

# Prime 100 Renewal Guide

You can follow these step-by-step instructions to get started

## 1 Log into the [Cowbell Platform](#)

## 2 Cowbell Generates a Renewal Quote

The renewal **window opens 67 days before expiration** and at that time we generate a renewal quote based upon expiring information.

- To bind existing quote proceed to step 3.
- To modify your quote:

Renew A Policy >> Search >> Renew >>  
Follow Prompts >> Get More Quotes

## 3 Bind a Renewal Quote

You can bind a renewal quote on the Cowbell dashboard by following the steps below:

- Bind A Quote >> Search Quote Number >> Bind >>  
Follow Prompts

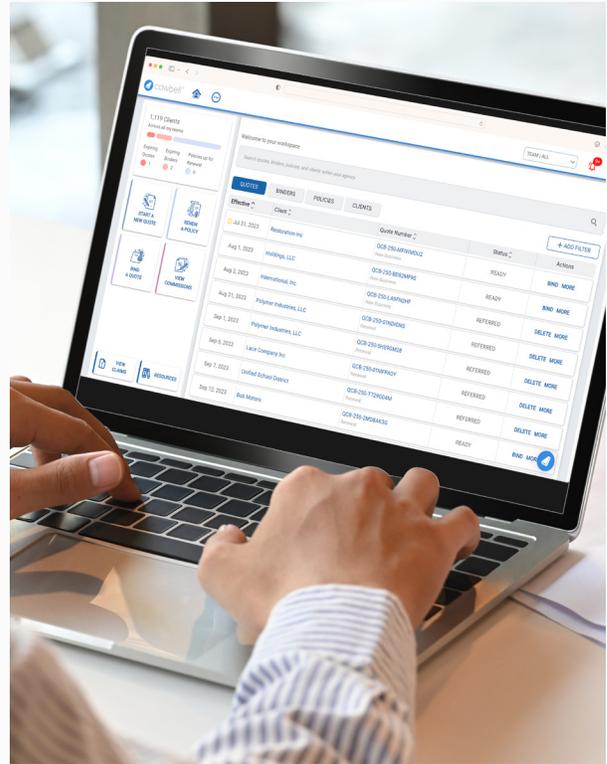
**Once the quote is bound it is not yet an issued policy.**

## 4 Issue a Renewal Quote

**There are two options to issue coverage:**

Binders>> Issue Policy>> Follow Prompts

1. The insured can attest and pay using the email link sent by Team Cowbell.
  - Select “Send Email To Policyholder”
2. Manually sign the pre-filled application and issue on the platform.
  - Once signed drag and drop



**Additional questions?** Contact our [support team!](#)

Our experts are happy to explain the process in more detail and address any questions you may have.