

# AgentMax Online Technical Introduction and Training

**May 2022** 

Allianz (II) Partners

# **Allianz** (II) Partners

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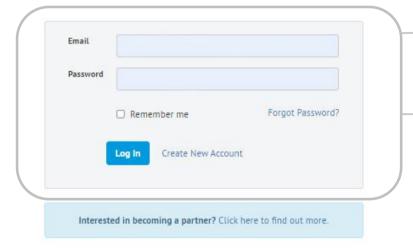
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# Log in at AgentMaxOnline.com





Feel free to call us—we're here to help.



Log in with your email address and password.

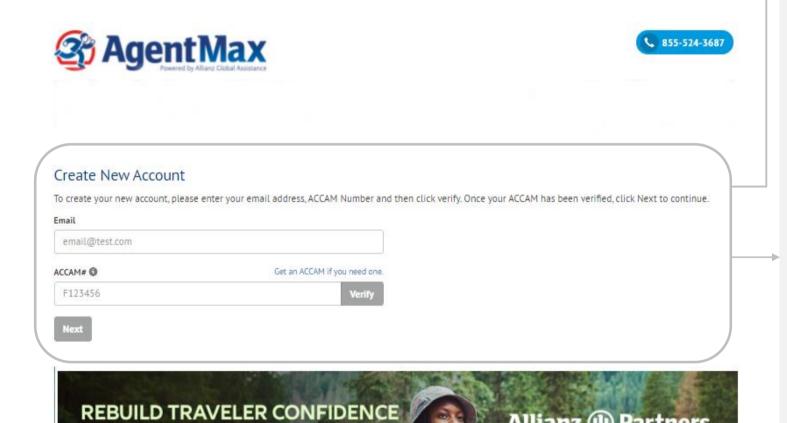
If you've never used AgentMax
Online before, click the *Create a*New Account button.

If you have used AgentMax, but not AgentMax Online, you will still need to create an account—just use the same email to ensure your information transfers.



with two new marketing campaigns.

# Create a New Account



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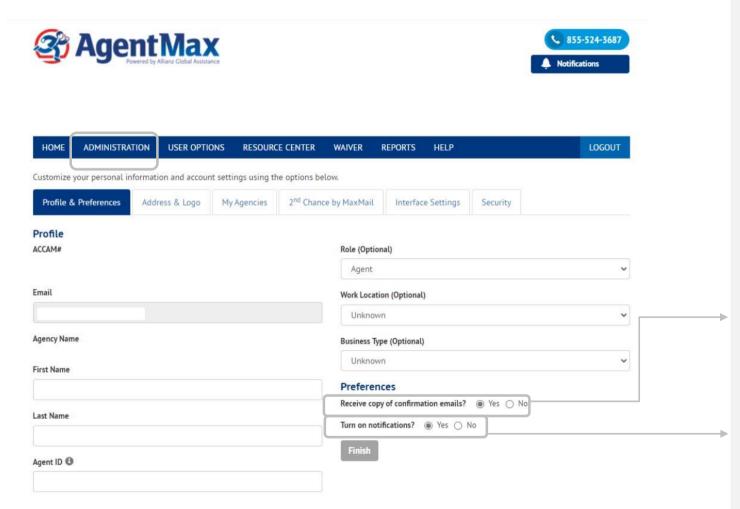
To create your new account, enter your email address, ACCAM Number, and click on the *Verify* button.

Your Agency Name will then be displayed, and you'll see a *Next* button.

Click on the Next button to receive a verification email. Open the email, and click on the Verify Your Email button to create your account.

Your agency Administrator will then approve your account, and you'll be ready to start using this powerful tool.

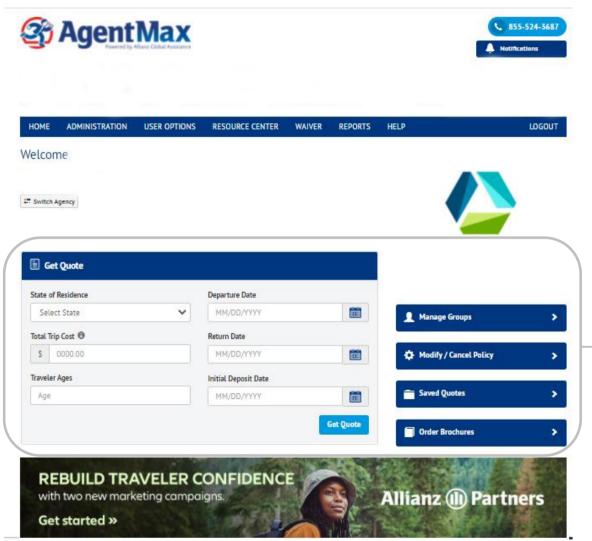
# **Enabling Notifications**



On the Administration tab, check Receive Copy of Confirmation Emails to receive copies of actual plan documents your client will receive.

