



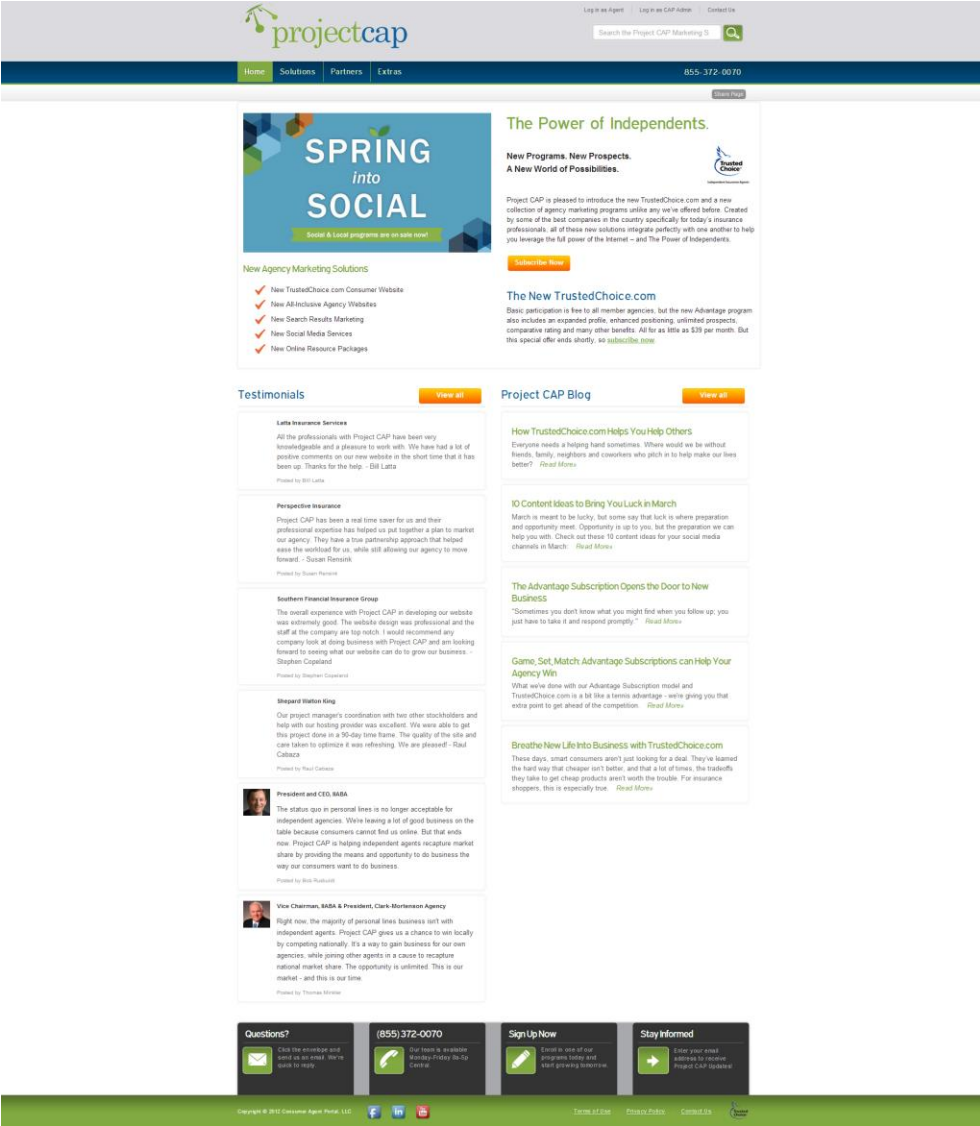
Independent Insurance Agents

Trustedchoice.com


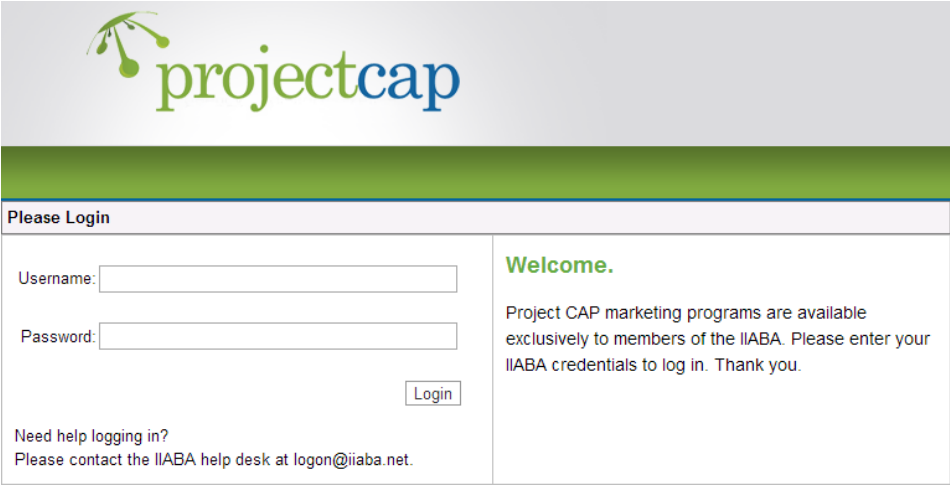
Agency Profile User Manual

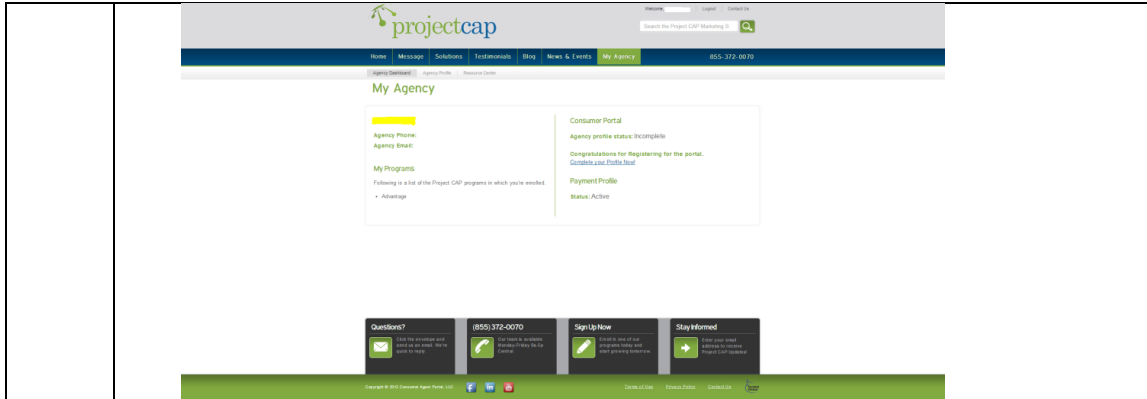
1. Getting started

1.1 Accessing the website

Step	Action
1	Open the internet browser on your computer.
2	<p>Type http://www.projectcapmarketing.com in your URL web address line, and press Enter.</p> <p>Result: The Project CAP website (https://iw.trustedchoice.com) home page is displayed on screen.</p>  <p>Tip: Add this to your Favorites, so you can easily access the Project CAP website.</p>

