

Creating a Quote

Step-by-step instructions for creating a quote in the LUBA Connect Portal.

1

 Sign In

- Go to **lubawc.com**, click **Sign In**, choose **Agent Profile**, and enter your credentials.

2

 Open Quotes

- From the dashboard, access the **Quick Launch** menu on the right side of the screen.

3

 Start a New Quote

- Select **Create Quote**.

4

 Enter Policy Information

- Complete the **Policy Effective Date** and **FEIN** number, then click **Continue**.

5

 Complete the Quote Application

- Fill out each tab: **Business Detail Information**, **Risk Locations**, **Business Operations and Ownership Information**, **Questions**, **Classification Codes**, **Rating Elements**, **Loss Information**, and **Review**. Required fields are marked with an asterisk (*).

6

 Review & Submit

- Verify all the details entered are accurate, then click **Submit** to preserve the details of the quote.

7

 Get Your Quote Number

- A **quote number** is generated immediately, and your quote is referred for **underwriting** to review.

8

 Follow Up

- Monitor the quote status in the Quotes section for updates.



Tip: All required fields are marked with an asterisk (*) — review each tab carefully before submitting.