/form because coverage values are locked from editing.**
- 9) You may receive an email confirmation after the “application” has been submitted. If not, please email [submissions@winchesterga.com](mailto:submissions@winchesterga.com) to confirm receipt of submission.
- 10) After submission is reviewed by Underwriter, you will receive email, if submission has been **Accepted** or **Declined, with comments**.
- 11) If submission is **Accepted**, the application can be located in the **“quote/app search”** section under **“Accepted”** section.
- 12) At this time, you may update application with current effective/expiration dates, mortgagee information, etc. After updating app, please **SAVE** before printing completed application for signature(s). Go to: **“print option”** section to print app. If premium changed after submission accepted, print quote for file.
- 13) To request a binder, please forward completed/signed application by email to: [submissions@winchesterga.com](mailto:submissions@winchesterga.com) or fax to: 1-318-322-1657.

**\*If rater locks up for any reason, log out and log back in.**