

Click [select](#) to begin the binding process or download the proposal.

Return to the email to download other proposals.

To Bind Conversion:

1. Click **Select** for the carrier you wish to bind
2. Select payment plan
3. Enter payment information
4. After completing the steps above, you will be shown a Thank You page – at this point, our bind team has received your bind request
5. Our bind team will send you an email outlining any items needed to finalize the bind such as proposal signatures or officer waiver forms
6. After all bind requirements are met, our bind team will provide:
 - a. Bind confirmation
 - b. Billing contact info
7. Policy documents emailed when received from the carrier

Questions You May Have

Q: Can I add a broker fee?

A: Yes. If a broker fee can be added, a field will become available at the top of the screen as you download the proposal. If you do not see this option, we regrettably cannot add and collect the fee.

Q: How do I make changes to the renewal proposal?

A: Email the changes to wcrenewals@btisinc.com, an updated proposal will be provided.

Q: Do I need to collect a deposit?

A: The BTIS Fee is collected through the bind portal, deposits will be collected through the carrier directly or through BTIS Direct Pay.

Q: Do I need to collect signatures?

A: For the fastest bind experience, email the signed proposal and officer waiver forms (if applicable) to wcbinds@btisinc.com