

ADMIN GUIDE



TARMIKA

Welcome to Tarmika!

We are thrilled to have you.



1

Get your users excited!

We see the most success with agencies who drive Tarmika from the top down. **We need your help** pushing this new and exciting product to your users! **See page 3 for more information.**

NOW WHAT?

2

Schedule your onboarding

A member from our team will be in touch once your account is created. **You will schedule an onboarding call for all of your users** - here, you will learn all about Tarmika and get answers to your questions. We can't wait to meet you!

3

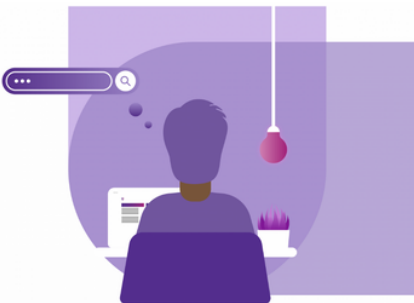
Register for upcoming webinars

We are constantly enhancing the platform, adding new carriers, and creating a better experience for you. **Register here** for any upcoming webinars! We will have special guests like speakers from our carrier partners. See you there!

4

Stay in the loop!

Be on the lookout from emails from the Customer Success Team! We share exciting enhancements to the platform, updates, and announcements. We are constantly adding to our **Knowledge Base** - stay in the loop! As always, share your success stories with your team, colleagues, and us!



Let's get your users excited.

We can't wait to connect with all your users and show them the ropes of Tarmika, but we need your help!

We see the most success with agencies when they take the top down approach! **To start, we recommend sending the email template below to your users to share what Tarmika is and that is now available for use. Just copy & paste!**

Hi team,

I am excited to share that our team has invested in Tarmika for our small commercial quoting needs. Tarmika is a tool where you enter your client or prospect's information in one system and receive quotes from several of our carriers.

Why Tarmika?

We want to ensure that we are getting the best rates for our clients in a timely and efficient manner for our small commercial business. Quoting in one place will help us save time and streamline our process instead of having to jump between all of our carrier partners portals.

Benefits of Tarmika:

- Quote with multiple carriers at once
- Simple integration with Epic
- Ability to bridge information into carrier portals with the click of a button
- Acord form download
- SAVE TIME!

Next Steps:

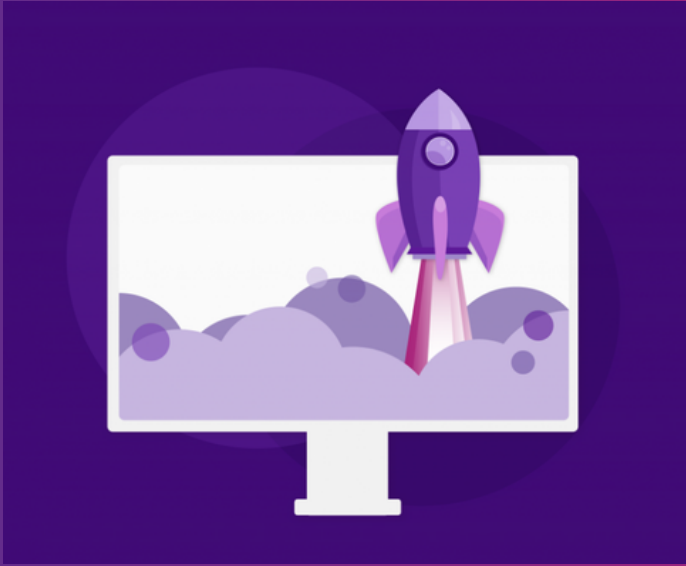
- Join our onboarding call with Tarmika
- Ensure your profile is completed
- Start quoting

Questions/Feedback:

The Tarmika team encourages everyone to attend our onboarding session to get familiar with the system and then to begin inputting your business into Tarmika. If you have questions they have a great Knowledge Base and 24/7 Support team should anything come up.

Best,





Congrats, you have entered your Tarmika era.

We are so lucky to have you and cannot wait
to see your workflow efficiencies take off!



QUESTIONS?



Contact our Support Team!

support@appliedsystems.com

617 - 380 - 4377

