


PLEASE READ THE FOLLOWING INFORMATION BEFORE STARTING THE REGISTRATION PROCESS


- If you encounter any issues while registering, please Email: deductiblebuydown@chutteruw.com
- In most instances, it is beneficial to provide a screen shot of the page where the error occurred.
- All brokers must first register to gain access to the online system. It is a two-step process. The first step is to register the brokerage. The second step is to register as an individual.
- Multiple staff members in a brokerage can each request individual access. Note that the information entered under a unique individual user code is only accessible by that user.
- **Please ensure that you use Chrome as your web browser for accessing this program. Internet Explorer is generally not compatible with this platform.**

STEP 1 - The Registration Process for a Brokerage

- 1) **Your Brokerage must first be an approved broker before you can register as an individual.** In order to register your brokerage please go to the following website:
<http://waterdeductiblebuydown.chutteruw.com/p/register>
- 2) Once you are on this page, click on the Broker tab to see if your specific brokerage office has been previously registered. If it is not, go to the section where it states “Don’t see your brokerage? And click on the “Apply” Button.

Don't see your brokerage? Click here to 

- 3) After clicking on the apply button, you will be directed to the following website:


Broker Application

You email _____

Name of Broker *

Broker Address *

City *

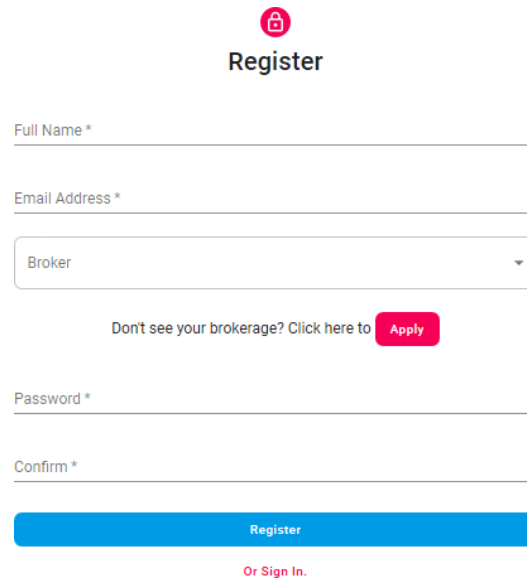
Province * ▾ Postal *

[Or Sign In.](#)

- 4) Correctly fill out the required information and click on the “Add Broker” button. You will receive an automatically generated email advising you that your request to register has been received. **If you do not receive this confirming email within 1 hour please check your spam folder.** If it is not there, please send notice of this to deductiblebuydown@chutteruw.com
- 5) Your request to add a brokerage will be approved **within 1 – 2 business days**. You will receive a second email advising “Your Brokerage has been Added to our System” which will contain a link that will allow you to register as an individual. If you do not receive this confirming email within 2 business days please send notice of this to deductiblebuydown@chutteruw.com
- 6) Note that the brokerage name and address that is registered and used when quoting coverage will be the one that shows up on the policy documents.

STEP 2 -The Registration Process for a User

- 1) In order to become a User, your brokerage must first be added as an Approved Broker.
- 2) Once your brokerage is an approved broker, please go to the following website to register as a user: <http://waterdeductiblebuydown.chutteruw.com/p/register>



The screenshot shows a registration form titled "Register" with a lock icon. The form includes the following fields and elements:

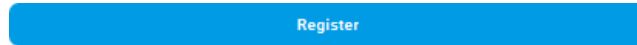
- Full Name *
- Email Address *
- Broker (dropdown menu)
- Don't see your brokerage? Click here to [Apply](#)
- Password *
- Confirm *
- [Register](#) button
- [Or Sign In.](#) link

- 3) Insert your name, your email address then click on the “Broker” button to select your brokerage from the drop down list.



A close-up of the "Broker" dropdown menu, showing the text "Broker" and a downward arrow.

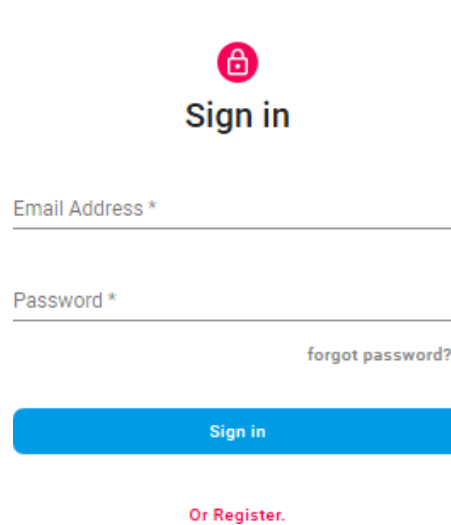
- 4) Once you have found your specific brokerage office click on it to select that brokerage, then fill in your password and confirm your password.
- 5) Once you have filled in your password and confirmed your password click on the Register Button to Register yourself as a User.



- 6) You will receive an email from our administrator within 1 - 2 business days confirming that you have been added as a user. **If you do not receive this confirmation email within 1 - 2 business days please check your spam folder.** If you do not see the email, please send notice of this to deductiblebuydown@chutteruw.com.

Signing Into the Platform

- 1) Once you are an approved user, please go to the following link to log in.
<http://waterdeductiblebuydown.chutteruw.com/p/login>



- 2) Insert your email address and your password and click on "Sign In" and you will be directed to the site.



If you have any questions regarding product & coverages please email: deductiblebuydown@chutteruw.com