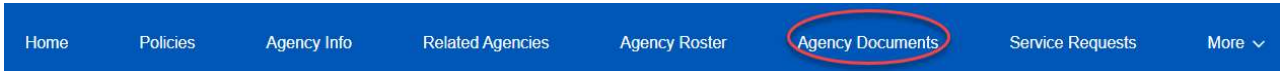
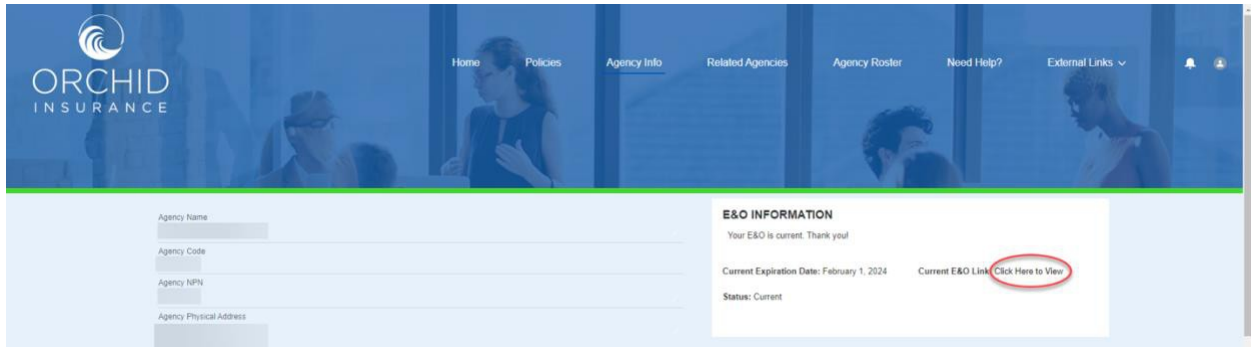


- 1) After logging into the [Agent Servicing Portal](#) select "Agency Documents" in the menu bar at the top of the webpage.



- 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

* 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, or email us at agencyservices@orchidinsurance.com. Please note, you must be the agency principal or designated admin to update this information via the portal.