

# Distinguished Portal

City Insurance and New York Brick  
& Brownstone Binding Guide



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Our new Broker Portal allows you to quickly and easily get your client a bindable quote in 1-2 business days.

For additional assistance, contact us at **1-888-355-4626** or fill out the form on the **Distinguished website**.

## Step 1: Log into the new portal

Go to <https://brokerconnect.distinguished.com/>

## Step 2: Search for insured

Enter the insured's name into the search bar at the top of the page and press Enter.

The screenshot shows the Distinguished Broker Portal interface. At the top left is the Distinguished logo. A search bar contains the text "test 31/07". To the right of the search bar are icons for a close button, a notification bell, and a user profile. A "GET A NEW QUOTE" button is located to the right of the search bar. Below the search bar, a dropdown menu displays search results for "test 31/07":

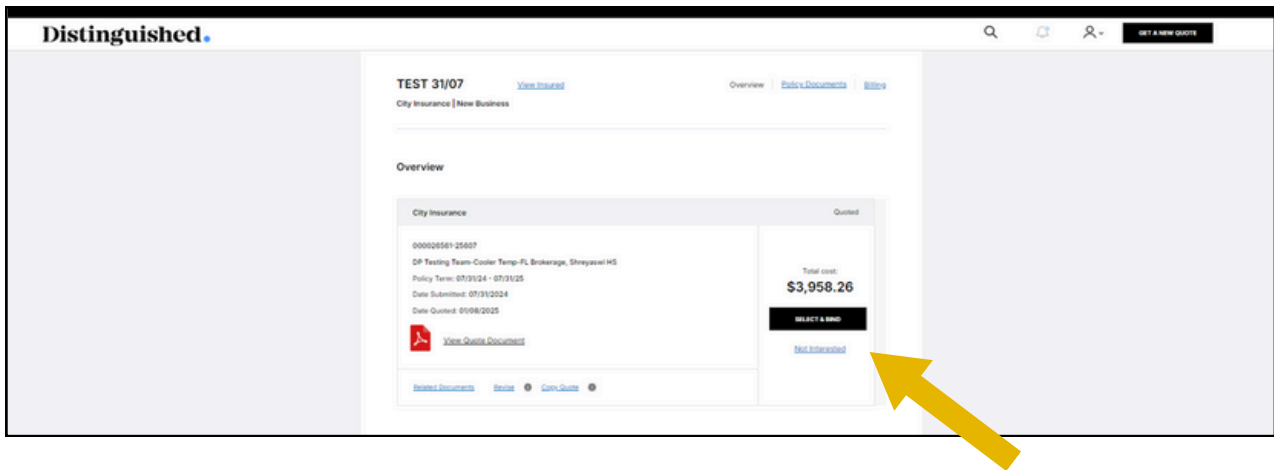
- TEST 31/07  
000026561-25607 | City Insurance
- test 31/07  
000003130-4801 | New York Brick & Brownstone
- test 31/07  
000003130-4788 | New York Brick & Brownstone
- test 31/07  
000003130-4788 | New York Brick & Brownstone

Below the search results, the main content area is titled "All Transactions" and displays a table of transactions:

DATE	NAMED INSURED	PROGRAM	REFERENCE				
01/08/2025	test@duyville	City Insurance-Option 2	000031314-2				
01/08/2025	test 102	City Insurance	000031321-2				
01/08/2025	Tom Goss	City Insurance	DPP1077531				
01/08/2025	Test 0308	Express City Insurance Umbrella	000031386-				
01/08/2025	TEST 31/07	City Insurance	000026561-25607	New Business	07/31/2024	07/31/2025	Quoted
01/08/2025	test	Corporate Collection	000031380-32218	New Business	01/25/2025	01/25/2026	In Progress
01/08/2025	COMM CARPARKAGE CO	Community Associations Package	ODP4AL0000242-10	New Business	11/20/2024	11/20/2025	In Force
01/08/2025	Colorado Sedona Pioneers!	Corporate Collection	000031376-32216	New Business	01/07/2025	01/07/2026	Quoted
01/08/2025	Los Pollos Hermanos	Corporate Collection	000031377-32215	New Business	01/07/2025	01/07/2026	In Progress
01/07/2025	Portal Test 23	Corporate Collection	000031242-31921	New Business	12/19/2024	12/19/2025	Quoted

## Step 3: Press 'Select & Bind'

In the 'Overview' section, click the 'Select & Bind' button under the total cost.