1.2 Product Registration – Advantage Subscription

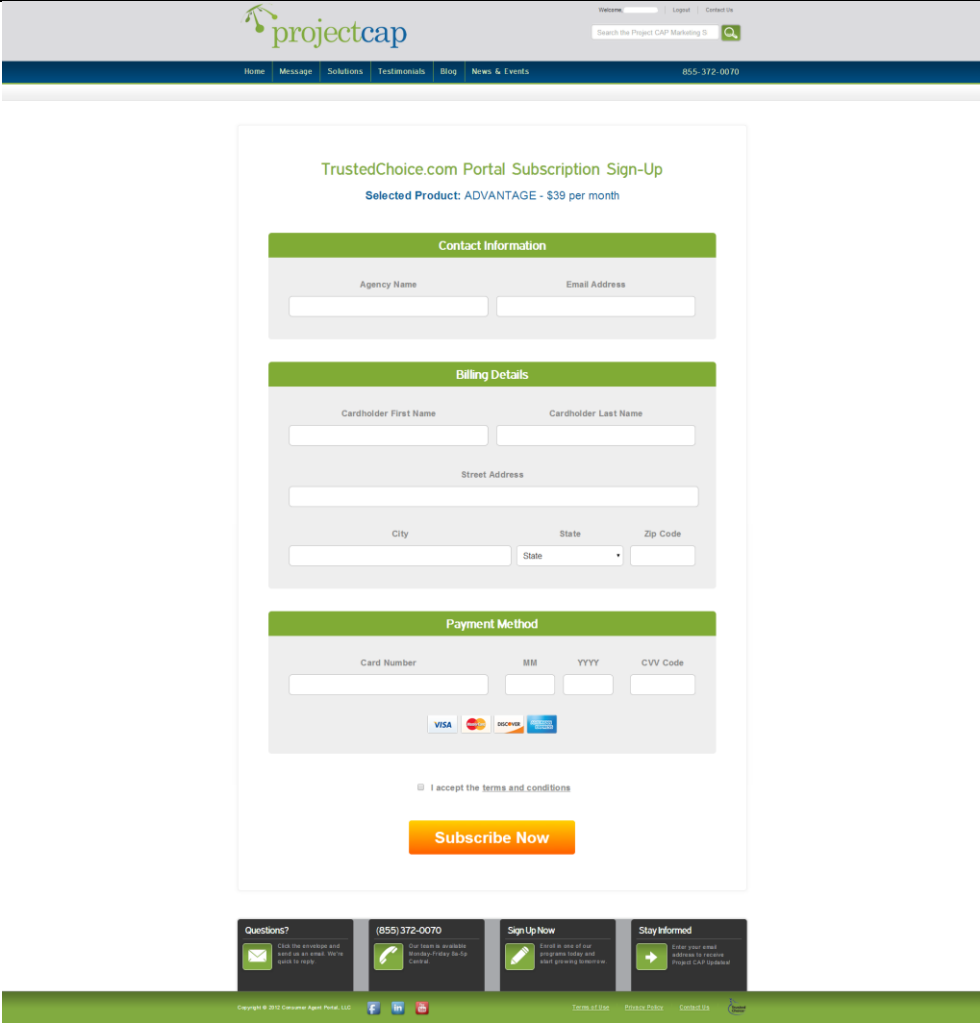
Step	Action
1	<p>Click the “Subscribe Now” button on any of the following pages on the IW site:</p> <ul style="list-style-type: none"> • Home page • Solutions page  <p>Result: The login screen is displayed.</p> 
2	<p>Enter your IIABA username and password. If your agency has multiple branches, you may have more than one username/password. Contact the IIABA if you have questions about how to log in.</p> <p>Result: The billing page displays</p> <p>Note: If your agency already has an Advantage subscription, you will see a message confirming that, and then can continue to your agency dashboard.</p>

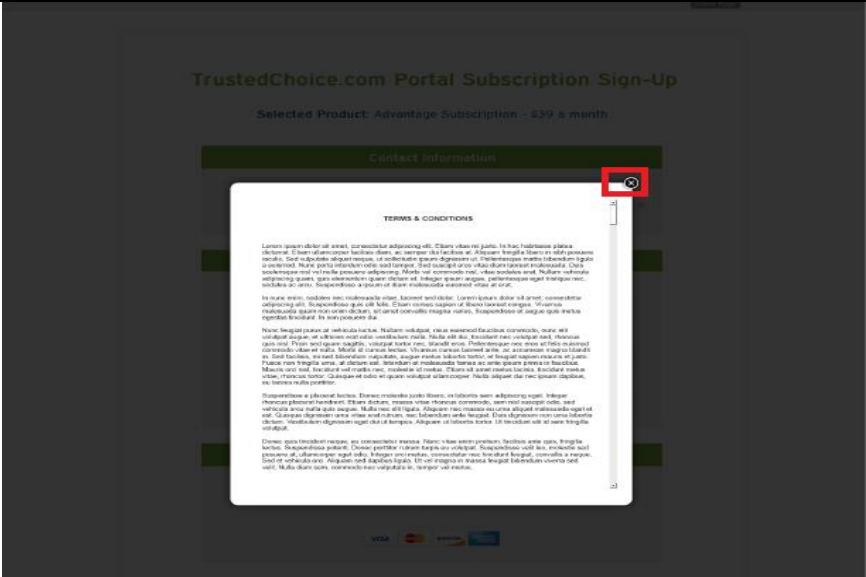


1.3 Subscription Billing

Once you have logged into the Project CAP website, the billing page is displayed.

Step	Action
1	Enter agency name, email address, card holder first name and last name, credit card number, month, year of expiration, CVV code. Check the Terms and Conditions checkbox.

	 <p>The screenshot shows the Project CAP Marketing website's subscription sign-up page. At the top, the Project CAP logo is on the left, and navigation links (Home, Message, Solutions, Testimonials, Blog, News & Events) and contact information (855-372-0070) are on the right. A search bar is also present. The main content area is titled 'TrustedChoice.com Portal Subscription Sign-Up' and features a 'Selected Product: ADVANTAGE - \$39 per month'. The form is divided into three sections: 'Contact Information' with fields for Agency Name and Email Address; 'Billing Details' with fields for Cardholder First Name, Cardholder Last Name, Street Address, City, State, and Zip Code; and 'Payment Method' with fields for Card Number, MM, YYYY, and CVV Code, along with logos for VISA, MasterCard, Discover, and American Express. A checkbox for 'I accept the terms and conditions' is located below the payment fields. A prominent orange 'Subscribe Now' button is at the bottom of the form. Below the form is a footer with four promotional boxes: 'Questions?', '(855) 372-0070', 'Sign Up Now', and 'Stay Informed'. The footer also contains copyright information and social media icons.</p>
2	<p>To read the Terms and Conditions just simply click the “Terms and Conditions” link.</p> <p>Result: Terms and Conditions popup window displays</p>

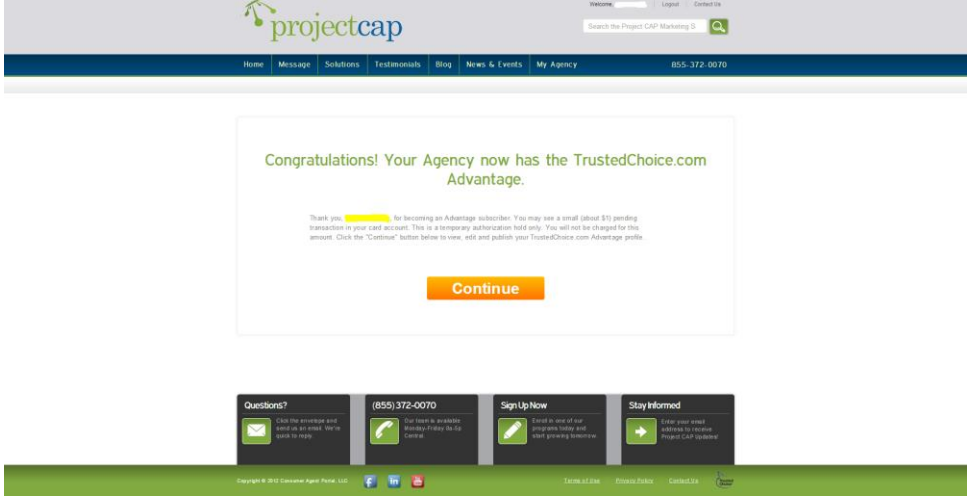


Tips: To close the popup window, just simply click the close icon on the right side of the popup window.

