

TWIA Depopulation Policy Selection Instructions

The following is a step-by-step guide, prepared by **Weston Insurance**, to help ensure policies are selected correctly.

Please begin by searching your inbox for the email sent you by TWIA on or around 9/1/16 with the subject header “**Policies Selected for TWIA’s Depopulation Program**”. This email contains your login credentials to the depopulation portal, including a temporary password different from your normal TWIA password. For easier access, click on the following link: <http://depop.twia.org/wp-login.php>.

In order to successfully enter the portal, please enter your depopulation specific password, not your normal TWIA password. This would have been sent to the email address associated with your agency’s TWIA account.

Log In

If the password is unknown or is producing an error, please click “**Lost your password?**”

Once you receive the email to access your temporary password, click the link within the email. The new temporary password will appear and will give you the option to personalize your password by typing over the temporary password. Once you’ve created your new password, click “**Reset your password**” and then click “**Login**” to enter with your new credentials. Please note: this will not change your password to TWIA’s agent portal, this is for the TWIA depopulation portal only.

Get New Password

Once you hit “**Lost your Password**”, enter your agency’s primary contact email address for TWIA. A temporary password will be immediately sent to that email address so you may continue.

Once you're inside the portal, you will see the list of all policies your agency represents that have been chosen for depopulation by any participating carrier. Some policies may have been chosen by more than one carrier. The agent decides which one carrier, if any, can make an offer of coverage to their client. Please see below for more details.

Important Notice: Agents may only select companies with whom they have a contract.

Agency Name0021

Policy Number Insured Name Location Address Policy Type

Select one * FILTER CLEAR

Policy Number	Primary Insured Name	Location Address	Policy Type	Agency	Carrier
000000478-01	FIRSTNAME LASTNAMEXXXXXXXXXXXX XXXX	478 Street XXXXXXXXXXXXXXXXXXXX City NameXXXXXX, TX XXXXXX	Residential	Agency Name0021	Carrier Name0004XXXXXXXXXXXXXXXXXXXX

In these boxes you can filter or search using certain policy criteria.

In this section, relevant policy information can be found in each column.

FILTER CLEAR

Carrier

No Carrier Selected...
No Carrier Selected...
Carrier Name0004XXXXXXXXXXXXXXXXXXXX

Click on the dropdown next to each policy to view all approved carriers willing to make an offer of coverage for that particular policy. Please make sure you select **Weston** in the drop down. The default is TWIA.



Your agency can approve offers from **Weston** on the TWIA depopulation portal through **October 31, 2016**. Notice of the offer will be sent on December 1, 2016 to the clients for whom you made a selection. Any offers not approved by you, or where you have taken no action by October 31, 2016, will not receive an offer from **Weston**. The default is TWIA.

SAVE EXPORT TO CSV

It's very important you hit "**SAVE**" after every page on your policy list. Once you hit save, wait 10 seconds or so until you receive an acknowledgement box. Click "**OK**" to continue to the next page. Continue this process until you finish. After you've completed the selection process, we recommend you click "**Export to CSV**" in order to save a copy (or receipt) for your records. It will also serve as a way to check that each policy has been chosen correctly. In future, you can add a column to this CSV file, which you can then use to note who is responsible for paying the premium (i.e. insured, lender, premium finance). If insured bill, you can also indicate if it will be full pay, or one of Weston's available payment plans. Please send a copy of your policy list to polycyservices@weston-ins.com to ensure **Weston** has the most appropriate contact for direct bill.



Weston Insurance is here for you, to help make the depopulation process as seamless and uncomplicated as we can. For further assistance with the policy selection process, including accessing your login credentials to enter the portal, please contact either of the following representatives from Weston:

- **Eddie Amador**, Marketing Director; (305) 915-9038 / Eddie.Amador@weston-ins.com
- **Keith Willis**, Texas Regional Manager; (949) 584-0241 / Keith.Willis@weston-ins.com