Agent Portal Bonds Quick Card

General Information

Access the Agent Portal by using the following URL: https://agentportal.gaig.com/

Learn more about the Agent Portal Bonds functionality by reviewing the sections listed below:

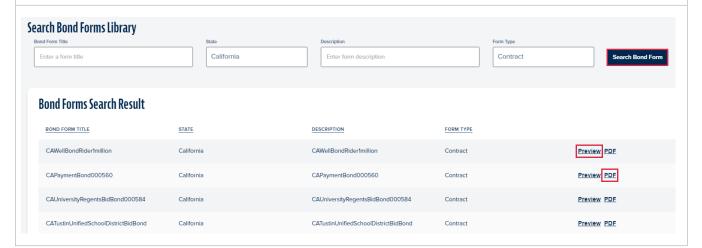
- Bond Forms Library
- Request a Bond Number
- Bond Report Sheet

Bond Forms Library

The user can conduct searches for different form templates and retrieve/download fillable PDFs. By filling in up to 4 fields and clicking a button, bond forms can be searched for.

1.

- A. On your Homepage, click the Bond Forms Library tile.
- B. Enter search criteria on the screen.
- C. Click the Search Bond Form Button.
- D. Bond Forms that match the search criteria will display in the Bond Forms Search Result.
- E. Returned Forms can be **previewed** where a window will open, allowing the user to **print** or **save** the Form.
- F. Selecting **PDF** will immediately download the Form as a PDF.
- G. Additional searches can be conducted by adjusting the search criteria and clicking the **Search Bond Form Button** again.





Request a Bond Number

The user can request a Bond Number without going into the Bond Report Sheet. By filling in 5 key data elements and clicking a button, a bond number will be assigned.

This workflow should only be used in cases when a bond needs to be processed immediately and there is not sufficient information to process it through the Bond Report Sheet workflow below. The Bond Report Sheet workflow should be used as much as possible for processing.

1.

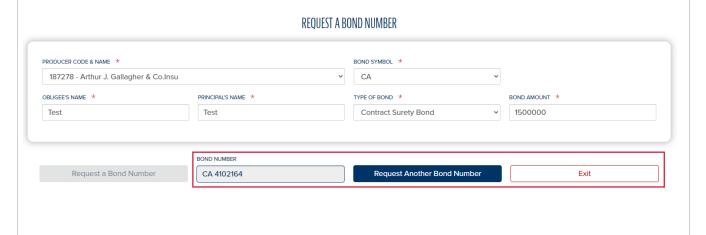
- A. On your Homepage, click the Request Bond Number tile.
- B. Complete the fields on the screen.

Note: All fields are required.

C. Click the Request a Bond Number Button.

Note: This button will be enabled when all required fields are completed.

- D. The **Bond Number** will display in the **Bond Number** field to be noted by the user. The request will be stored in the **Bond Form Library**.
- E. If you have more Bond Numbers to request, click the **Request Another Bond Number** button.
- F. If you are finished, click the **Exit** button.





Bond Report Sheet

The user can complete the Bond Report Sheet and send it to the appropriate Divisional Office.

1.

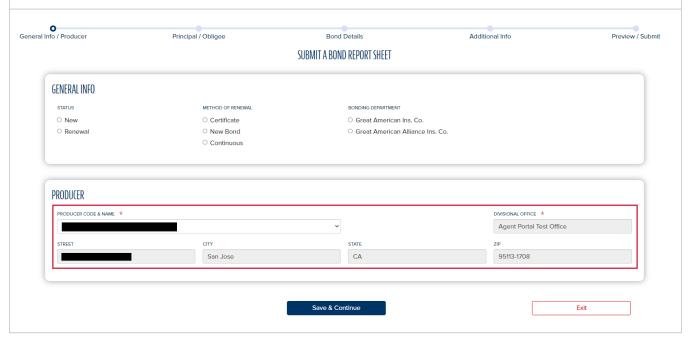
- A. On your Homepage, click Bond Report Sheet.
- B. Complete the fields on the screen.

Note: Required fields are denoted with an Asterisk.

C. Click Save & Continue.

Note: This will be enabled when all required fields are completed.

- D. Complete fields on **Principal/ Obligee** field and click the **Save & Continue**.
- E. Complete fields on the **Additional Info** field and click **Save & Continue**.





Bond Report Sheet

2.

- F. **Preview Report Sheet PDF** The user can preview the PDF to ensure that all data was entered correctly. Note: This copy of the PDF will not include the Bond Number as it has not been generated yet.
- G. If you need to make updates to previously entered data, you can either use the **Back** button or click the links at the top of the page to navigate to a specific page.
- H. On the Preview/Submit page, click the Submit Bond Report Sheet button.
- I. The assigned Bond Number will display in the **Bond Number** field and an email will be sent to the Divisional Office.
- J. To view the **PDF** after it has been submitted, click the View Final Report Sheet PDF button. **Note:** This copy of the PDF will include the Bond Number.
- K. If you have more Bond Report Sheets to submit, click the **Submit Another Report Sheet** button.
- L. If you are finished, click the **Exit** button.