3 Click the **“Subscribe Now”** button



Result: Congratulations page displays

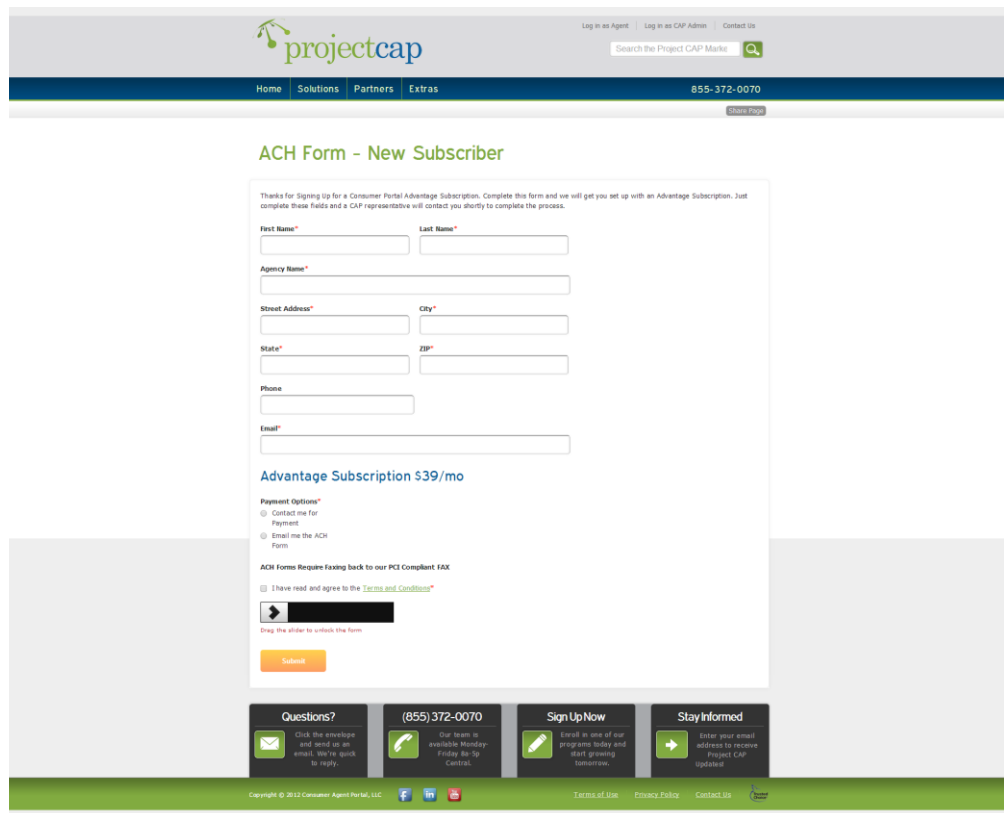


Tip: If the transaction fails due to invalid credit card information, you can re-enter your card information on the billing form.

- 4 If your Agency prefers to subscribe for the Advantage program by ACH or echeck, then click on the link under “Subscribe Now” button on “Solutions” page.


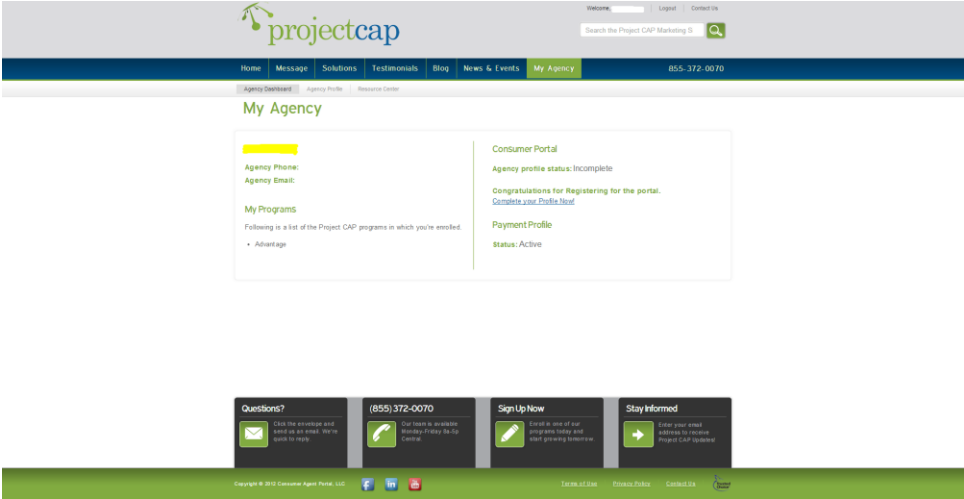
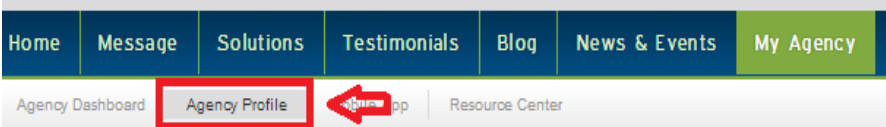


- 5 Enter agent first name, agent last name, agency name, agency street address, agency city, agency state, agency zip, agency phone number (optional), agency email address, select payment options. Check the Terms and Conditions checkbox and drag the slider to unlock the form.



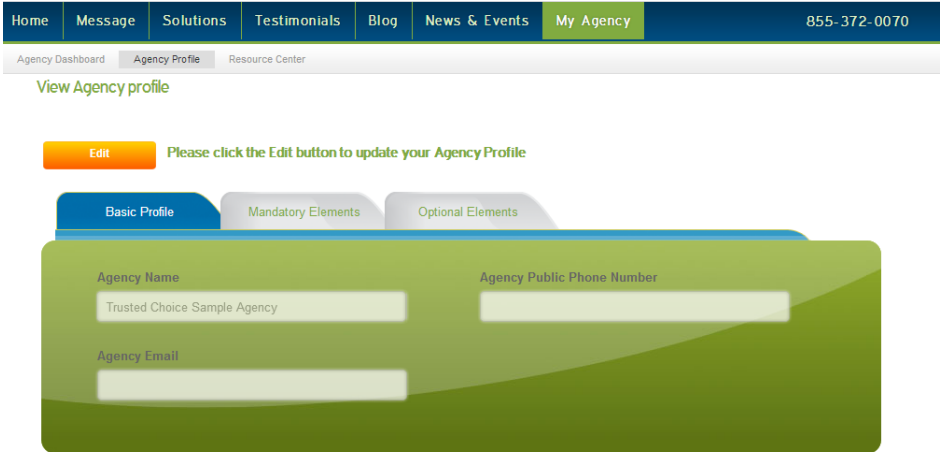
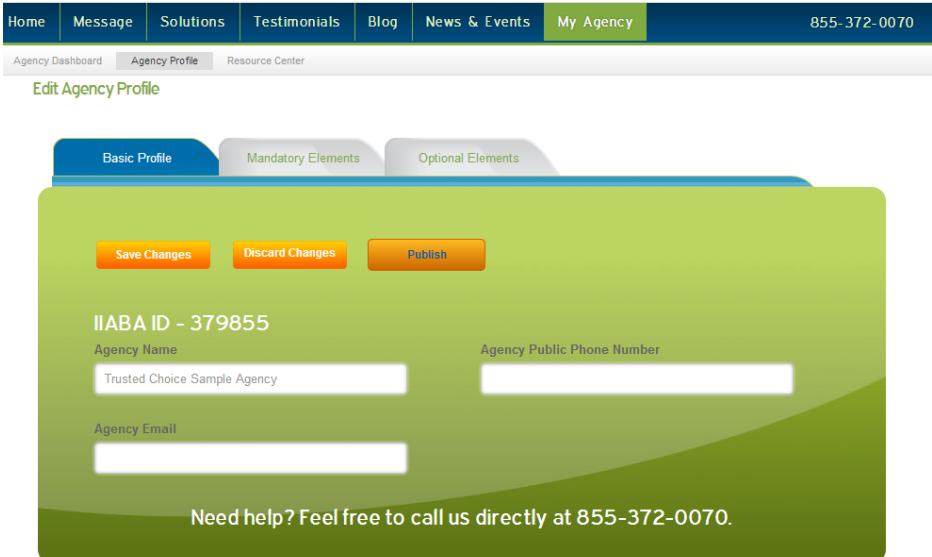
Once the “Submit” button is clicked, based on the payment options selected, an email will be sent contacting your agency to complete the Subscription process.

1.4 Agency Dashboard

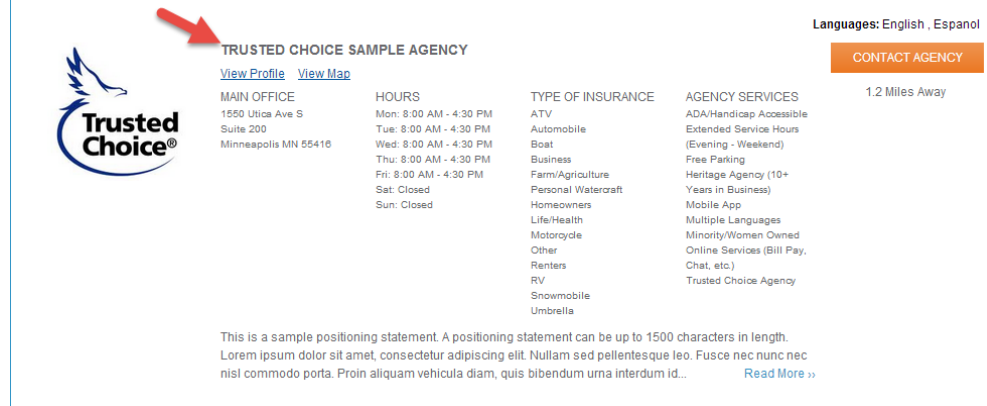
Step	Action
1	<p>Click the “Continue” button on the Thank you page</p>  <p>Result: The Agency dashboard page is displayed</p>  <p>On the Agency dashboard user is able to view the following:</p> <ul style="list-style-type: none"> • A list of your agency’s current programs. • Your agency’s Trustedchoice.com profile status: Incomplete, Complete, or Published. New subscriber agencies’ profiles are “Incomplete”. • Your agency’s Payment Profile status <p>Note: Agency location now has access to “My Agency” tab</p>
2	<p>Click “Complete your Profile Now” link on Agency Dashboard</p> <p>Congratulations for Registering for the portal. Complete your Profile Now!</p> <p>Result: The agency profile page is displayed</p> <p>Tip: You can also navigate to your agency profile by clicking “Agency Profile” tab</p> 

1.5 Agency Profile

Agency profile consists of three tabs Basic Profile, Mandatory Elements and Optional Elements tabs. Users are only required to complete the Basic and Mandatory tabs to publish their agency profile. Completing the Optional Elements page is providing supplemental information to enhance agency location profile on www.trustedchoice.com.