Check the *Notifications* box to be alerted to plans purchased through the email link.

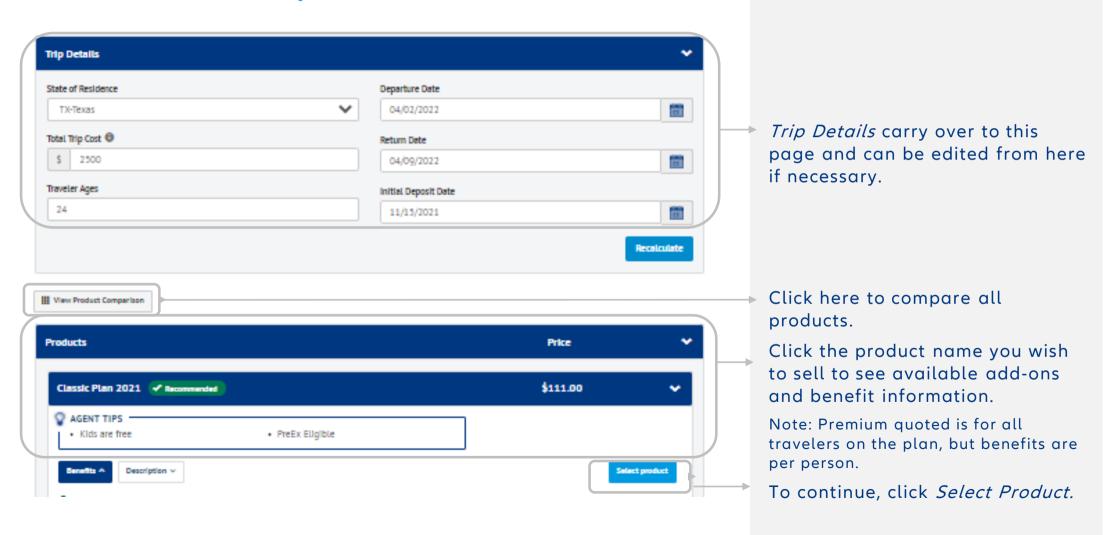
# Create a Quote/Purchase



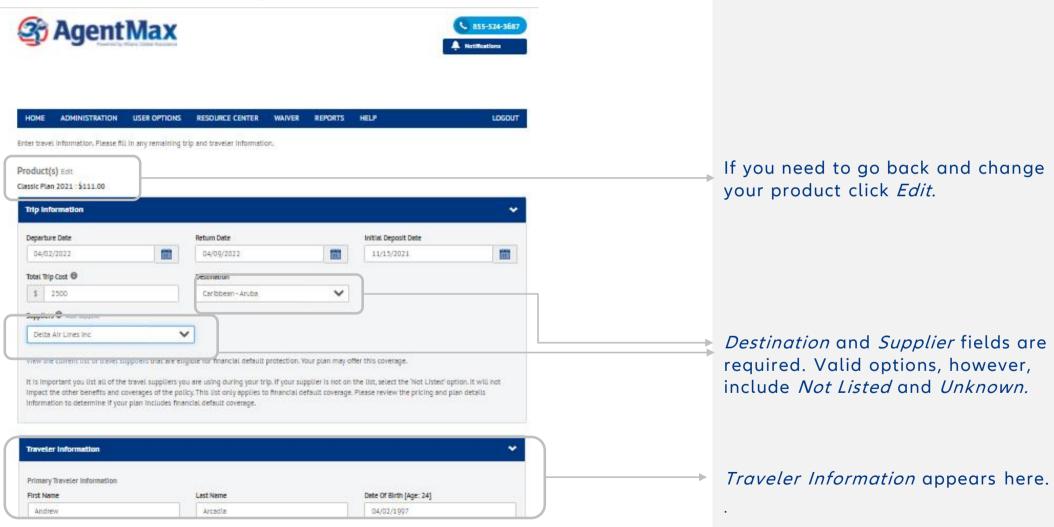
Quoting is easy—simply enter the trip information and select *Get Quote*.

Note: Use numbers only—the use of commas or dollar signs may generate an error.

