EXIM Online (EOL) Guide for Exporters and Brokers:

Applying for Express Insurance

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Introduction

Tips on Completing an Application

1. If this is the first time the brokerage firm will be assisting the exporter with an application, the exporter can either (1) first associate the broker with the exporter’s account using the “Maintain Broker” link on the exporter’s EXIM Online (EOL) landing page, and then initiate the application and assign the broker to that application; or (2) simply initiate the application and assign the broker to that application. By assigning a broker to a specific application, the broker is automatically associated with the exporter’s EOL account. Thereafter, the broker will be able to initiate applications on behalf of the exporter.

2. Read the instructions at the beginning of and throughout the application.

3. New applications and all other transactions in EOL (e.g. shipment reports, SBCL applications) are assigned a unique tracking number to identify them. These should be used in all communications with EXIM loan officers.

4. Some basic functions (e.g. report shipments and overdues, amend the policy) related to an in-force policy can be accessed either from the landing page, or from within the record for that policy using the “Quick Links”.

5. The sections of an application can be completed in any order. A “√” will appear in the “Done” column when the section is complete. The links at the top of each page of the application will allow you to flip back to the general instructions or view a summary of your application at any time.
6. You do not have to enter commas when entering numbers; EOL will automatically add them. You can include decimals or round up to the nearest dollar.

7. All items with an asterisk “*” must be completed.

8. Don’t use your browser’s back button. It will kick you out of EOL. Always use the Back button.

9. Always click “Continue” or “Save and Exit” to save your input. Information you entered will not be saved unless you click one of those buttons. You can re-open and finish an application that was started earlier by clicking on “Continue a Saved Application” on the landing page. All submitted applications that are under review by EXIM Bank can be found by clicking on “Pending Applications”. An application that has been started but not completed within 90 days will automatically be cancelled by EOL, and will no longer appear under the “Continue a Saved Application” link.

10. At the end of the application, the exporter may attach supporting documentation (e.g. credit reports, financial statements).
11. Before submitting the application, the exporter must sign and attach an application certification. Policy documents will not be issued without the certification on file. Once the application is submitted, any requests to amend it must be sent directly to the underwriter. You cannot amend an application in EOL after it has been submitted.

Starting and Completing a New Application for Express Insurance

Landing Page and Instructions

1. After logging on to EOL, you will be taken to the landing page.
2. Before you begin the application, have the following information available:

- Exporter’s DUNS number
- Exporter’s most recent fiscal year financial statements or financial highlights
- Total export credit sales and write-offs for the last three years
- Accounts receivable aging, dated within 30 days of the application date
- Complete names and addresses of buyers for which the exporter will request credit limits in the application

Click on “Apply for Insurance Policy or Medium-term Guarantee”. If the exporter is completing the application using its account, the exporter will then be asked to select the policy type. If the broker is completing the application using the broker’s EOL account, a list of the broker’s customers will appear and the broker should select the name of the applicable customer before proceeding.

3. Select “Short-Term Multi-Buyer Insurance” from the drop-down screen.
4. Select “Start Express Application”. This will take you to the application instructions.

5. Before proceeding, click on the link to the Country Limitations Schedule to identify any limitations or qualifications on EXIM’s ability to support exports to the buyers’ countries. Then continue the application by either clicking “Continue”, or clicking on the quick link on the right hand side for the next section that you want to complete.
**Exporter Information**

6. Enter the exporter’s data. If the exporter is completing the application, they can select the broker being used for this application from the drop-down menu. This will grant the broker access to this application. If the broker is completing the application, its name will automatically be selected. The broker can help complete the application, but EOL will allow only one person to work on the application at a time.

**General Questions**

7. Answer these general questions related to eligibility issues. Click “Continue”.

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You may consult the SBA website for the definitions of “affiliation” and “primary industry”.

Sales volume and employee count refer to the exporter’s ultimate parent, inclusive of the exporter.

Do not select either of these unless you want the organization to have access to your application. You may want to use this option if you assign your policy proceeds to a financial institution.

You may be entitled to a premium discount if you have an SBA or EXIM Working Capital Guarantee.

If you answer “Yes”, a new section “Affiliates” will appear and you will be asked to provide more details later on after clicking “Continue”.

You may consult the SBA website for the definitions of “affiliation” and “primary industry”.
Add Products

8. Select “Add New Product” to enter the product classification information.

9. Enter the product information. If you know the NAICS code for the product, skip items 1-5, enter the NAICS code where indicated, and enter the product description in the box. If you don’t know the NAICS code, complete items 1-5 and enter the product description in the box. For item 2, first click on the link “show sub-sectors” to load the sub-sectors into the drop-down menu, then choose the sub-sector from the list in the drop-down menu. For item 4, first click on the link “show product/service” to load the product/service into the drop-down menu, then choose the product/service from the list in the drop-down menu. Click “Add Product” when you are finished.

10. When you are finished, the product/service type you entered will appear. Click “Add Another Product/Service” to add more products, if applicable. You can also update, view or delete any entry. Click “Continue”.

If you know the NAICS code, enter it here and skip items 1-5. If you don’t know the NAICS code, use the preceding questions to identify it.