Step	Action
1	<p data-bbox="446 575 1149 604">Click the “Edit” button to update enter agency information</p> <div data-bbox="467 638 1401 1087">  </div> <p data-bbox="446 1155 1018 1184">Result: Agency Profile is displayed in Edit mode.</p> <p data-bbox="446 1226 597 1255">Basic Profile</p> <div data-bbox="493 1255 1419 1808">  </div>

On <https://www.trustedchoice.com>, Agency Name is displayed in agency search results.



TRUSTED CHOICE SAMPLE AGENCY Languages: English, Espanol

[View Profile](#) [View Map](#) [CONTACT AGENCY](#) 1.2 Miles Away

Trusted Choice®

MAIN OFFICE
1550 Utica Ave S
Suite 200
Minneapolis MN 55416

HOURS
Mon: 8:00 AM - 4:30 PM
Tue: 8:00 AM - 4:30 PM
Wed: 8:00 AM - 4:30 PM
Thu: 8:00 AM - 4:30 PM
Fri: 8:00 AM - 4:30 PM
Sat: Closed
Sun: Closed

TYPE OF INSURANCE
ATV
Automobile
Boat
Business
Farm/Agriculture
Personal Watercraft
Homeowners
Life/Health
Motorcycle
Other
Renters
RV
Snowmobile
Umbrella

AGENCY SERVICES
ADA/Handicap Accessible
Extended Service Hours (Evening - Weekend)
Free Parking
Heritage Agency (10+ Years in Business)
Mobile App
Multiple Languages
Minority/Women Owned
Online Services (Bill Pay, Chat, etc.)
Trusted Choice Agency

This is a sample positioning statement. A positioning statement can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisi commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id... [Read More >>](#)

Agency Name is also displayed on agency profile available from the "View Profile" link.



Trusted Choice Sample Agency Languages: English, Espanol

Trusted Choice®

Main Office
1550 Utica Ave S
Suite 200
Minneapolis MN 55416

Office Hours
Mon: 8:00 AM - 4:30 PM
Tue: 8:00 AM - 4:30 PM
Wed: 8:00 AM - 4:30 PM
Thu: 8:00 AM - 4:30 PM
Fri: 8:00 AM - 4:30 PM
Sat: Closed
Sun: Closed

Agency Services
Trusted Choice Agency
Extended Service Hours (Evening - Weekend)
Online Services (Bill Pay, Chat, etc.)
Mobile App
Multiple Languages
Free Parking
ADA/Handicap Accessible
Heritage Agency (10+ Years in Business)
Minority/Women Owned

Founded in 1970
Test slogan

[RETURN TO SEARCH](#) [CONTACT AGENT](#)

Agency Email is the email address to which leads are sent.

Agency Public Phone Number and Agency Email are displayed to a prospect on your agency profile after the prospect has clicked on the CONTACT AGENCY / CONTACT AGENT button.



Trusted Choice Sample Agency Languages: English, Espanol

Trusted Choice®

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1550 Utica Ave S
Suite 200
Minneapolis MN 55416

Office Hours
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Wed: 8:00 AM - 4:30 PM
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Minority/Women Owned

Founded in 1970
Test slogan

[REFER A FRIEND](#) [CONTACTED](#)

Contacted
Phone: (111)111-1111
Email: test@test.com
Website: <http://www.test.com>
[Get Directions](#)

On <http://www.projectcapmarketing.com>, under "My Agency" -> "Agency

Profile” section, click on “Mandatory Elements” tab

Result : The Mandatory tab is displayed

The screenshot shows the Project CAP Agency Profile page with the 'Mandatory Elements' tab selected. At the top, there is a navigation bar with links for Home, Message, Solutions, Testimonials, Blog, News & Events, and My Agency. Below this is a sub-navigation bar with Agency Dashboard, Agency Profile, and Resource Center. The main content area is titled 'Edit Agency Profile' and contains three tabs: Basic Profile, Mandatory Elements (selected), and Optional Elements. The Mandatory Elements tab displays a form with the following sections:

- Buttons:** Save Changes, Discard Changes, Publish
- Positioning Statement:** A text input field with a character counter of 1500.
- Primary Image:** A section for uploading a primary image, including a 'Choose File' button, a 'No file chosen' message, and an 'Upload' button. A note specifies: 'Maximum uploadable image size is 2 MB. Uploadable image formats are .jpg, .png, and .gif. For best results, please upload a square image.'
- Physical Address Information:** A section for entering address details, including Address Line 1, Address Line 2, City, State (dropdown), and Zip.




Click on “Optional Elements” tab

Result: The Optional Elements tab is displayed

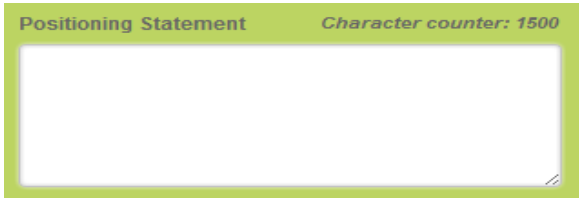
The screenshot shows the Project CAP Agency Profile page with the 'Optional Elements' tab selected. At the top, there is a navigation bar with links for Home, Message, Solutions, Testimonials, Blog, News & Events, and My Agency. Below this is a sub-navigation bar with Agency Dashboard, Agency Profile, and Resource Center. The main content area is titled 'View Agency profile' and contains an 'Edit' button with the text 'Please click the Edit button to update your Agency Profile'. Below this is a sub-navigation bar with three tabs: Basic Profile, Mandatory Elements, and Optional Elements (selected). The Optional Elements tab displays a form with the following sections:

- Additional Agency Information:** A section for entering additional agency details, including Agency Website, Agency Contact Name, Principal Name, Principal Title, and Communities Served by ZIP.

1.6 Buttons

Button	Description
1	<p>Click “Save” button after entering agency information</p>  <p>Result: Agency information entered is saved. Page is refreshed and user is redirected to Agency Dashboard.</p> <p>Note: CAP will send all prospect notifications generated on www.trustedchoice.com to the email address that was provided on basic profile tab.</p>
2	<p>Click “Discard” button after entering information.</p>  <p>Result: Agency information entered is not saved. Page is refreshed and user is redirected to Agency Dashboard.</p>
3	<p>Click “Publish” button after completing Basic and Mandatory page</p>  <p>Result: Agency information entered is saved and Published and is available on the https://www.trustedchoice.com/. Page is refreshed and user is redirected to Agency Dashboard.</p> <p>Note: All Fields on Mandatory and Basic profile tabs are required to Publish profile</p>

1.7 Completing Agency Profile

Field	Description
Positioning Statement	<p>Enter Positioning statement. Maximum length is 1500 characters. The field will show you how many characters remain as you type.</p>  <p>Tip: You may copy and paste content into the field.</p> <p>On www.trustedchoice.com The “Positioning Statement” is displayed in agency search listing in Find an Agent search results.</p>

The screenshot shows a sample agency profile for 'Trusted Choice'. At the top left is the 'Trusted Choice' logo. To its right, the text reads 'TRUSTED CHOICE SAMPLE AGENCY' with links for 'View Profile' and 'View Map'. Below this is the 'MAIN OFFICE' address: '1550 Utica Ave S, Suite 200, Minneapolis MN 55416'. To the right of the address are the 'HOURS' for each day of the week. Further right is a list of 'TYPE OF INSURANCE' including ATV, Automobile, Boat, Business, Farm/Agriculture, Personal Watercraft, Homeowners, Life/Health, Motorcycle, Other, Renters, RV, Snowmobile, and Umbrella. To the right of that is a list of 'AGENCY SERVICES' including ADA/Handicap Accessible, Extended Service Hours (Evening - Weekend), Free Parking, Heritage Agency (10+ Years in Business), Mobile App, Multiple Languages, Minority/Women Owned, Online Services (Bill Pay, Chat, etc.), and Trusted Choice Agency. At the top right, it says 'Languages: English , Espanol' and 'CONTACT AGENCY' with a button. Below the contact button, it says '1.2 Miles Away'. A red arrow points to a sample positioning statement: 'This is a sample positioning statement. A positioning statement can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisi commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id...' with a 'Read More >>' link.