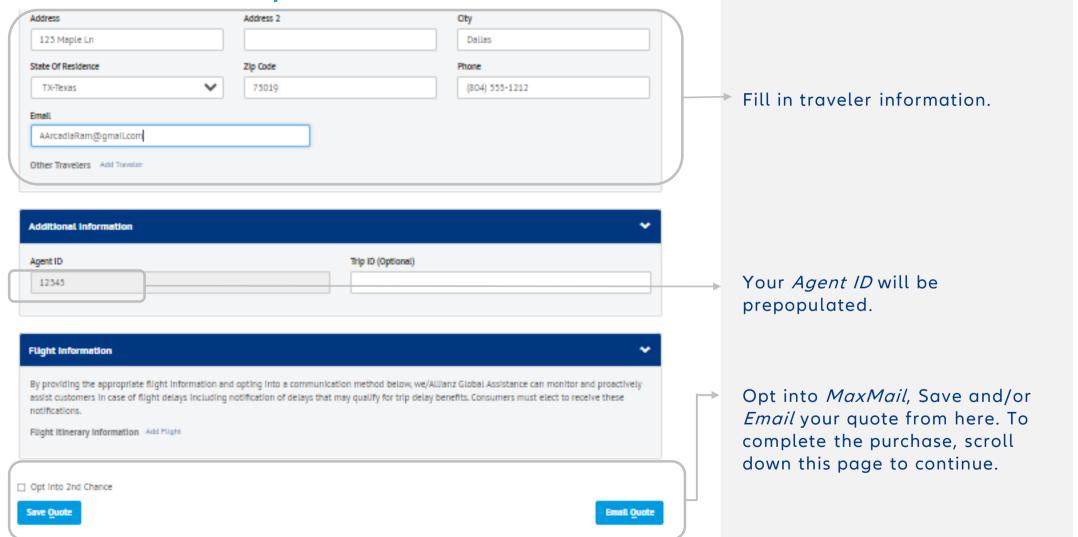
# Create a Quote/Purchase continued



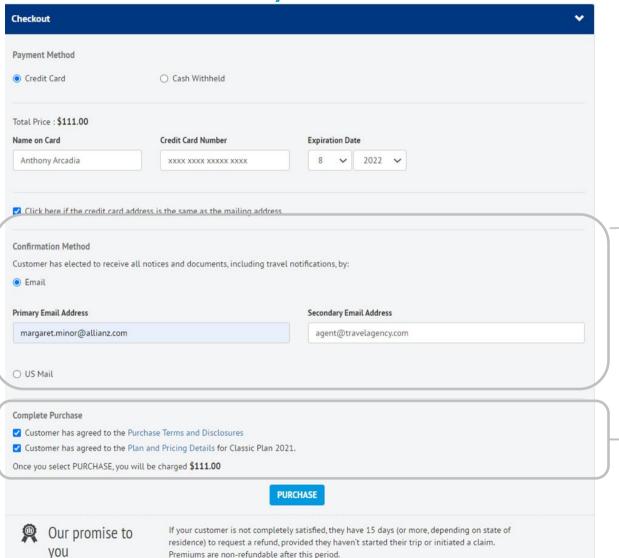
# Create a Quote/Purchase continued



# Create a Quote/Purchase continued



Create a Quote/Purchase continued

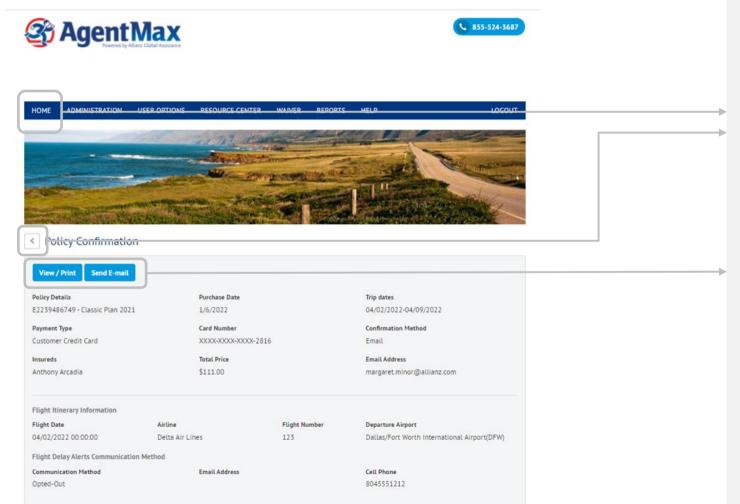


Select how you want the confirmation documents sent to your customer.

Be sure to check the boxes for the Purchase Agreement and Certificate of Insurance before clicking Purchase. These boxes must be checked.

Note: *Plan and Pricing Details* are included in the *Certificate of Insurance* if your client wishes to review them.

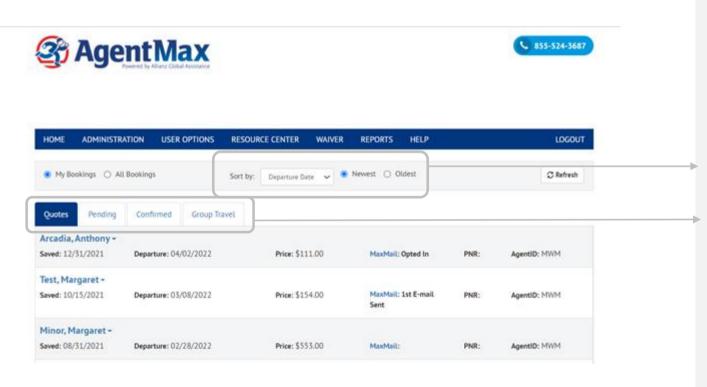
# Create a Quote/Purchase complete



After you're done, click on either of these options to return to the *Home* page.

