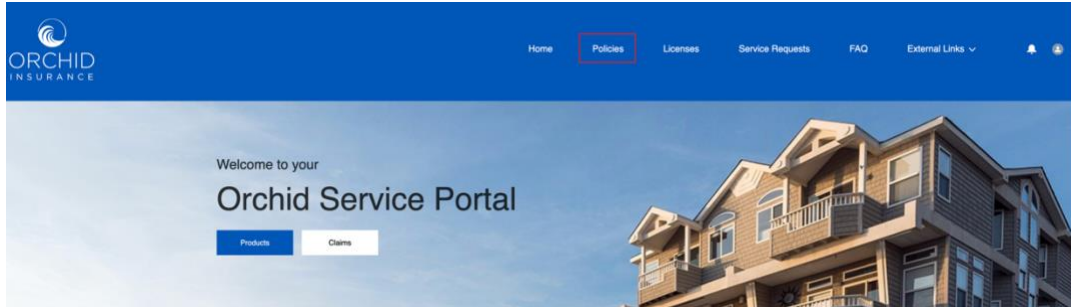


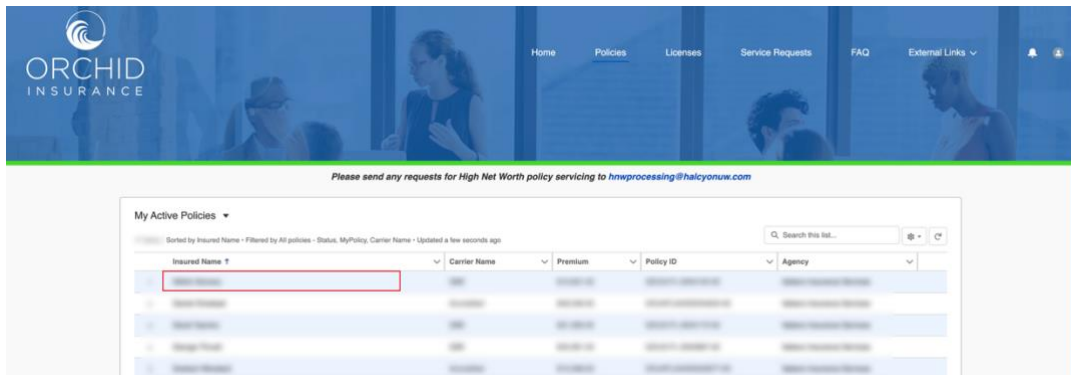
## Endorsements: Agent Portal

If you need to update a Connect or Policy Plus policy, log in to the [Agent Portal](#).

After logging into the [Agent Portal](#), select "Policies" in the menu bar at the top of the webpage.



Then select the name of the insured whose policy needs updating.



Under the "Request Type" dropdown, select "Endorsement," fill out the other required information, upload any supporting files, and select "Submit Request." A case number will be assigned to your request. Please select "Finish."

The screenshot shows the "Policy Details" form. On the left, there's a "Back to Policies" button and a "Policy Details" section with "Agency Details" and "Insured Details" expandable sections. The "Insured Details" section is expanded, showing fields for Insured Name, Insured Address, Insured Phone, Insured Email, Effective Date, and Expiration Date. On the right, there's a "Submit a Request related to the policy" section. It contains a note: "Please note that if this is related to an inspection, please send an email to inspections@orchidnyuw.com." Below this are fields for "Request Type" (a dropdown menu with "None" selected), "Subject", and "Request Details". At the bottom of this section are two buttons: "Upload Files" and "Submit Request".