This is how the product description will appear in the policy documentation.
11. Answer the questions about the products/services that are being exported. Some of the questions will pre-populate with a “Yes” or “No” answer. Be sure to enter the correct answer. Click “Continue”.

12. In the previous screen, if you indicated that the products are sold to the military or used to support nuclear energy, the following new screen would appear. You would provide your comments in the box and press “Continue”.

The Munitons Control List can be found on the U.S. State Department’s website

Refers to the specific goods being shipped under this application

This question is not applicable since only SBA-defined small businesses can apply for Express Insurance. However, you should select “Yes” if you answered “Yes” to question (a)
13. If you had indicated in Step 7 (page 7) that you want to insure the sales of the exporter’s affiliates, the following new screen would appear. Answer the questions and press “Continue”. If you did not indicate in Step 7 that you want to insure the sales of the exporter’s affiliates, skip to #18 below.

14. Click “Add Affiliate” to identify the affiliate.
15. Begin typing the name of the affiliate. If the affiliate is already in the database it will appear at the bottom of the screen. Select that affiliate and click “Continue”. If the affiliate is not in the database, click “Add New Affiliate”. In this case the company is not in the database so we select “Add New Affiliate”.

16. Enter the information about the affiliate and click “Add Affiliate”.

17. The affiliate will appear on the next screen. You can add more affiliates by clicking on “Add Affiliate”. You can also view, edit or remove the affiliate. Click “Continue”.
Exporter’s Export Credit Experience

18. Answer these questions about the exporter’s export credit experience. Click “Continue”.

19. If the exporter indicated in the previous screen that it had receivables that are past due more than 60 days, the next screen will appear. Click on “Add Overdue” to provide more details about the buyer(s) and the overdue amounts.

20. Follow the instructions to search for the buyer in EXIM’s database, or add a new buyer not in EXIM’s database. In the instructions, disregard the reference to assigning roles to the entity. In the example below, the buyer is in EXIM’s database. Select the buyer and click “Continue”. If the buyer does not appear in EXIM’s database, you would click “Add New Buyer”, and you will be taken to a new screen to enter details about the buyer.

- Cash in Advance
- Confirmed Irrevocable Letter of Credit
21. Enter the details about the overdues. Click “Continue”.

22. A summary of the overdues will appear. You can view, update or delete the entry. Click “Continue”.

**Exporter’s Financial Highlights**

23. Enter the exporter’s financial highlights. Click “Continue”.

If there are any negative or unusual results here, we recommend you attach financials at the end of the application. If requesting Enhanced Assignment, please attach the most recent 2-3 FYE financial statements.

Fill in all amounts, even if “0”
**Add Buyers**

24. Begin to enter buyers for which you are requesting credit limits. Note that on the initial application for Express Insurance, the maximum number of buyer limits you can request is five (5). After the policy has been issued, more buyers can be added. Start by clicking on “Add Buyer”.

25. As you did when entering overdue information, search for the buyer in EXIM’s database. If the name you type does not appear, a message “No matches found” will appear. Click “Add New Buyer”, enter the buyer details, and click “Add Buyer”.

*Complete as much of this information as possible, but at least the items with a single “*”*
26. Enter the details about the credit limits you are requesting for that buyer. If the exporter has no prior sales to the buyer, answer that question “No” (bottom of the first screen below), and skip to the last question (second screen below) about security and answer “No”. If the exporter has prior sales to the buyer, answer all the questions.
27. When finished entering the details of the request for a credit limit, click “Continue” and a summary of the request will appear. You can view, update or delete the entry.

28. In this example, we are going to add a second buyer that is in EXIM’s database and to which the exporter has shipped before. Start typing the name of the buyer and it will appear.

29. Enter the details about the credit limit you are requesting and click “Continue”. Follow the same instructions as in #26 above.
30. A summary of the requests will appear. You can view, update or delete the entries. Repeat the above process to add more buyers. When you are finished, click “Continue”.

31. Attach any additional documentation (e.g. financial statements, product brochures) that you want to include in the application, and enter any supplemental information in the comments box that you think will provide additional insight into the application (e.g. background on your relationship with the buyer). Click “Continue”.

**Attach Documents and Comments**
Certify and Submit

32. The exporter must complete the exporter’s certification by clicking on the “application certification” link, printing and signing the certification, and attaching it to the application in the “Attachments & Comments” quick link. You may also view and print a summary of the application by clicking on “Application Summary”. Then click “Submit”. The exporter and broker will automatically receive an email notification with a separate tracking number for the application and for each of the buyer credit requests.

33. A tracking sheet will appear that you can print for your records. Then click on the “Home” button to make sure the application has been recorded successfully.
Tracking Your Application After it is Submitted

Use the functionalities on your landing page to track your application after it has been submitted.

34. Click on “Pending Applications”.

35. Your application will appear, identified by its tracking number. If there is more than one application pending, your new application may not appear at the top of the list, so scan the rest of the list. You can also sort the list by any of the column headings (e.g. by buyer, date submitted) by clicking on the arrows at the top of the columns. Click on the tracking number of your application to view the application details.
36. Click on “Expand Application Status History” to track the progress of your application.

37. After your application has been approved, you will receive an automated email notification from EOL inviting you to view your quote. You can view and respond to the quote by clicking on “Act on Quote” from your landing page.