Access a copy of the *Purchase Receipt* for your records.

# Self-Service



Use the options in this drop-down menu to sort the history.

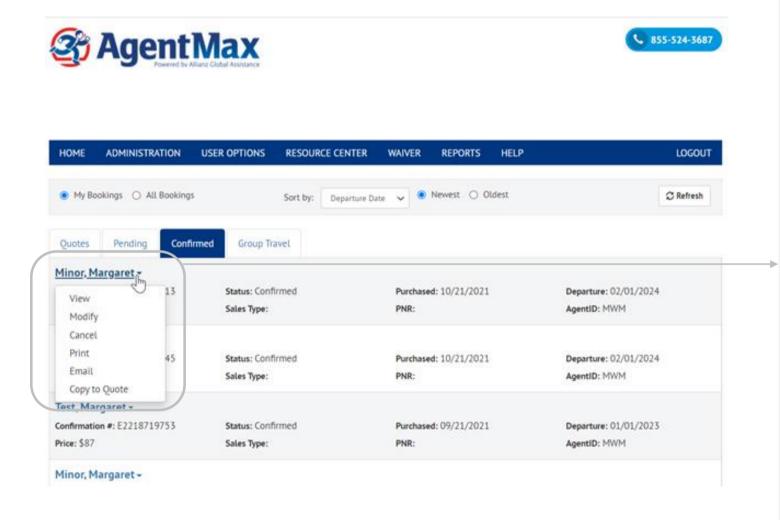
Use these tabs to access all saved *Quotes* and confirmed *Policies*.

Note—the *Pending* tab is for credit card rejections.

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### **USING AGENTMAX ONLINE**

# Self-Service



Simply clicking on the customer's name will open the options menu.

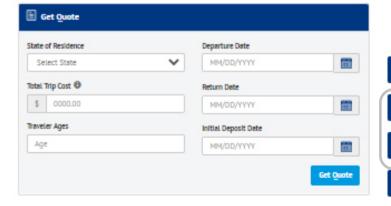
From here you can *Modify/Cancel* a policy, *Print the Purchase Receipt* and more.

# Self-Service





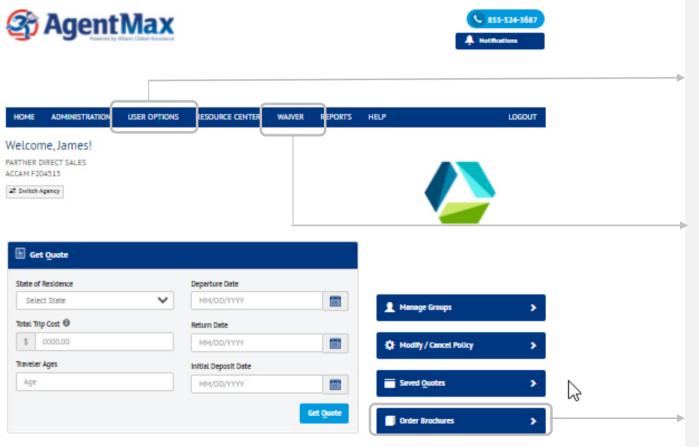






Need to *Modify* or *Cancel* a policy? Or want to access a *Saved Quote*? Click on the appropriate button.

# Self-Service



From *User Options*, you can upload your logo, customize *MaxMail* settings and reset your password.

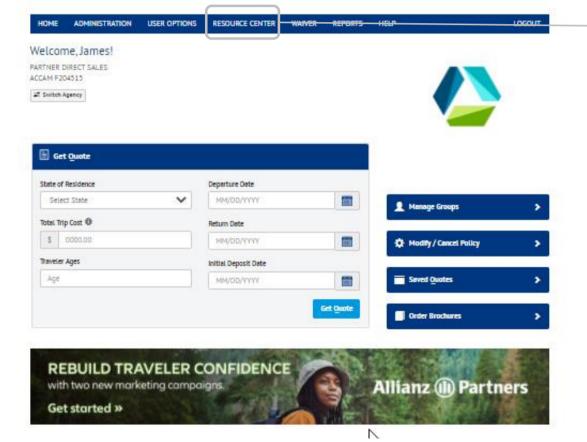
If a customer declines insurance, be sure to have them sign a waiver.

Order Brochures from here.

