

Dynamic Applications Helpful Hints

Adobe® Reader Required. The dynamic application must be completed using Adobe Reader version 8.1.2 or higher in order for the application to work properly. If you do not have a newer version of Adobe, you can download the latest version free. [Click here](http://get.adobe.com/reader/) or visit <http://get.adobe.com/reader/>.

Saving the Application. The application can be saved and stored at any point during the completion process. This allows the applicant to complete it in stages, or to forward to others to assist with completion of the application.

Electronic Use Only. The dynamic application is designed for electronic completion only and is not intended for print use. Printable applications that can be filled out by hand will remain available for use. You can find the printable applications for [1st Choice](#) product and [Wrap+](#) product on our Website under “applications - print versions”.

Electronic Signature. This application uses an Electronic Signature. The applicant will check the Electronic Signature and Acceptance box at the end of the application upon completion, and complete the requested information. This is accepted as a legally binding signature.

Required Fields. A few fields are required and must be completed prior to submitting the application. A message will appear and prompt you to complete such fields if you haven't done so already. Simply click on the message and complete the required fields.

Attachments. Attachments can be included in the submission as separate attachments with the application. Please continue to use the same underwriting requirements for attachments.

For Legal Professionals 1st Choice+SM product only. The following supplements are not available in the dynamic application and must be completed using the separate supplement documents listed under “Print Only Applications” on our Website:

- Financial Institutions Practice Supplement [LPL-6008](#)
- Bankruptcy & Collections Supplement [LPL-6004](#)
- Oil/Gas/Minerals Supplement [LPL-6012](#)
- Intellectual Property Practice Supplement [LPL-6009](#)
- Securities Supplement [LPL-6016](#)
- Tax Supplement [LPL-6017](#)
- Entertainment Practice Supplement [LPL-6005](#)
- Environmental Practice Supplement [LPL-6006](#)

Text Fields

Fields can expand to allow for larger entries of data. This is indicated by the **+** symbol, and alerts the user to scroll through the text field to see additional text that might be hidden from view to conserve space.

20. Please complete the chart below by listing all employees by category from all office locations:

	Name of Employee	Education or work Experience	Date of Hire (mm/dd/yyyy)	Status *	Years in Practice	Professional Membership or Association	Hours of CPE	Full Time or Part Time
+	Jonathan Ang	15 years	1/1/1993	O	10			Full
x								

**Key: O= owners, officers, directors, partners, principals or shareholders E = all other professional employees*

Chart Fields

For charts and tables, the applicant can select the **+** sign to add a row and fill in any additional information. The **x** sign removes a row.

GENERAL INFORMATION

19. What is the total number of your professional staff?

A. Full-time
 B. Part-time.....

20. Please complete the chart below by listing all employees by category from all office locations:

	Name of Employee	Education or work Experience	Date of Hire (mm/dd/yyyy)	Status *	Years in Practice	Professional Membership or Association	Hours of CPE	Full Time or Part Time
+								
x								

**Key: O= owners, officers, directors, partners, principals or shareholders E = all other professional employees*

Click on the "+" to add a row. Click on the "x" to remove a row.

Automatic Fields

Certain charts will automatically calculate specified fields. These fields will appear as "read only", and will be highlighted in gray. They are also noted by a message in red that appears above the chart.

Provide the Fee and Transaction information requested below for each service. If no Fee is earned for the service, enter "0"

"Fields marked in Grey color are read only"

Service	Most Recent 12 Calendar Months (Not Fiscal Year)			Prior 12 Calendar Months	Projected 12 Calendar Months
	Gross Commissions and Fees	Percentage of Total Commissions and Fees	Number of Transactions	Gross Commissions and Fees	Gross Commissions and Fees
Residential Leasing	\$			\$	\$
Totals	\$ 0	0	0	\$ 0	\$ 0

Numeric Fields

Certain numeric fields will only allow you to enter whole numbers. Fractions and decimals are not accepted.

Phone numbers and fax numbers must be entered using only a 10-digit number with no dashes or decimals.

Date fields should be completed in the format noted (mm/dd/yyyy). Dates may be entered using the drop-down feature which pops up a calendar, or may be entered numerically.

APPLICANT INFORMATION

1. New business Renewal

Effective date requested: Renewal of policy number: _____

3. Your full legal name: _____

4. Your "trade name" or "doing business as": _____

5. Your Address: _____

Today: 01/07/2009

Travelers Casualty and Surety Company of America and its property casualty affiliates. One Tower Square, Hartford, CT 06183

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