

DASHBOARD

1

ORCHID MARKETPLACE Start Quote **Dashboard**

SUBMISSIONS Search Display Created in Status

CREATED DATE	NAME	SUBMISSION #	ADDRESS	STATUS
11/07/2023	Fih03 Canopus7	SN276575	1610 19th Avenue Southwest, Vero Beach, FL 32962	Submission In Progress
11/07/2023	Fih06 Canopus3	SN276692	1612 19th Avenue Southwest, Vero Beach, FL 32962	Submission In Progress
11/07/2023	Fih06 Canopus3	SN276464	1610 19th Avenue Southwest, Vero Beach, FL 32962	Submission In Progress
11/07/2023	RateTest46 Canopus	SN276336	190 Ocklawaha Road, Wewahitchka, FL 32465	Submission In Progress
11/07/2023	Canopus Test1	SN276577	101 18th Avenue South, Naples, FL 34102	Submission In Progress

Selecting “Dashboard” from the top toolbar allows you to search Submissions and Policies using the submission number, policy number, or insured’s name. You can change the display to show the number of items to search, the time frame it was created, or processing status. Please note that there may be many pages to scroll through.

2

POLICIES Search Display Created in Status

CREATED DATE	NAME	POLICY#	ADDRESS	STATUS	QUOTE TYPE
2023-11-07 09:53:24	Paula Prozzi 11.7.23	REN-FL-0001080-00	203 Northwest 12th Terrace, Coral Springs, FL 33071	Pending Payment	New Business
2023-11-07 09:51:53	Robert Velazquez	QBES-NY-0003946-00	918 Hudson Avenue, Peekskill, NY 10566	Pending Payment	New Business


Once you have entered your criteria, click the search button on the right to conduct your search. When you have located the policy or submission, click anywhere in the row to select the policy.

Notes:

3

Policy #QBES-FL-0003854-00

\$5,458.85
PREMIUM



STATUS
Issued

COMPLETE PAYMENT
Click here to view completed payments.

[VIEW PAYMENTS](#)

ENDORSEMENTS

[NEW ENDORSEMENT](#)

After selecting a policy, you will be directed to the policy information page. Here you will be able to view payments or look at open invoices by selecting “View Payments”, or initiate a new endorsement by selecting “New Endorsement”. Any endorsements that have already been processed will appear in the Endorsements section. Coverage and policy details are displayed under the Endorsements section.

3

Documents

NAME	DOCUMENT	CREATED BY	CREATED
Binder Document	Binder_Document_NOV-1-2023-11-1-56_647637570.pdf	Paula Phipps	11-01-2023 11:01:55
Insured Invoice	Insured_Invoice_NOV-1-2023-11-1-56_88441217.pdf	Paula Phipps	11-01-2023 11:01:55
Mortgagee Invoice	Mortgagee_Invoice_NOV-1-2023-11-1-55_1199932579.pdf	Paula Phipps	11-01-2023 11:01:55
Quota Proposal	Quota_Proposal_NOV-1-2023-10-29-59_464180376.pdf	Paula Phipps	11-01-2023 10:29:58

The Documents section at the bottom of the page will list all documents associated with the policy. Selecting any of the hyperlinks will open that document for your review.

Notes:
