

On-Line Policy Documents Tutorial From Agent's Inbox

To access the Online Document Tutorial

Click on the link labeled “**Agent’s Inbox**” in the left hand frame under the Support Links.

Support Links

- Agency Information
- Quick Tips
- Help/Tutorial
- Glossary
- e2Value Home Estimator
- Agency Reports
- Agent's Inbox
- Feedback
- Paperless (Opt Out)
- Electronic Services



You can also access on-line documents from the Inquiry System. When inquiring on a policy using agency link click the “**Policy Document**” link at the top of the page.

Policy Inquiry

| | |
|------------------------------------|---|
| Insured's Name: | <input type="text"/> |
| Postal Code: | <input type="text"/> |
| Line of Business: | <input type="text" value=""/> |
| Policy Number: | <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> |
| Expires within (# of days): | <input type="text" value=""/> |
| Sort Results By: | Policy Number <input type="text" value=""/> Ascending <input type="text" value=""/> |

[Policy Documents](#)

[Policy Search](#) > **Policy Inquiry**

| | | | | | | |
|---------------------------|----------------------------|-----------------------|-----------------|-----------------|--------------------------|-------------------|
| Policy | Additional Interest | Insurance Line | Location | Coverage | Extended Coverage | Loss Activ |
| Policy Information | | | | | | |

Search Selections (Policy Documents Tab)

Policy Documents

Hide Search Show Operations

Recipient: Policy: Insureds Name: Trans Type:

Date Produced:

Advanced Search

| <input type="checkbox"/> | Recipient | Policy | Insureds Name | Trans Type | Date Produced | |
|--------------------------|----------------------|--------------|-------------------|-----------------|---------------|--|
| <input type="checkbox"/> | Insured - Invoice | HOP600001007 | Abby Smith | BI Billing | 11/1/2011 | |
| <input type="checkbox"/> | Agent | LLP660001902 | Aaaa | EN Change as of | 11/1/2011 | |
| <input type="checkbox"/> | Agent | ART070020200 | John Smith | NB New Business | 11/1/2011 | |
| <input type="checkbox"/> | Insured - Invoice | HOP600001007 | Abby Smith | BI Billing | 11/1/2011 | |
| <input type="checkbox"/> | Agent | LLP660001902 | Aaaa | EN Change as of | 11/1/2011 | |
| <input type="checkbox"/> | Agent | ART070020200 | John Smith | NB New Business | 11/1/2011 | |
| <input type="checkbox"/> | Insured - Non-Pay Nc | ART070016200 | Art Bind | BI Billing | 8/22/2011 | |
| <input type="checkbox"/> | Insured - Non-Pay Nc | BOP407013101 | C-store W/cooking | BI Billing | 8/22/2011 | |

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Recipient:

Leave Recipient empty to select all recipients

Policy:

Enter a policy number include the symbol (ie: HOP1234567 no Mod needed)

Trans Type:

Leave Trans Type empty

Click the SEARCH button



Check the recipient you would like to view. You can change the recipient by using the drop down (ie: Agent, Insured, 1st Mortgagee)

Agent
 Agent
 Insured
 1st Mortgagee

Click on the VIEW button located at the bottom of the page – to view the PDF &

Print using the PDF print button



Recipient Type Descriptions Available for use at this time:

Dec Pages & Forms

Agent = Agent Dec & Forms

Company = Company Dec & Forms

Insured = Insured Dec & Forms

Broker = Broker Dec

Additional Insured = Additional Insured Dec & Forms (up to 35 recipients)

1st Mortgagee = 1st Mortgagee Dec & Forms (up to 10 recipients)

2nd Mortgagee = 2nd Mortgagee Dec & Forms (up to 10 recipients)

3rd Mortgagee = 3rd Mortgagee Dec & Forms (up to 10 recipients)

Loss Payee = Loss Payee Dec & Forms (up to 30 recipients)

Invoices (N1)

Insured – Invoice = Insured Copy of N1

Additional Insured – Invoice = Add'l Insured Copy of N1

Mortgagee Invoice/NonPay Notice = Mortgagee Copy of N1

NonPay Notices (N3)

Insured – NonPay Notice = Insured Copy of N3

Agent – NonPay Notice = Agent Copy of N3

Loss Payee – NonPay Notice = Loss Payee Copy of N3

Company – NonPay Notice = Company Copy of N3

Additional Insured – NonPay Notice = Add'l Insured Copy of N3

Mortgagee – Invoice/NonPay Notice = Mortgagee Copy of N3

Rescission Notices (N5)

Insured – Rescission Notice = Insured Copy of N5

Agent – Rescission Notice = Agent Copy of N5

Loss Payee – Rescission Notice = Loss Payee Copy of N5

Additional Insured – Rescission Notice = Add'l Insured Copy of N5

Mortgagee – Rescission Notice = Mortgagee Copy of N5

TransType Descriptions Available for use at this time:

NB New Business

RB Renewals

EN Change as of

BI Billing (includes N1, N3, and N5)