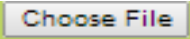
It is also displayed on agency profile available from the “View Profile” link.

Note: The image displayed on “About Us” is not customizable.

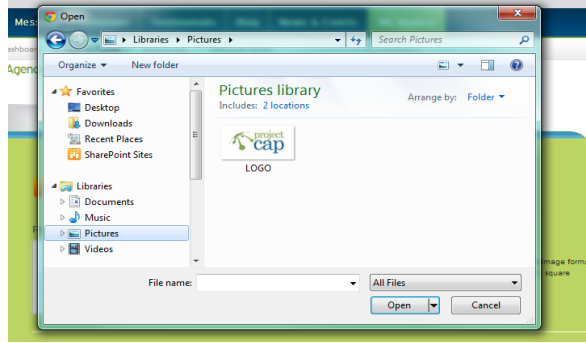
The screenshot shows the 'About Us' tab selected in a navigation menu. Below the menu is a sample positioning statement: 'This is a sample positioning statement. A positioning statement can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisi commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id. Suspendisse lacinia elit metus, eget tempus lorem pellentesque quis. Vivamus ac mi mollis, elementum felis vitae, scelerisque dui. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam enim turpis, facilisis in ligula in, tincidunt feugiat sapien. Nulla ultricies at augue in eieifend. Fusce blandit velit id imperdiet gravida. Nullam massa est, tincidunt nec nibh id, malesuada pulvinar ligula. Ut faucibus vitae lacus at ultrices. Curabitur euismod, ipsum quis tristique vehicula, sapien sem consequat ipsum, ut pellentesque diam elit sed sem. Sed tincidunt laoreet lectus. Aenean quam tortor, scelerisque et malesuada id, convallis ut leo. Nunc eget lacus vitae lectus congue euismod. Ut tellus nisi, aliquam a consequat in, suscipit a nunc. Morbi elementum ligula quis elit venenatis, ut varius justo sodales. Donec eu tellus ac eros varius dictum ac eget sem. Cras pulvinar vel neque ut luctus. Suspendisse dapibus velit odio, in feugiat urna luctus sed. Praesent laoreet justo eu interdum viverra. Donec hendrerit mauris ac sodales auctor. Duis est nunc, ultricies in sollicitudin ut, elementum ut enim.' To the right of the text is a photo of three business professionals (two men and one woman) in business attire. Below the photo are social media icons for Facebook, Google+, Twitter, and YouTube, with the text 'Follow Us!'.

Primary Image

Click “Choose File” button to select your company logo on your computer.



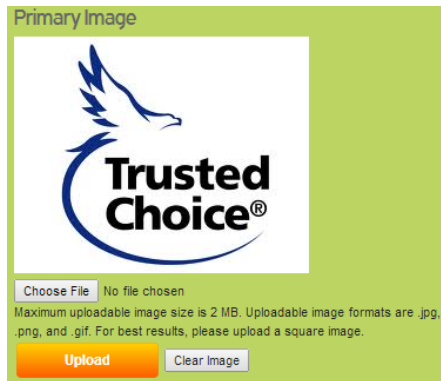
Result: File menu on your local computer is displayed.



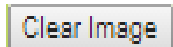
Select desired image (logo) file on your computer and select **“Open”** button.

Click **“Upload”** button to upload selected image

Result: Selected image (logo) is uploaded and displayed on your agency profile.



Note: The **“Clear Image”** button will be displayed upon an image (logo) is uploaded.



Click **“Clear Image”** button to remove uploaded image

On **www.trustedchoice.com**

“Primary Image” is displayed in agency search results.

TRUSTED CHOICE SAMPLE AGENCY

[View Profile](#) [View Map](#)

MAIN OFFICE
1550 Ulica Ave S
Suite 200
Minneapolis MN 55416

HOURS
Mon: 8:00 AM - 4:30 PM
Tue: 8:00 AM - 4:30 PM
Wed: 8:00 AM - 4:30 PM
Thu: 8:00 AM - 4:30 PM
Fri: 8:00 AM - 4:30 PM
Sat: Closed
Sun: Closed

TYPE OF INSURANCE
ATV
Automobile
Boat
Business
Farm/Agriculture
Personal Watercraft
Homeowners
Life/Health
Motorcycle
Other
Renters
RV
Snowmobile
Umbrella

AGENCY SERVICES
ADA/Handicap Accessible
Extended Service Hours (Evening - Weekend)
Free Parking
Heritage Agency (10+ Years in Business)
Mobile App
Multiple Languages
Minority/Women Owned
Online Services (Bill Pay, Chat, etc.)
Trusted Choice Agency

CONTACT AGENCY 1.2 Miles Away

Languages: English, Espanol

This is a sample positioning statement. A positioning statement can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisl commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id... [Read More >>](#)

“Primary Image” is also displayed on agency profile available from the “View Profile” link.

Trusted Choice Sample Agency

[View Profile](#) [View Map](#)

Main Office
1550 Ulica Ave S
Suite 200
Minneapolis MN 55416

Office Hours
Mon: 8:00 AM - 4:30 PM
Tue: 8:00 AM - 4:30 PM
Wed: 8:00 AM - 4:30 PM
Thu: 8:00 AM - 4:30 PM
Fri: 8:00 AM - 4:30 PM
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Agency Services
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Online Services (Bill Pay, Chat, etc.)
Mobile App
Multiple Languages
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ADA/Handicap Accessible
Heritage Agency (10+ Years in Business)
Minority/Women Owned

CONTACT AGENCY

Languages: English, Espanol

Founded in 1970
Test slogan

[RETURN TO SEARCH](#)

Physical Address Information

Enter Agency Physical address location:
Address Line 1
Address Line 2, City, State, Zip

Physical Address Information

Address Line 1

Address Line 2

City

State

Zip

Note: “State” field is a drop down and user can select appropriate “State” on the menu list.

On www.trustedchoice.com
“Physical Mailing Address” is displayed in agency search results.

“Physical Mailing Address” is also displayed on agency profile available from the “View Profile” link.

Mailing Address Information

Enter agency “Mailing address” if different from “Physical address”

Note: If Mailing address is the same as same as agency Physical Address then user should check the “Same as physical address” checkbox.

Agency Management Information

Click the dropdown arrow to select appropriate “Agency Management System” for agency location.

Rating Vendor

Click the dropdown arrow to select appropriate “Rating Vendor” for

	<p>agency location.</p> <div data-bbox="548 262 1312 428"> <p>Rating Vendor</p> <p>Select from the list below.</p> <input type="text"/> </div>
<p>Agency Contact Email</p>	<p>Enter agency “Agency Contact email” address</p> <div data-bbox="548 495 1312 638"> <p>Agency Contact Email</p> <input type="text"/> </div> <p>Note: This email address, rather than the “Agency Email” on the first tab, is used for Project CAP communications with your agency.</p>
<p>Office Hours</p>	<p>Select business start and close from drop down menu</p> <div data-bbox="548 785 1162 991"> <p>Office Hours</p> <p>Monday 08:00 AM ▼ 08:00 AM ▼</p> <p>Tuesday 08:00 AM ▼ 08:00 AM ▼</p> </div> <p>Uncheck “Closed” checkbox for days agency location is open for business and leave “Closed” checkbox checked for days business is closed.</p> <div data-bbox="553 1134 769 1192"> <input checked="" type="checkbox"/> Closed </div> <p>Tip: To apply a selected start and close time for Monday to the rest of the week, just click “Apply to All” button after setting the start and close time.</p> <div data-bbox="548 1297 761 1356"> <p>Apply to All</p> </div> <p>On www.trustedchoice.com “Office Hours” is displayed in agency search results.</p> <div data-bbox="548 1461 1437 1858"> <p>The screenshot shows a sample agency profile for 'TRUSTED CHOICE SAMPLE AGENCY'. It includes a logo, contact information (1550 Utica Ave S, Suite 200, Minneapolis MN 55416), a list of hours (Mon-Fri 8:00 AM - 4:30 PM, Sat/Sun Closed), a list of insurance types (ATV, Automobile, Boat, Business, Farm/Agriculture, Personal Watercraft, Homeowners, Life/Health, Motorcycle, Other, Renters, RV, Snowmobile, Umbrella), and a list of agency services (ADA/Handicap Accessible, Extended Service Hours, Free Parking, etc.). A red arrow points to the 'HOURS' section. The page also features a 'CONTACT AGENCY' button and a '1.2 Miles Away' indicator.</p> </div>

“Office Hours” is also displayed on agency profile available from the “View Profile” link.



