

INSTRUCTIONS TO REQUEST ENDORSEMENT AND CANCELLATION

Producer – Log in to the system

Log In to Your Account

User ID:

Password:

☒ Remember my User ID

Log In

[Forgot password?](#)

Register Producer

This form is for agents licensed in the State of Illinois who wish to register as a producer for the **Illinois FAIR Plan**

Register Producer

Register Insured

Register Insured

*****User Acceptance Testing (UAT)*****

Illinois FAIR Plan Association

The Illinois Fair Plan is a not-for-profit insurance association supported by Illinois insurance companies. It was formed in 1968 to make homeowners and other property insurance available for qualified properties in Illinois when not obtainable through the standard market for reasons beyond the property owner's control.

*** This site has been tested on Internet Explorer 11 and Chrome.**

Get a Free Quote

Select...
Get a Quote

Submit a Claim

Submit Claim

Make a Payment

Make a Payment

Enter Policy Number then Click Search

Quick Quote

Policy


Claims

Reports

Security

Policy

Quote Number Insured Name

Policy Number  Insured Name

Billing

Account Number

Claim

Claim Number: Date Of Loss:

Name (All loss contacts):

Policy Summary TAB – Select REQUEST ENDORSEMENT

The screenshot shows the 'Policy Summary' tab selected. The interface includes a top navigation bar with tabs for 'Policy Summary', 'Billing Summary', 'Claims Summary', and 'Document Summary'. A search bar for 'Policy Number' is on the right. Below the tabs, a blue header bar displays 'CHICAGO, IL 60643-2217' and 'Term: 1' with a date range '5/24/2022 to 5/24/2023'. The 'Policy Status' is 'ACTIVE' and 'Renewal Status' is 'N/A'. A sidebar on the left contains buttons for 'Inquire', 'Request Endorsement' (highlighted with a red arrow), 'Request Cancellation', and 'Create Claim'. The main area shows 'Payments Received' as '0 in the last 30 days' and 'Last Payment' as '\$943.00 Paid on June 08, 2022'. A table at the bottom lists columns: Term, Effective, Status, Date Entered, Change, Reason, User, and Amount.

Enter ALL information highlighted in yellow and attach supporting documentation or request if necessary. Click “SUBMIT” button.

The screenshot shows the 'Endorsement Request' form. The fields are highlighted in yellow: 'Requested Endorsement Date' (8/29/2022), 'Name of Person Making the Request' (Test), 'Email Address (Required)' (Test), 'Phone Number (Required)' ((555) 555-5555), and 'Endorsement Description' (Mortgage change request). Below these fields is a section for 'Please attach supporting Documentation' with a 'Select files...' button and a 'Done' button. A file named 'Mortgage change.pdf' is listed with a '100%' upload status. An 'Important Notice' section follows, stating that all changes are subject to the approval of the Underwriting Department and that the submission of this request does not constitute approval or bind the Illinois FAIR Plan. At the bottom, the 'Submit' button is highlighted with a red arrow.

CANCELLATION REQUEST

Policy Summary TAB – Select REQUEST CANCELLATION

The screenshot shows the 'Policy Summary' tab selected. The top navigation bar includes 'Policy Summary', 'Billing Summary', 'Claims Summary', and 'Document Summary'. A search bar for 'Policy Number' is on the right. The main header area displays 'CHICAGO, IL 60643-2217' and 'DF' with a search icon. On the right, it shows 'Term: 1', '5/24/2022 to 5/24/2023', 'Policy Status: ACTIVE', and 'Renewal Status: N/A'. A sidebar on the left contains buttons: 'Inquire', 'Request Endorsement', 'Request Cancellation' (highlighted with a red arrow), and 'Create Claim'. The main content area shows 'Payments Received 0 in the last 30 days' with a 'View Payments' button, and 'Last Payment \$943.00 Paid on June 08, 2022'. At the bottom, a table header is visible with columns: Term, Effective, Status, Date Entered, Change, Reason, User, and Amount.

Enter ALL information highlighted in yellow and attach supporting documentations such as the completed Cancellation Policy Release form and a copy of Replacement Policy. Click “REQUEST” button.

The screenshot shows the 'Cancellation Request' form. The 'Requested Cancellation Date' is 8/29/2022. The 'Name of Person Making the Request' is TEST. The 'Email Address (Required)' is TEST. The 'Phone Number (Required)' is (555) 555-5555. The 'Notes' section contains the text 'Coverage has been placed elsewhere.' Below the notes, there is a section for 'Please attach supporting Documentation' with a 'Select files...' button and a 'Done' button. A file named 'Cancellation Request.pdf' is attached, showing 100% completion. The 'Request' button is highlighted with a red arrow. At the bottom, there is an 'Important Notice' section with the following text: 'All changes are subject to the approval of the Underwriting Department as the Producer does not have binding authority. Please be aware that the submission of this request does not constitute approval or bind the Illinois FAIR Plan. Any person who knowingly and with the intent to defraud an insurance company or other person files an application for insurance containing and materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.'