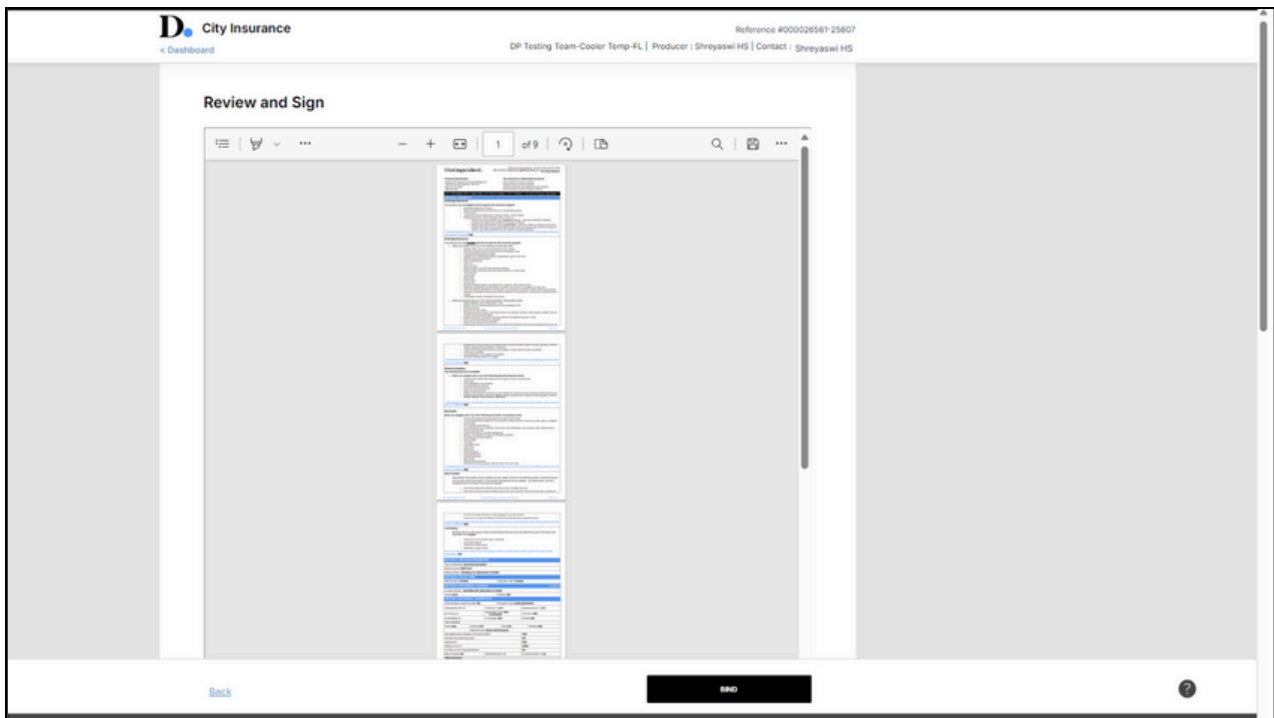
## Step 4: Fill out Billing & Inspection information

Select either 'Agency Billing' or 'Direct Billing.' Inspection contact information must be provided to proceed. Once completed, click 'Continue.'

A screenshot of the 'Bind Request' form. The title is 'Bind Request' with a sub-header 'Before we proceed, we'll need to collect more information.' Below this, there are two summary lines: 'Term and Premium: 1 Year - \$3,958.26' and 'Broker Commission: \$395.80'. The 'Billing Options' section asks 'Please confirm how you and your customer would like to pay for this policy.\*' and has two radio buttons: 'Agency Billing' (selected) and 'Direct Billing'. A note below states 'You will be copied on all email correspondence including the policy documents, notices of cancellations, etc.'. The 'Inspection Contact' section has five input fields: 'First Name \*', 'Last Name \*', 'Phone Number \*' (with a dropdown for country code), 'Ext.', and 'Email \*'. At the bottom left are 'Close' and 'Save' links, and at the bottom right is a black 'CONTINUE' button.

## Step 5: Review application

Use the scroll bar nearest to the application to review it. Once finished, use the far-right scroll bar to navigate down the page.



## Step 6: Check the box to review and confirm



## Step 7: Review Terms and provide signature

Review the Terms and sign in the 'Agent Name' box.

**Important: Your name must match the Producer name displayed at the top of the screen exactly.**

The screenshot shows a web form titled "E-Signature to Bind This Policy". At the top, there is a checkbox for "I Agree \*". Below this is a "Terms" section with the following details: Name Insured: TEST 31/07, Coverage: Commercial Package, Property: Zurich American Insurance Company, GL: Zurich American Insurance Company of Illinois, Policy Term: 07/31/2024 - 07/31/2025, Cost: 1 Year Policy, Term Premium: \$3,958.00, Fees/Tax: 0.26, Total Cost: \$3,958.26. Below the terms is an "Agent Name" input field. A yellow callout box with an arrow pointing to the input field contains the text: "Hint: Copy & paste contact name from the top right hand corner for the e-signature." At the bottom of the form, there is another "I Agree \*" checkbox and a "Back" button on the left and a "BIND" button on the right.

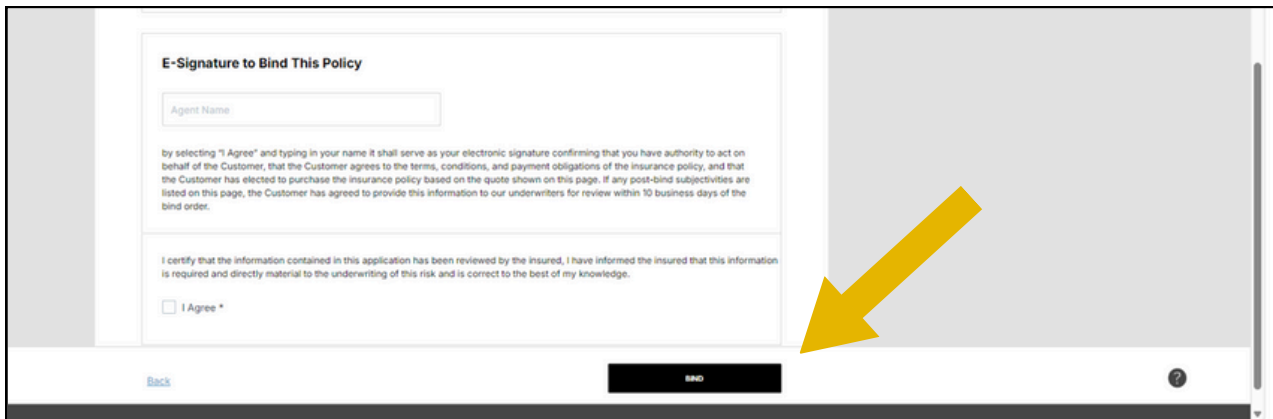
## Step 8: Check the box

Select the 'I Agree' checkbox to review and confirm.

This screenshot is a close-up of the "E-Signature to Bind This Policy" form, focusing on the "I Agree \*" checkbox at the bottom. A yellow arrow points directly to the checkbox. The rest of the form, including the "Agent Name" field and the "Back" and "BIND" buttons, is visible in the background.

