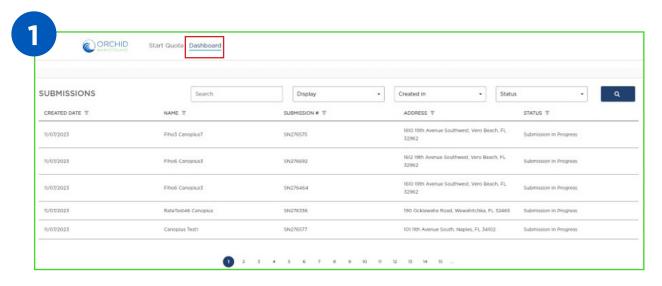
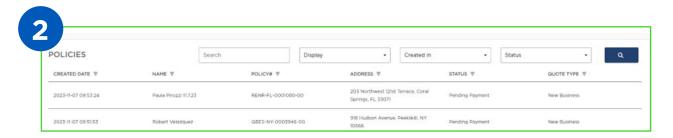
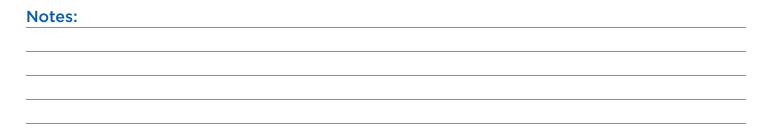
DASHBOARD



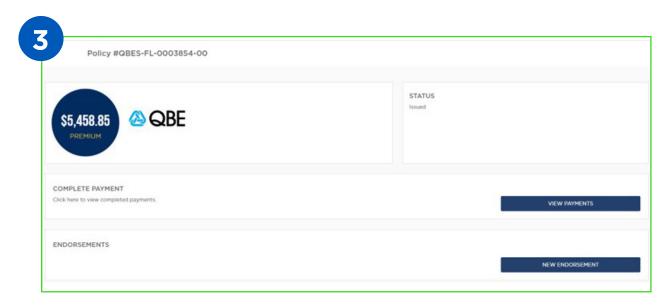
Selecting "Dashboard" from the top toolbar allows you to search Submissions and Policies using the submission number, policy number, or insured's name. You can change the display to show the number of items to search, the time frame it was created, or processing status. Please note that there may be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



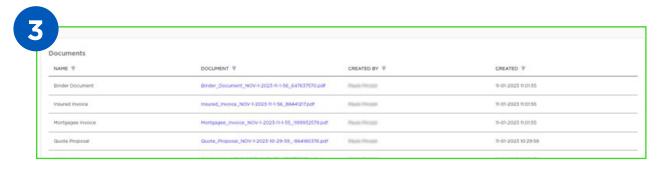
Once you have entered your criteria, click the search button on the right to conduct your search. When you have located the policy or submission, click anywhere in the row to select the policy.







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.



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.