Trusted Choice Sample Agency

Languages: [English](#) [Español](#)

Main Office
1550 Utica Ave S
Suite 200
Minneapolis MN 55416

Office Hours
Mon: 8:00 AM - 4:30 PM
Tue: 8:00 AM - 4:30 PM
Wed: 8:00 AM - 4:30 PM
Thu: 8:00 AM - 4:30 PM
Fri: 8:00 AM - 4:30 PM
Sat: Closed
Sun: Closed

Agency Services
Trusted Choice Agency
Extended Service Hours
(Evening - Weekend)
Online Services (Bill Pay,
Chat, etc.)
Mobile App
Multiple Languages
Free Parking
ADA/Handicap Accessible
Heritage Agency (10+ Years in
Business)
Minority/Women Owned

CONTACT AGENT

Founded in 1970
Test slogan

RETURN TO SEARCH



Year Founded

Click the dropdown arrow to select “Year Founded”

On www.trustedchoice.com

“Year Founded” is displayed on agency profile available from the “View Profile” link.



Trusted Choice Sample Agency

Languages: [English](#) [Español](#)

Main Office
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Suite 200
Minneapolis MN 55416

Office Hours
Mon: 8:00 AM - 4:30 PM
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Fri: 8:00 AM - 4:30 PM
Sat: Closed
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Agency Services
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CONTACT AGENT

Founded in 1970
Test slogan

RETURN TO SEARCH



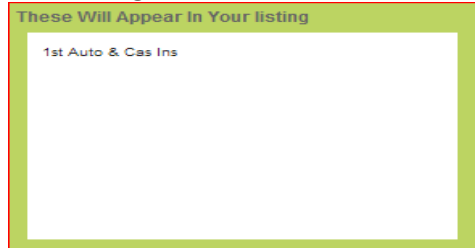
Companies Represented

To Add “Company(s) Represented” select company from menu option.

Click “Add to My Listing” button

Add to
My Listing →

Result: Selected company (s) is displayed in the “**These Will Appear In Your listing**” column.



To Remove Selected company (s) Select company you wish to remove and click the “**Remove From Listing**” button

← Remove From
My Listing

Result: Selected company(s) will be removed from “**These Will Appear In Your listing**”



Tip: To move multiple companies between columns just simply click on company you wish to move once to highlight your selection on the menu list, (click twice to unselect a company) then click “**Add to My Listing**” button to add or “**Remove From My Listing**” button to remove companies from listing menu.

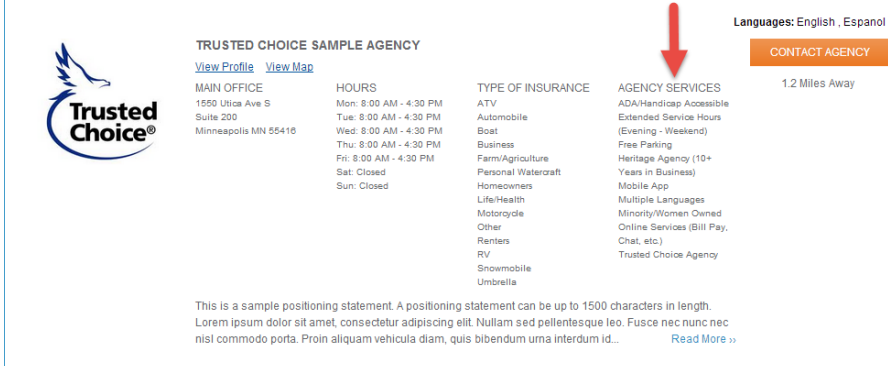
On www.trustedchoice.com “Companies Represented” are displayed on agency profile available from the “View Profile” link.

About Us	Testimonials	Type of Insurance	Our Company	Location
Insurance Lines ATV Automobile Boat Business Farm/Agriculture Homeowners Life/Health Motorcycle Other Personal Watercraft RV Renters Snowmobile Umbrella		Companies Represented 1st Auto & Cas Ins 1st Choice Auto Ins 21st Cent Nat'l Ins 21st Cent Secrty Ins A Central Ins Co AAA Mid-Atlantic Ins AAA Texas County Mut ACCC Insurance Co ACE Amer Ins Co ACE Fire Undrs Ins ACE Indem Ins Co Acadia Ins Co Access Insurance Co Accident Ins Co Inc		

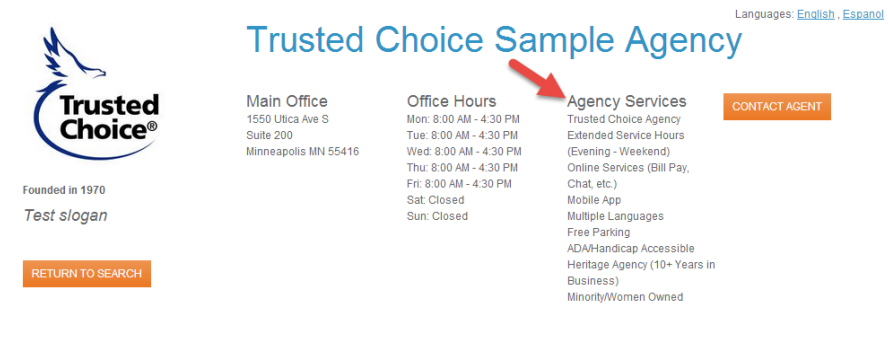
Badges

The Badge field represents the services your agency offers. Follow steps as used for “Companies Represented”

On www.trustedchoice.com
 Agency Services (Badges) are displayed in agency search results.



Agency Services (Badges) are also displayed on agency profile available from the “View Profile” link.



Types of Insurance

Follow steps as used for **“Companies Represented”**

On **www.trustedchoice.com**

“Types of Insurance” are displayed in agency search results.

TRUSTED CHOICE SAMPLE AGENCY
[View Profile](#) [View Map](#)

MAIN OFFICE
 1550 Utica Ave S
 Suite 200
 Minneapolis MN 55416

HOURS
 Mon: 8:00 AM - 4:30 PM
 Tue: 8:00 AM - 4:30 PM
 Wed: 8:00 AM - 4:30 PM
 Thu: 8:00 AM - 4:30 PM
 Fri: 8:00 AM - 4:30 PM
 Sat: Closed
 Sun: Closed

TYPE OF INSURANCE
 ATV
 Automobile
 Boat
 Business
 Farm/Agriculture
 Personal Watercraft
 Homeowners
 Life/Health
 Motorcycle
 Other
 Renters
 RV
 Snowmobile
 Umbrella

AGENCY SERVICES
 ADA/Handicap Accessible
 Extended Service Hours (Evening - Weekend)
 Free Parking
 Heritage Agency (10+ Years in Business)
 Mobile App
 Multiple Languages
 Minority/Women Owned
 Online Services (Bill Pay, Chat, etc.)
 Trusted Choice Agency

CONTACT AGENCY
 1.2 Miles Away

Languages: English, Espanol

This is a sample positioning statement. A positioning statement can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisl commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id... [Read More >>](#)

“Types of Insurance” are also displayed on agency profile available from the “View Profile” link.

About Us | Testimonials | **Type of Insurance** | Our Company | Location

Insurance Lines

- ATV
- Automobile
- Boat
- Business
- Farm/Agriculture
- Homeowners
- Life/Health
- Motorcycle
- Other
- Personal Watercraft
- RV
- Renters
- Snowmobile
- Umbrella

Companies Represented

- 1st Auto & Cas Ins
- 1st Choice Auto Ins
- 21st Cent Nat'l Ins
- 21st Cent Secry Ins
- A Central Ins Co
- AAA Mid-Atlantic Ins
- AAA Texas County Mut
- ACCC Insurance Co
- ACE Amer Ins Co
- ACE Fire Undrs Ins
- ACE Indem Ins Co
- Acadia Ins Co
- Access Insurance Co
- Accident Ins Co Inc

Languages

Follow steps as used for **“Companies Represented”**

On **www.trustedchoice.com**

“Languages” are displayed in agency search results.



