

How to Set Quote Preferences in Slate

Agency Owners can set system-level defaults during quoting for certain coverage, endorsements, and/or deductibles on HO-3 and Basic Choice. When a preference is set, it will default across all users within your agency, allowing for consistency and standardization across your customer base for all quotes created in Slate.

Follow these steps to update quoting preferences:

- 1. Click the **Agencies** tab in the left navigation bar.
- 2. Scroll to the Quoting Preferences section
- 3. Edit HO-3 & Basic Choice Preferences as you see fit for your team by clicking on the top right of the page.
- 4. Navigate between the HO-3 and Basic Choice tabs to set defaults for each product.
- 5. Click 'Save' to apply any changes.