## Step 9: Bind your policy

Click 'Bind' to finalize your policy.



**E-Signature to Bind This Policy**

Agent Name

By selecting "I Agree" and typing in your name it shall serve as your electronic signature confirming that you have authority to act on behalf of the Customer, that the Customer agrees to the terms, conditions, and payment obligations of the insurance policy, and that the Customer has elected to purchase the insurance policy based on the quote shown on this page. If any post-bind subjectivities are listed on this page, the Customer has agreed to provide this information to our underwriters for review within 10 business days of the bind order.

I certify that the information contained in this application has been reviewed by the Insured, I have informed the insured that this information is required and directly material to the underwriting of this risk and is correct to the best of my knowledge.

I Agree \*

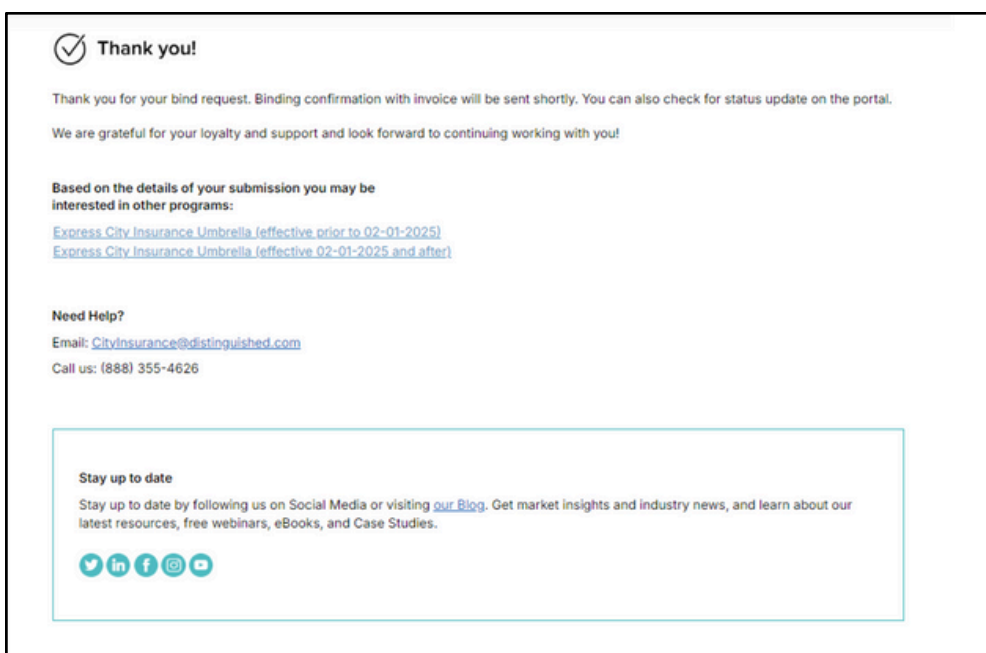
[Back](#) **BIND** [?](#)

## Step 10: You're all set!

If there are **NO pre-bind subjectivities** (other than a signed application), you will receive the policy and invoice shortly.

However, if the quote **includes pre-bind subjectivities** (other than a signed application), your bind request will be referred to underwriting.

*P.S. For eligible City Insurance accounts, don't forget to secure an umbrella policy for your insured!*



**Thank you!**

Thank you for your bind request. Binding confirmation with invoice will be sent shortly. You can also check for status update on the portal.

We are grateful for your loyalty and support and look forward to continuing working with you!

Based on the details of your submission you may be interested in other programs:

[Express City Insurance Umbrella \(effective prior to 02-01-2025\)](#)  
[Express City Insurance Umbrella \(effective 02-01-2025 and after\)](#)

**Need Help?**  
Email: [CityInsurance@distinguished.com](mailto:CityInsurance@distinguished.com)  
Call us: (888) 355-4626

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