TRUSTED CHOICE SAMPLE AGENCY

[View Profile](#) [View Map](#)

MAIN OFFICE
1550 Utica Ave S
Suite 200
Minneapolis MN 55416

HOURS
Mon: 8:00 AM - 4:30 PM
Tue: 8:00 AM - 4:30 PM
Wed: 8:00 AM - 4:30 PM
Thu: 8:00 AM - 4:30 PM
Fri: 8:00 AM - 4:30 PM
Sat: Closed
Sun: Closed

TYPE OF INSURANCE
ATV
Automobile
Boat
Business
Farm/Agriculture
Personal Watercraft
Homeowners
Life/Health
Motorcycle
Other
Renters
RV
Snowmobile
Umbrella

AGENCY SERVICES
ADA/Handicap Accessible
Extended Service Hours (Evening - Weekend)
Free Parking
Heritage Agency (10+ Years in Business)
Mobile App
Multiple Languages
Minority/Women Owned
Online Services (Bill Pay, Chat, etc.)
Trusted Choice Agency

Languages: English, Español

CONTACT AGENCY

1.2 Miles Away

This is a sample positioning statement. A positioning statement can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisl commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id... [Read More >>](#)

“Languages” are also displayed on agency profile available from the “View Profile” link.



Trusted Choice Sample Agency

Languages: English, Español

Main Office
1550 Utica Ave S
Suite 200
Minneapolis MN 55416

Office Hours
Mon: 8:00 AM - 4:30 PM
Tue: 8:00 AM - 4:30 PM
Wed: 8:00 AM - 4:30 PM
Thu: 8:00 AM - 4:30 PM
Fri: 8:00 AM - 4:30 PM
Sat: Closed
Sun: Closed

Agency Services
Trusted Choice Agency
Extended Service Hours (Evening - Weekend)
Online Services (Bill Pay, Chat, etc.)
Mobile App
Multiple Languages
Free Parking
ADA/Handicap Accessible
Heritage Agency (10+ Years in Business)
Minority/Women Owned

CONTACT AGENCY

Founded in 1970

Test slogan

RETURN TO SEARCH

States Agency Represents

Follow steps as used for “Companies Represented”

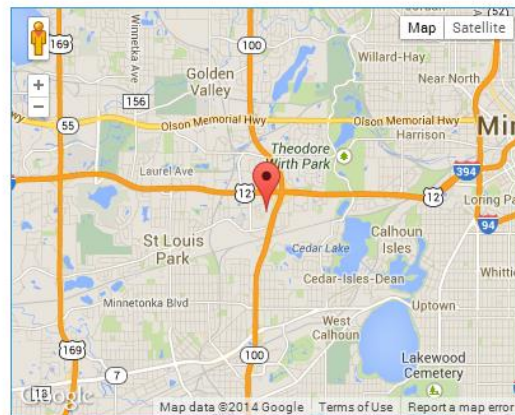
On www.trustedchoice.com

“States Agency Represents” is displayed on agency profile available from the “View Profile” link.


About Us Testimonials Type of Insurance Our Company Location

Main Office
1550 Utica Ave S
Suite 200
Minneapolis MN 55416






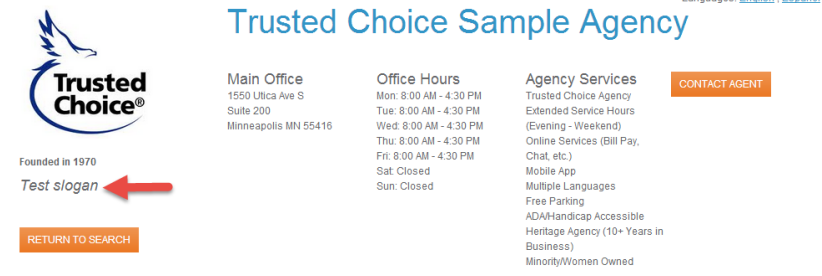
AK
IL
MN



<p>Types of Commercial Insurance Agency Support</p>	<p>Click to select type of Commercial insurance your agency support.</p> <div data-bbox="548 300 1312 552" style="background-color: #d9ead3; padding: 10px; border: 1px solid #d9ead3;"> <p>What types of Commercial Insurance does your agency support?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> None <input type="radio"/> Small Commercial Business <input type="radio"/> Mid/Large Commercial Business </div> <p>Note: Type of Commercial insurance is set to “None” by default You cannot select multiple types of insurance your agency supports.</p>
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Field	Description
<p>Agency Website</p>	<p>Enter “Agency Website” address</p> <div data-bbox="597 814 1226 1012" style="background-color: #d9ead3; padding: 10px; border: 1px solid #d9ead3;"> <p>Additional Agency Information</p> <p>Agency Website</p> <div style="border: 1px solid #d9ead3; height: 20px; width: 100%;"></div> </div> <p>Tip: Enter website address by starting with (WWW)</p> <p>On www.trustedchoice.com Agency Website is shown in www.trustedchoice.com when an agency is contacted. (Note: Prospect should be registered and logged-in to their profile to contact an Agency i.e. when clicked on CONTACT AGENCY / CONTACT AGENT button, otherwise a login page will be prompted asking to login or register to contact an agency)</p> <p>Agency Website is displayed on agency profile available from the “View Profile” link.</p> <div data-bbox="597 1533 1429 1806" style="text-align: center; padding: 20px;"> <p style="text-align: right; font-size: small;">Languages: English . Español</p>  <p>The mockup shows the Trusted Choice logo on the left, followed by 'Main Office' address, 'Office Hours' for Mon-Sun, and 'Agency Services' including 'Trusted Choice Agency', 'Extended Service Hours (Evening - Weekend)', 'Online Services (Bill Pay, Chat, etc.)', 'Mobile App', 'Multiple Languages', 'Free Parking', 'ADA/Handicap Accessible', 'Heritage Agency (10+ Years in Business)', and 'Minority/Women Owned'. On the right, there is a 'Contacted' section with 'Phone: (111)111-1111', 'Email: test@test.com', and 'Website: http://www.test.com'. A red arrow points to the website link. Below the contact info is a 'Get Directions' link. At the bottom left of the mockup is a 'REFER A FRIEND' button.</p> </div>

Agency Contact Name	<p>Enter Agent who will be CAP Point of Contact person.</p> <div data-bbox="597 264 1227 415" style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Agency Contact Name</p> <input style="width: 100%; height: 20px; margin-top: 5px;" type="text"/> </div>
Principal Name	<p>Enter organization “Principal Name”</p> <div data-bbox="597 453 1227 604" style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Principal Name</p> <input style="width: 100%; height: 20px; margin-top: 5px;" type="text"/> </div>
Communities Served by ZIP (Up to 20)	<p>Enter Zip codes where the agency provides service.</p> <div data-bbox="597 678 1227 968" style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Communities Served by ZIP (Up to 20)</p> <p style="font-size: small; margin: 0;">Use Commas to separate each ZIP</p> <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div> </div> <p>Note: Separate each zip code by comma.</p>
Principal Title	<p>Click the dropdown arrow to select “Principal Title”</p> <div data-bbox="597 1077 1227 1226" style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Principal Title</p> <p style="font-size: x-small; margin: 0;">Select from the list below.</p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">▼</div> </div>
Marketing Information	<p>Copy and paste links from your social media pages to fields.</p> <div data-bbox="597 1299 1429 1486" style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2e6;"> <p style="margin: 0; font-size: x-small;">Marketing Information</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="font-size: x-small; margin: 0;">Facebook Page Link</p> <input style="width: 90%; height: 15px; margin-top: 2px;" type="text"/> </div> <div style="width: 45%;"> <p style="font-size: x-small; margin: 0;">Twitter Profile Page Link</p> <input style="width: 90%; height: 15px; margin-top: 2px;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <p style="font-size: x-small; margin: 0;">YouTube Channel Link</p> <input style="width: 90%; height: 15px; margin-top: 2px;" type="text"/> </div> <div style="width: 45%;"> <p style="font-size: x-small; margin: 0;">Google + Page Link</p> <input style="width: 90%; height: 15px; margin-top: 2px;" type="text"/> </div> </div> </div> <p>On www.trustedchoice.com Social Media buttons are displayed on agency profile available from the “View Profile” link.</p> <p>Note: The image displayed on “About Us” is not customizable.</p>

