



**FARMERS MUTUAL**  
OF TENNESSEE

*Agency Newsletter*  
*August 28, 2014*

## **Hello to All!**

I hope this letter finds you all well. I want to start by thanking everyone who is reading these newsletters. As you know, Farmers Mutual of Tennessee has been going through changes with BriteCore, our website, and certain procedures. In reading these newsletters and staying informed, you greatly help us to keep the transitions as smooth as possible.

**Thanks and have a great Labor Day weekend!**  
The FMT Team

## **Labor Day Schedule**

In honor of Labor Day, FMT will be closing on Friday, August 29th at 3:00pm and will reopen at our regular time of 8:30am on Tuesday, September the 2nd.

## **Submitting Applications - Update**

Please review and print out these requirements for future reference:

[Requirements for Submitting Applications](#)

## **A Reminder from Underwriting**

The past two newsletters have contained instructions on when and how to make a change request and upload photographs. Please review and follow the instructions from previous newsletters for uploading photographs and making change requests (<http://www.fmtinsurance.com/newsletters/>). If you have any questions or are experiencing difficulties, please contact Wes or Lydia.

[Uploading Photos](#) and [Submitting Change Requests](#)

## FMT is on Social Media!

FMT is happy to announce that we are in the process of forming a presence on social media! We will be using Facebook, Twitter, and LinkedIn profiles primarily to connect with agents and keep them informed. Below are links to our pages. Please like, follow, and stay connected!

### STAY CONNECTED

Like us on Facebook 

Follow us on  **twitter**

View our profile on  **Linked in**

## Logging In

As you may remember from the July newsletter, passwords to the FMT website ([fmtinsurance.com](http://fmtinsurance.com)) have now been updated to resemble BriteCore ([fmtn.britecorepro.com](http://fmtn.britecorepro.com)) passwords. We have also had questions about how to log into different systems. Please see below for a review of your various options.

### [Logging in with FMT](#)

## Billing Schedules

Sometimes, insureds have questions about billing schedules when they get their Initial or Renewal Billing Statement. A common one is related to when and how much the next quarterly payment will be. Just as a reminder, the Quarterly Billing Schedule is 40% for the initial payment followed by three payments of 20% (with a \$4 partial payment fee added to each installment). To help ease confusion, our Initial and Renewal Billing Statements have Billing Schedules on the back. See the example below:

<b>Billing Schedule, Annual:</b>		<i>Coverage Premium of \$775.00</i>	
March 22, 2014	\$775.00		

  

<b>Billing Schedule, Quarterly:</b>		<i>Coverage Premium of \$775.00</i>	
March 22, 2014	\$314.00	June 22, 2014	\$159.00
December 22, 2014	\$159.00	September 22, 2014	\$159.00

  

<b>Billing Schedule, 10-Pay EFT (*Form):</b>		<i>Coverage Premium of \$775.00</i>	
March 22, 2014	\$77.50	May 22, 2014	\$77.50
July 22, 2014	\$77.50	June 22, 2014	\$77.50
October 22, 2014	\$77.50	August 22, 2014	\$77.50
January 22, 2015	\$77.50	September 22, 2014	\$77.50
		November 22, 2014	\$77.50
		December 22, 2014	\$77.50

**NOTE:** Since Spring, we have added a "5-day" grace period between the "Due Date" shown on the invoice and the date when payment is considered late. If EFT, to see the draft date, go to "Accounts Receivable" tab and click on the arrow in the left column of the "Invoice" line to expand the section. The "Due Date" is the withdraw date.

## Producer Contest

Each quarter FMT awards \$100 gift cards to top producers. Here is how you can participate...

- Top 3 individual producers (based on policies issued) will each receive a \$100 gift card after each quarter
- Names of all producers with a minimum of 5 new applications each quarter will be placed in a drawing for a \$100 gift card ~ 3 selected each quarter
- Top 3 individual producers for the year will receive an additional \$100 gift card
- Names of the top 10 individual producers at the end of the 2nd Quarter will be placed in a drawing for 2 UT home game football tickets of the winner's choice
- Names of the top 10 individual producers at the end of the 3rd Quarter will be placed in a drawing for 4 UT home game Men's basketball tickets of the winner's choice

## [2014 Producer Contest Entry Form](#)

**NOTE:** If you did not participate in the 1st or 2nd Quarter contests, it is not too late to send in entry forms for new business from the beginning of the year to be in the running as one of the top 3 producers for the year.

### Advice from Claims

The claims department is asking you to remind customers customers to get their chimneys cleaned now. The sweeps are less busy this time of year and likely will charge less for the service. This will also go far in helping to prevent fires this winter.



### How to Do a Sweep Payment Report

Several agents have asked for information on payments they have swept. As a reminder, to pull a "Sweep Report" through BriteCore in order to reconcile bank statements and/or confirm uploads:

- Go to *Payments module*.
- Scroll to the bottom of the page to "Retrieve a Sweep Report for Date Range".
- Enter a target date into the date range fields and click 'Go'.
- Once downloading is complete, the sweep report will be available to save or view in .xls format.
- Two worksheet tabs will appear at the bottom of your Excel Report. Select the "Sweep Payments" tab.

# PAYMENTS

## SCHEDULE SWEEP

### ADD PAYMENT TO SWEEP (Any scheduled payments made today will be processed overnight.)

Policy/Quote Number  Named Insured  Billing Schedule  Amount \$ 0.00 Payment Method

Installments Remaining

Bill Date	Due Date	System Amount Due	Adjusted Amount Due
← NO RESULTS →			



### SWEEP QUEUE

Policy/Quote Number	Amount	Payment Method
← EMPTY →		

Submit Sweep

Retrieve a Sweep Report for Date Range:

From (MM/DD/YYYY)  To (MM/DD/YYYY)



## Frequently Asked Questions

Over the past month, we have been trying to assemble a list of questions we receive from agents. Here is a list of some commonly asked questions and answers:

## [FMT - Frequently Asked Questions](#)

### Mark Your Calendars!

Just a reminder that the Fall Agents' Meeting will be on Monday, November 3rd (This is a week earlier than it has been in previous years).

Be looking for registration information within the next few weeks!

NOVEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <i>Agent's Meeting</i>	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26		28	29
30		<small>October 2014</small> <small>S M T W Th F Sa</small> <small>1 2 3 4</small> <small>5 6 7 8 9 10 11</small> <small>12 13 14 15 16 17 18</small> <small>19 20 21 22 23 24 25</small> <small>26 27 28 29 30 31</small>		<small>December 2014</small> <small>S M T W Th F Sa</small> <small>1 2 3 4 5 6</small> <small>7 8 9 10 11 12 13</small> <small>14 15 16 17 18 19 20</small> <small>21 22 23 24 25 26 27</small> <small>28 29 30 31</small>		

Created using the Vertiver® Excel Calendar Template

### Schedule a Meeting

If you or someone in your office would like some additional training on the BriteCore quoting system, contact [wes@fmtinsurance.com](mailto:wes@fmtinsurance.com) to schedule an online or face-to-face meeting.

Wes Gainey  
Agency Relations  
865.523.5153 ext. 237  
[wes@fmtinsurance.com](mailto:wes@fmtinsurance.com)

**Have Any Questions?**

Lydia Wade  
Customer Service  
865.523.5153 ext. 221  
[lydia@fmtinsurance.com](mailto:lydia@fmtinsurance.com)

[Forward\\_email](#)



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