**How to Look Up and Quote a Home Business BOP**

**Looking up a Home Business Policy**

1. Log onto [**myportal.rlicorp.com**](https://myportal.rlicorp.com/content/rliPortal/login.html)
2. From the home screen, click on **Home Business** from the drop-down menu.
3. For **policy information**, click on **RLINK 360**, the first option.
4. A new screen will pop up. Enter the **policy number** or the **submission number** in the box, and then select the magnifying glass to search. Next, click on the submission number (left side). From there you can search and see documents by clicking the **DOCUMENT** tab.

**How to Submit a Home Business Quote**

1. If you want to submit a **new quote**, log into [**myportal.rlicorp.com**](https://myportal.rlicorp.com/content/rliPortal/login.html) and click on **Home Business** from the drop-down menu.
2. Then select **RLINK 360**.
3. Next, click on **NEW Application** at the top left. Select a **FULL QUOTE**.
4. When you are finished, click submit at the bottom of the page. If approved, RLI will send a link to e-sign and pay online to the email address in the payment screen. There is no need to submit anything else unless it is requested on the application.