# **News and Resources**





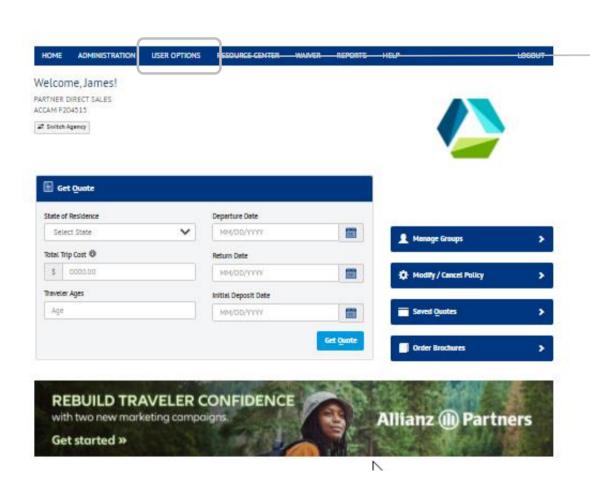


The *Resource Center* is your one-stop shop for training materials, articles, and marketing resources. You can even access *Alerts*.

# Second-Chance by MaxMail





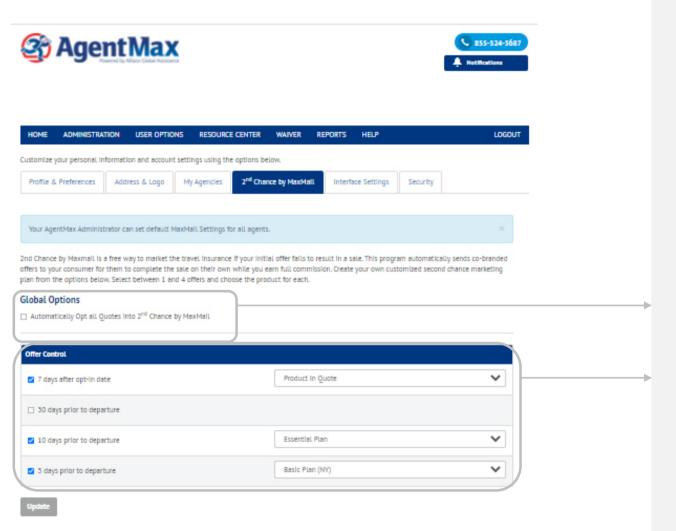


Click on *User Options* to get started, and then click on the *MaxMail* tab to set up easy-to-send, second-chance selling offers automatically to your customers.

Each 2<sup>nd</sup> Chance by MaxMail offer includes a personalized, co-branded offer with a link for the customer to complete the sale.

When customers purchase, the sales show up in your sales history, and you get full credit for the sale.

# Second-Chance by MaxMail, continued

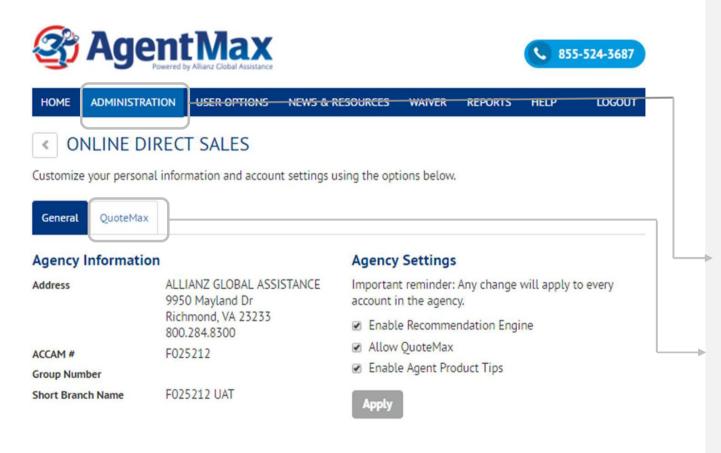


Check this box so all quotes get opted into the program automatically.

Choose how many offers will be sent and which product will be included.

Now anytime you create and save a quote, it will be opted into the program.

# QuoteMax enables online sales



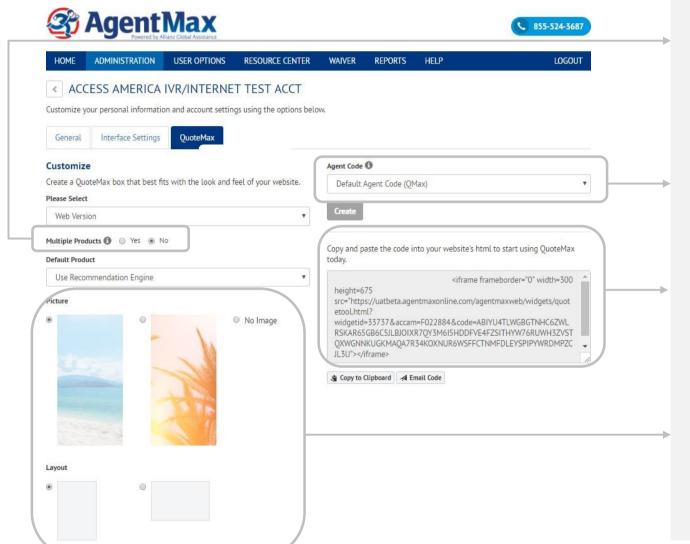
To add a travel insurance purchase "widget" to your website, configure a few options, and then add the code that we provide to your site.