	About Us	Testimonials	Type of Insurance	Our Company	Location
	<p>This is a sample positioning statement. A positioning statement can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisi commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id. Suspendisse lacinia elit metus, eget tempus lorem pellentesque quis. Vivamus ac mi mollis, elementum felis vitae, scelerisque dui. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam enim turpis, facilisis in ligula in, tincidunt feugiat sapien. Nulla ultricies at augue in eleifend. Fusce blandit velit id imperdiet gravida. Nullam massa est, tincidunt nec nibh id, malesuada pulvinar ligula. Ut faucibus vitae lacus at ultrices. Curabitur euismod, ipsum quis tristique vehicula, sapien sem consequat ipsum, ut pellentesque diam elit sed sem. Sed tincidunt laoreet lectus. Aenean quam tortor, scelerisque et malesuada id, convallis ut leo. Nunc eget lacus vitae lectus congue euismod. Ut tellus nisi, aliquam a consequat in, suscipit a nunc. Morbi elementum ligula quis elit venenatis, ut varius justo sodales. Donec eu tellus ac eros varius dictum ac eget sem. Cras pulvinar vel neque ut luctus. Suspendisse dapibus velit odio, in feugiat urna luctus sed. Praesent laoreet justo eu interdum viverra. Donec hendrerit mauris ac sodales auctor. Duis est nunc, ultricies in sollicitudin ut, elementum ut enim.</p>  <p>Follow Us!    </p>				
<p>Agency Slogan</p>	<p>Enter your “Agency Slogan”</p> <div data-bbox="597 1161 1227 1289" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #d9ead3; padding: 2px;">Agency Slogan</p> <input style="width: 95%; height: 20px; margin-top: 5px;" type="text"/> </div> <p>On www.trustedchoice.com “Agency Slogan” is displayed on agency profile available from the “View Profile” link.</p> 				
<p>Choose Video Hosting Site</p>	<p>Click dropdown arrow to select appropriate “Video Hosting Site” for agency video.</p>				

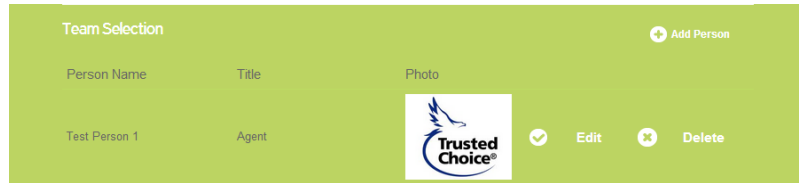
	<div data-bbox="597 226 1221 359" style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Choose Video Hosting Site</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: CAP currently supports the following video hosting sites: “YOUTUBE” and “SMOTRICOM”</p>
<p>Agency Video (Paste the Embed Code)</p>	<p>Copy and paste your agency YouTube video link to “Agency Video”</p> <div data-bbox="597 501 1227 632" style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Agency Video (Paste the Embed Code)</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Tip: Paste link without the last letters after the last number in link see example below: http://www.youtube.com/watch?v5edr (Remove the edr from link)</p> <p>On www.trustedchoice.com “Agency Video” is displayed on agency profile available from the “View Profile” link.</p>

	<p>Trust the unbiased options presented by your local Trusted Choice® independent agent. They can shop multiple insurance companies to offer you choice, savings and value, tailored precisely for you. They offer the coverage you want with the savings you need.</p> <p>Trusted Choice® agencies make a commitment to quality service.</p> <div data-bbox="824 243 1406 936"> </div> <div data-bbox="613 926 906 1178"> </div>
<p>Team Selection</p>	<p>Click “Add Person” to add team members to your agency profile.</p> <div data-bbox="597 1318 1455 1507"> </div> <p>Result: Team member editable fields displays</p> <p>Enter Person Name in the “Person Name” field click the dropdown arrow to select “Title” and click the “Upload” button.</p> <p>Result: Image uploaded is displayed</p>

Click the “**Submit Person**” button



Result: Saved team member information is displayed in read only mode

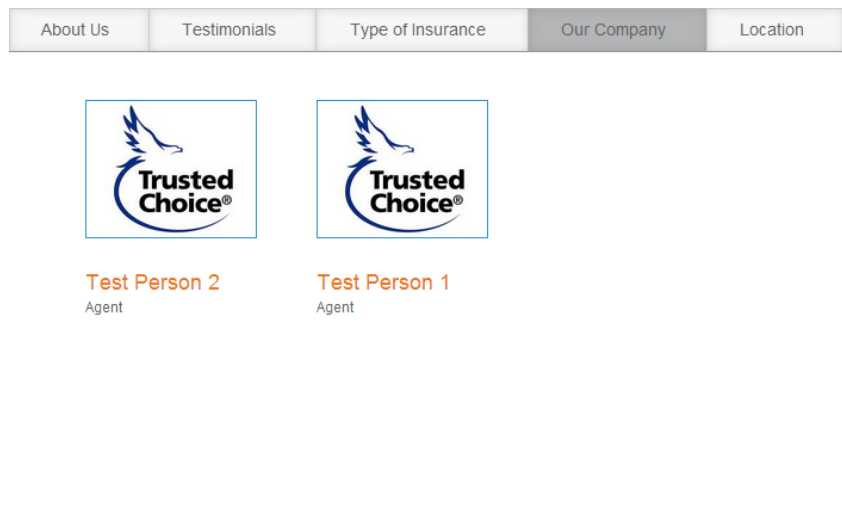



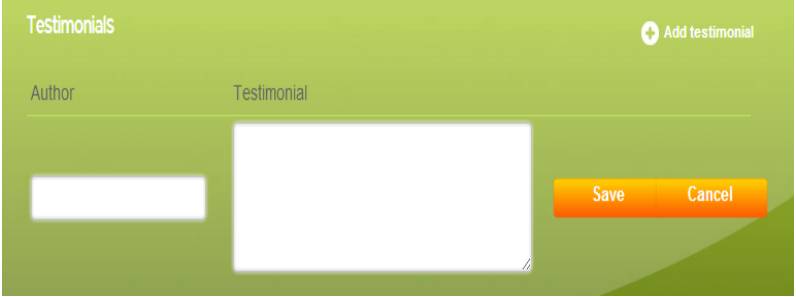
Note: You can update each team member profile by clicking “**Edit**” or Delete team profile by clicking “**Delete**” button.
 “**Cancel button**” will discard new information entered for team member. If it is a new profile then profile will not be created, if profile already exists then updates made to profile will not be saved.

On www.trustedchoice.com

“**Team Selection**” is displayed on agency profile available from the “**View Profile**” link.

Note: The team member image order is not customizable.



<p>Testimonials</p>	<p>Click “Add Testimonial” button</p>  <p>Result: Testimonial editable fields displays</p>  <p>Enter “Author” name enter “Testimonials” and click “Save” button</p> <p>Result: Saved “Testimonials” is displayed in read only mode.</p> <p>On www.trustedchoice.com “Testimonials” are displayed on agency profile available from the “View Profile” link.</p>
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	About Us	Testimonials	Type of Insurance	Our Company	Location
	<p>▶ Test Author</p> <p>"This is a sample Testimonial. A Testimonial can be up to 1500 characters in length. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed pellentesque leo. Fusce nec nunc nec nisi commodo porta. Proin aliquam vehicula diam, quis bibendum urna interdum id. Suspendisse lacinia elit metus, eget tempus lorem pellentesque quis. Vivamus ac mi mollis, elementum felis vitae, scelerisque dui. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam enim turpis, facilisis in ligula in, tincidunt feugiat sapien. Nulla ultricies at augue in eleifend. Fusce blandit velit id imperdiet gravida. Nullam massa est, tincidunt nec nibh id, malesuada pulvinar ligula. Ut faucibus vitae lacus at ultrices. Curabitur euismod, ipsum quis tristique vehicula, sapien sem consequat ipsum, ut pellentesque diam elit sed sem. Sed tincidunt laoreet lectus. Aenean quam tortor, scelerisque et malesuada id, convallis ut leo. Nunc eget lacus vitae lectus congue euismod. Ut tellus nisi, aliquam a consequat in, suscipit a nunc. Morbi elementum ligula quis elit venenatis, ut varius justo sodales. Donec eu tellus ac eros varius dictum ac eget sem. Cras pulvinar vel neque ut luctus. Suspendisse dapibus velit odio, in feugiat urna luctus sed. Praesent laoreet justo eu interdum viverra. Donec hendrerit mauris ac sodales auctor. Duis est nunc, ultricies in sollicitudin ut, elementum ut enim. "</p>				
Publish	Refer to "Publish" buttons.				