
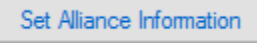

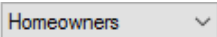
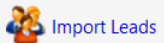
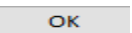
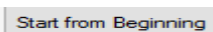
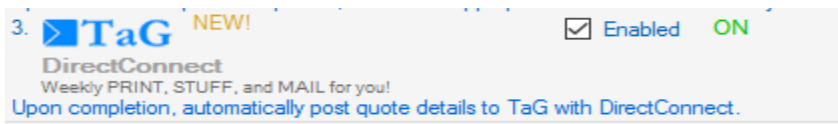





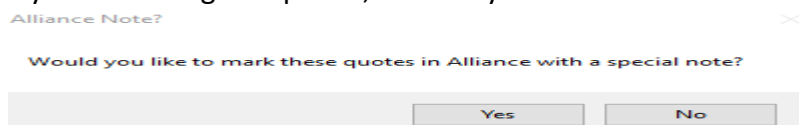
## Quoting Job Aid

### Getting Started Quoting

1. Select the icon  from your desktop.
2. Click  to verify your Gateway password. **(Will only need to do this if Gateway password has changed since using Dynamo last)**
3. Click  to access Dynamo
4. Select the Quote Type 
5. Choose whether you wish to save the quotes in Alliance. **(Most agent save the quotes)**
6. Click 
7. Select the list you want to quote and Click Open. **(List must be in CSV Format)**
8. Click 
9. Click 
10. When sending to Tag check the enable box



11. Click 
12. If you are saving the quotes, select if you want to add a note in Alliance.



**\*Files are sent to Tag on Mondays\***

**\*Cut off time is Saturday at 8pm\***

**\*Agent should receive email from Tag with Instruction to select Template and pay for Mailings \***