Customers can then buy directly from your site while you get credit for the sale.

If you are an *Administrator*, log in and click here.

Select the *QuoteMax* tab to get started.

# QuoteMax enables online sales



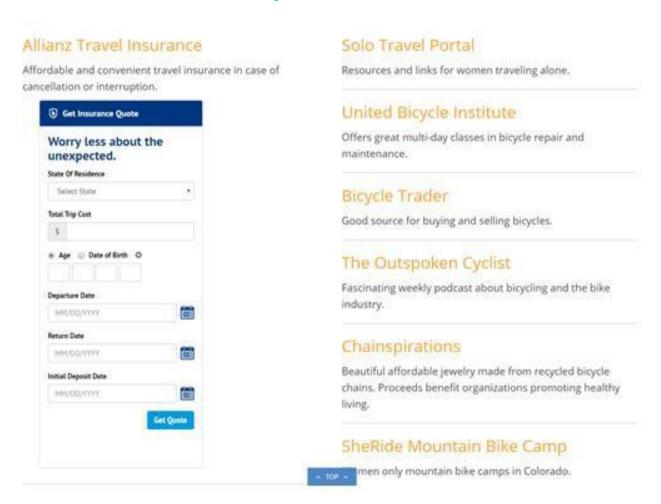
First select *multi* or *single* product. You can specify the default product, or the recommendation engine can handle product selection.

Agent Code can be specified to give credit for the QuoteMax sale

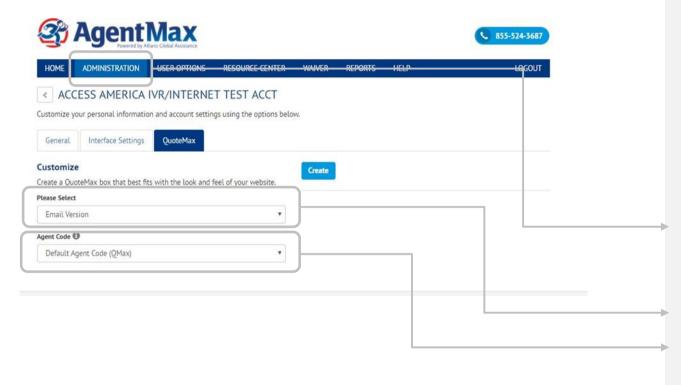
We offer two simple ways to copy the code needed to add *QuoteMax* to an advisor site.

Both landscape and portrait backgrounds are available.

# QuoteMax example



# **QuoteMax Link version**



A full-size quote widget may not be ideal in all circumstances, so we offer a link version, too.

Configure a few options, and then we, provide a link for you to insert in an email.

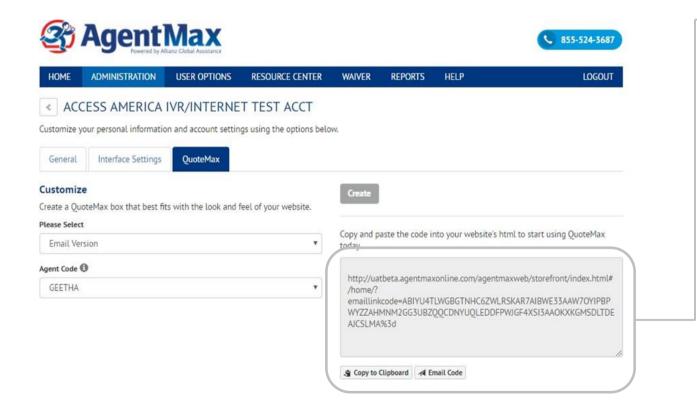
The link will take your customer to a co-branded form to receive a quote and complete the sale.

Click here to navigate back to Administration and QuoteMax tabs.

Choose *email* version.

Agent Code must be specified to receive sales credit. After you make both selections, click the blue *Create* button.

# QuoteMax Link version continued



There are two simple ways to copy the code needed to put QuoteMax on an agency site.

# Reporting





HOME ADMINISTRATION USER OPTIONS NEWS & RESOURCES WAIVER REPORTS HELP LOGOUT

Get the information you need in real time.

