



ERS – ARC Set-Up Information

Thank you for registering your interest in managing your ERS statements through ARC

To enable us to get you up and running as quickly as possible, please complete the following information that will enable us to get you started.

CONTACT DETAILS

BROKER NAME	
ADDRESS	
POSTCODE	
BROKER ACCOUNTS CONTACT & TELEPHONE NUMBER	
BROKER I-MARKET ADMINISTRATOR & TELEPHONE NUMBER	

CHECKLIST

DO YOU HAVE AN I-MARKET ACCOUNT? YES/NO

HAVE YOU REGISTERED WITH EQUITY
RED STAR ON I-MARKET? YES/NO

(You will need to do this in order for us to activate your account – please see useful information on next page)

HAS YOUR I-MARKET ADMINISTRATOR
GIVEN YOU A USER ID AND PASSWORD? YES/NO

ACCOUNT SET UP

We are able to display all of your accounts in one view, or arrange for accounts to be split by branch or individual. To assist us in setting up your accounts to your preferences, please provide us with the information requested below;

ACCOUNT REFERENCE	E-MAIL ADDRESS FOR NOTIFICATIONS	BRANCH POSTCODE	YOUR CONTACT NUMBER

ONCE COMPLETED, PLEASE SEND YOUR FORM TO arc@ers.com. WE WILL BE IN CONTACT TO CONFIRM YOUR DETAILS & CONFIRM THE LIVE DATE WHEN YOUR DATA WILL BE LOADED IN TO ARC.



ARC - Useful Information

How to register with i-market

- Go to www.imarket.co.uk and click 'Register'
- Complete the details, including your company registration number and details of Directors (guidance is available online throughout the process)

How to register with Equity Red Star on i-market

- Go to www.imarket.co.uk and login-in
- Go to "Admin"
- Click "Register with New Insurer"
- Select Equity Red Star from the list
- Click "Submit" – your request will be forwarded to us and we will then be able to add the service for you

How to access your account once you are live with Equity Red Star

- Log in at www.imarket.co.uk
- Click the 'Products & Services' tab
- Choose 'Accounts' from the left hand menu, and select 'Accounts Settlement'

Can we help you?

If you require any further information or assistance please contact Kim Witmore on 01277 206184 or email us at arc@ers.com