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



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

ORCHID INSURANCE	8	Home Poicies	Agency Info	Related Agencies	Agency Roster	Need Help?	External Links >	•••
Agency Name				E&O INFORMAT				
Agency Code						6		
Agency NPN				Current E&O Link Click Here to View Status: Current				
Agency Physical Address								

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."

Document Type	
Errors and Omissions	
License/Policy Number	
Document Expiration Date	
	i
Carrier (30 characters or less)	
Limit	
Retention	

UPDATE OR DELETE DOCUMENT REQUEST

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.