### Report Type

- Summarized Sales Report (PDF)
- Unsummarized Sales Data (Excel)
- Group Travel Report (PDF)

### **Purchase Queue Criteria**

- Myself
- Other Agent
- My Agency
- Other Agency
- All agencies

View/Print Report

**Email Report** 

### **Date Range**

- Year To Date
- Yearly
- Monthly
- Quarterly
- Custom

### **Options**

- Show Detail Lines
- Show Product Summaries
- Show MaxMail Product Summaries

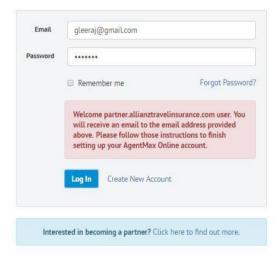
Specialized reports and analysis by report type, purchase queue, and date are available.

You can see all your sales—no matter what the source.

# Account migration Quick Start Guide Review







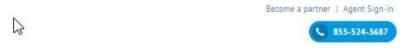
# Putting the power of AgentMax Online to work is easy. Just follow these simple steps

- Visit agentmaxonline.com, and click on Create New Account.
- 2. Enter and verify your email address; use the same email address you've been using to ensure your sales history transfers.
- 3. Enter your agency ACCAM#-- an alphanumeric sequence of a single letter followed by six numbers; then click *Next*.
- 4. Look for a confirmation email from agencyservices@allianzassistance.com.
- 5. Click *Verify* from within that email, and you're logged in and ready to go.

FIND A PLAN

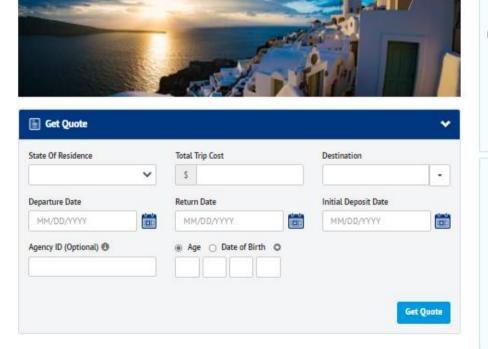
# **Customer Storefront Sales**

MANAGE A POLICY



CONTACT US

HELP



CLAIMS

COVERAGE ALERTS



### Our promise to you

If you're not completely satisfied, you have 15 days (or more, depending on your state of residence) to request a refund, provided you haven't started your trip or initiated a claim. Premiums are non-refundable after this period.

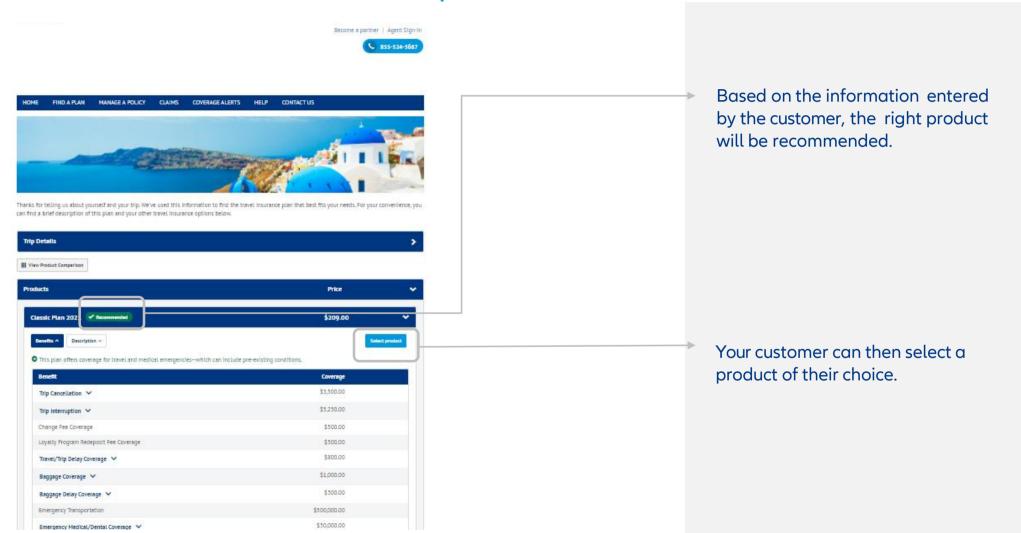


### Award-Winning Service

We are proud to provide our customers with world-class service. Allianz has been honored with five Magellan Awards - Travel Weekly Magazine's premier award for the travel industry. Your customer will enter trip information and select the *GetQuote* button.

