

**Producer's Administrator Responsibilities Agreement**

1. Producer hereby appoints the following employee(s) to be an "Administrator" for all usernames/IDs and passwords provided for use of TheZenith.com Website Rate Quote/Policy Inquiry features ("TheZenith.com") by Producer's Authorized Persons:

A) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

B) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

2. The Administrator shall have the following responsibilities as further described in the Producer's Agency or Broker Agreement, and any other rules and procedures provided by Zenith Insurance Company ("Company"):

(a) maintain an Excel log of IDs and staff name/e-mail data for the Producer's Authorized Persons (Company will provide the initial electronic log of existing usernames/IDs), and make the Excel log available to Company staff as requested;

(b) follow all Company rules and procedures pertaining to TheZenith.com user names/IDs, including the terms and conditions set forth in Producer's Agency or Broker Agreement;

(c) provide new Authorized Persons with a written copy of the applicable User Terms, and inform them that he/she will be required to electronically 'accept' the User Terms the first time he/she signs on to TheZenith.com Rate Quote/Policy Inquiry Features;

(d) ensure security of the TheZenith.com user passwords;

(e) ensure proper training before a new Authorized Person begins to use the TheZenith.com Rate Quote/Policy Inquiry Features;

(f) promptly terminate/expire a user ID (within one business day) when the Authorized Person leaves the Producer; no longer needs or is authorized by Producer to access the Rate Quote/Policy Inquiry Features; is no longer a resident of the United States; whenever the user name/ID and password were used by any person who had access to The.Zenith.com and was not an Authorized Person; or whenever an Authorized Person's user name/ID or password is lost or stolen or as to which required security has been breached, and as instructed by Company;

(g) assist Company in auditing Producer's compliance with all requirements regarding issuance, maintenance and use of TheZenith.com user names/IDs, passwords and Rate Quote/Policy Inquiry Features; and

(h) promptly notify Company in the event of any breach of security regarding usernames/IDs and passwords or use of TheZenith.com Rate Quote/Policy Inquiry Features, and if the Producer's Administrator can no longer perform his/her duties.

3. By signing below, Producer hereby notifies Company that it appoints the Administrator(s) named above to perform the responsibilities as stated above, and each Administrator hereby agrees to perform such responsibilities, until Company is otherwise notified in writing.

**ADMINISTRATOR A:**

By: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Date: \_\_\_\_\_

**Producer's Administrator Responsibilities Agreement**

**ADMINISTRATOR B:**

**By:** \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Date: \_\_\_\_\_

**AGENCY:**

**By:** \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Producer Code: \_\_\_\_\_  
Producer Code: \_\_\_\_\_  
Producer Code: \_\_\_\_\_  
Producer Code: \_\_\_\_\_