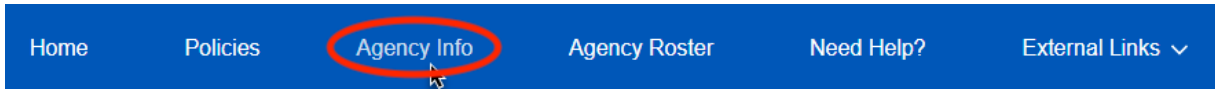
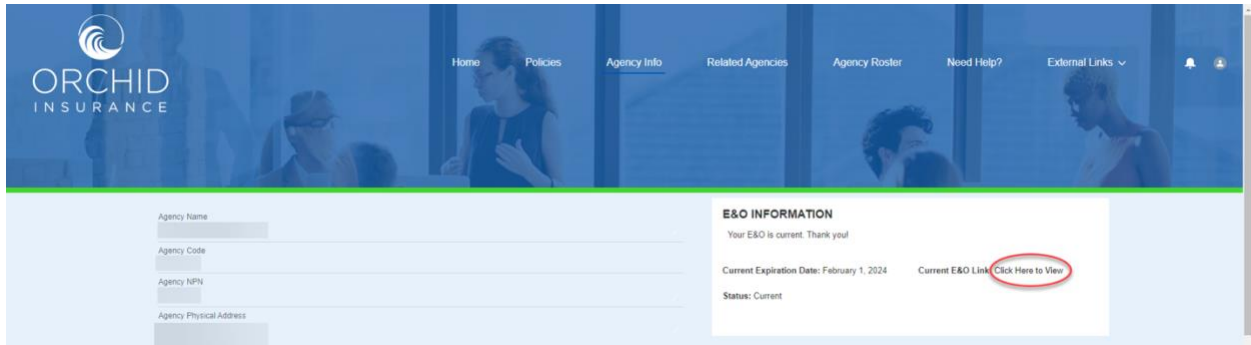


- 1) After logging into the [Agent Servicing Portal](#), select "Agency Info" in the menu bar at the top of the webpage.



- 2) Then under "E&O INFORMATION" select "Click Here to View."



- 3) A dropdown will populate under "UPDATE OR DELETE DOCUMENT REQUEST." Please select "Errors and Omissions," as shown below. Fill in the required information and select "Begin."

#### UPDATE OR DELETE DOCUMENT REQUEST

Please fill out the necessary details

\* Document Type

Errors and Omissions

\* License/Policy Number

\* Document Expiration Date

\* Carrier (30 characters or less)

\* Limit

\* Retention



If you do not currently have access to the Agent Servicing Portal, contact our Agency Services Department at 866-370-6505, Option 1 then Option 4, or email us at [agencyervices@orchidinsurance.com](mailto:agencyervices@orchidinsurance.com). Please note, you must be the agency principal or designated admin to update this information via the portal.