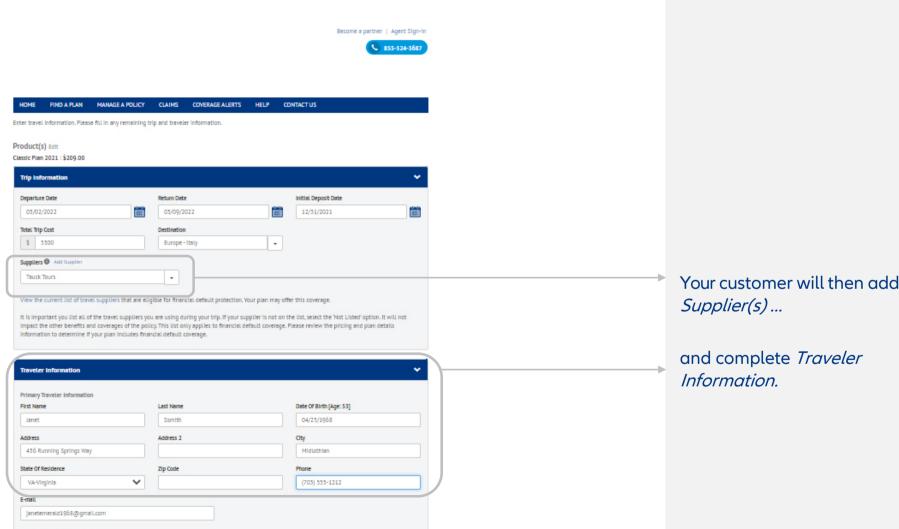
Remind your customer to include your *ACCAM* here.

# Customer Storefront Sales, continued

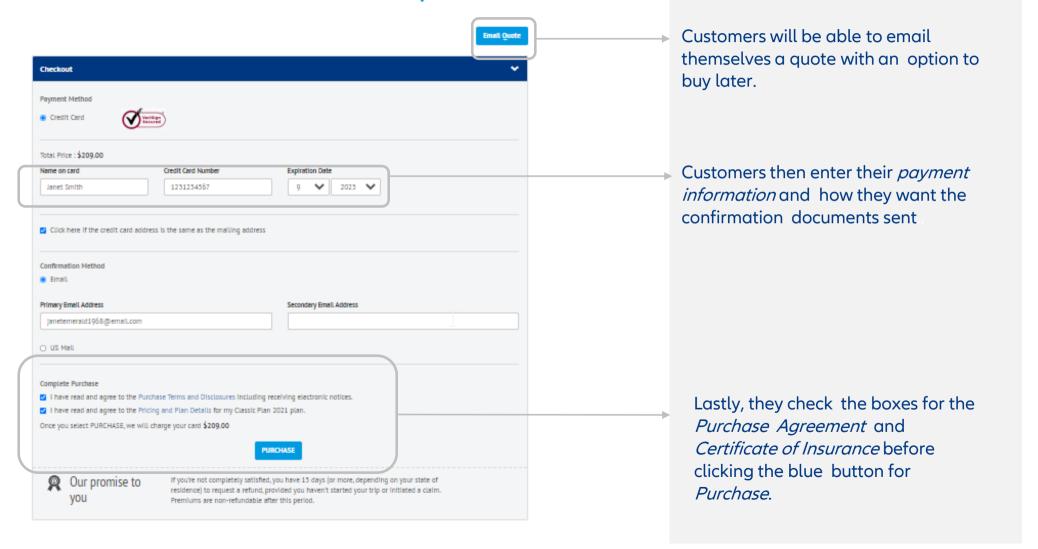


Other Travelers Add Traveler

# Customer Storefront Sales, continued



# Customer Storefront Sales, continued



# **FAQs**

### Does AgentMax Online connect to my agency's booking platform?

Yes, AgentMaxOnline connects to Apollo, Sabre ClientBase and ClientBase Plus.

### How does the product recommendation feature work?

Based on customers' trip details, this feature provides specific product recommendations for quotes to either agents via AgentMax Online or to customers directly via QuoteMax.

### How do I purchase the Professional Travel Program?

The Professional Travel Program is available on AgentMax Online. Simply create a quote as normal, and check the bottom of the product list to locate and select the Professional Travel Program.

When will AgentMax be retired and AgentMax Online become the exclusive version available to users? AgentMax will be retired at the beginning of July 2022, and AgentMax Online will become the sole version available. We encourage you to make this transition at your earliest opportunity.

### Can I only access AgentMax Online from my work computer?

Because AgentMax Online is web-based, you can access your account from virtually any web-enabled device, like your laptop, smartphone, and tablet—allowing you to keep selling while outside your workspace.

# **FAQs**

### How do I set up new agents on AgentMax Online who were never on the original version of AgentMax?

Agents can create their own new account by following the same five steps used to migrate from the original version of AgentMax—but they can set up the account with any email address they would like, since they won't need to transfer account records from a previous version.

### Whom do I contact if I have a question about AgentMax Online?

If you have an AgentMax Online-related question that's unrelated to setting up more training, please contact your Agent Services team at agencyservices@allianzassistance.com.

### Can I sell groups through AgentMax Online?

Yes, you can sell travel insurance for group travel through AgentMax Online. Check out our Group Travel Guide for more details. You can also <u>contact your District Representative</u> for further training.

### How do I install updates to AgentMax Online when they come out?

You won't need to run any updates to AgentMax Online because it's web-based and updates automatically—so you'll always have the latest version when you log into your account.

# Thank you for your partnership!



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