1) After logging into the <u>Agent Servicing Portal</u>, select "Agency Info" in the menu bar at the top of the webpage.

Home	Policies	Agency Info	Agency Roster	Need Help?	External Links 🗸
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2) Then under "E&O INFORMATION" select "Click Here to View."

ORCHID IN SURANCE	120	Home Policies	Agency Info	Related Agencies	Agency Roster	Need Help?	Edernal Links v	•••
Agency Name				E&O INFORMAT Your E&O is current. 1				
Agency Code			Current Expiration Date: February 1, 2024 Current E&O Link Click Here to View	and the Minus				
Agency NPN				Status: Current	ne. 7 60/08/9 1, 2024 CI	And Las Lind City H		
Agency Physical Ad	dress							

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."

OFDATE OR DELETE DOCOMENT REQUEST				
Please fill out the necessary details				
* Document Type				
Errors and Omissions	\$			
* License/Policy Number				
*Document Expiration Date				
	Ė			
* Carrier (30 characters or less)				
* Limit				
* Retention				
	Begin			
	begin			

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 <u>agencyservices@orchidinsurance.com</u>. Please note, you must be the agency principal or designated admin to update this information via the portal.

UPDATE OR DELETE DOCUMENT REQUEST