

# A&E Advantage

Professional Liability Insurance for Architects, Engineers & Design Firms

## Architects & Engineers Professional Liability Insurance *Replacement Policy Instructions*

### Introduction

- The following procedures apply to current A&E Advantage insureds with an annual or a 2-year policy term
- Procedures apply to all clients with policies terminating on and after September 13, 2015

### Annual Term Policyholders

- Prior to the termination date, brokers will receive an application from AXIS Insurance Company
- Review this [highlight sheet](#) to be able to share the benefits of the new program with your client
- Fill out the application, have your insured sign it and send it to: [AEInsurance@aon.com](mailto:AEInsurance@aon.com)
- AXIS will provide you with rate and coverage options, per eligibility, to share with your insured
- Select the quote option and return the bind order to: [AEInsurance@aon.com](mailto:AEInsurance@aon.com)

### Expiring 2-Year Term Policyholders

- The process is identical to annual term policy policyholders
- AXIS' underwriters will review and issue new 2-year policies if the insured meets eligibility requirements

### 2-Year Term Policyholders in Second Year of Policy

- As these policies are not yet expiring YOU DO NOT NEED TO DO ANYTHING
- Monthly invoices will continue to be sent by Affinity Insurance Services, Inc.
- Account statements will be sent and payment will be received by Affinity Insurance Services, Inc.
- There is NO change in the process for anniversary accounts until they expire
- At expiration of the 2-year term, you will receive an application from AXIS

### A&E Advantage

1100 Virginia Drive, Suite 250, Fort Washington, PA 19040 • [AEInsurance@aon.com](mailto:AEInsurance@aon.com)  
1-877-266-4929

Aon Affinity is the brand name for the brokerage and program administration operations of Affinity Insurance Services, Inc. (TX 13695); (AR 100106022); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services, Inc.; in CA, Aon Affinity Insurance Services, Inc. (CA 0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.