How to check output

There are TWO locations you will utilize to check output; Doc Viewer and Reports.

1. **Doc Viewer**
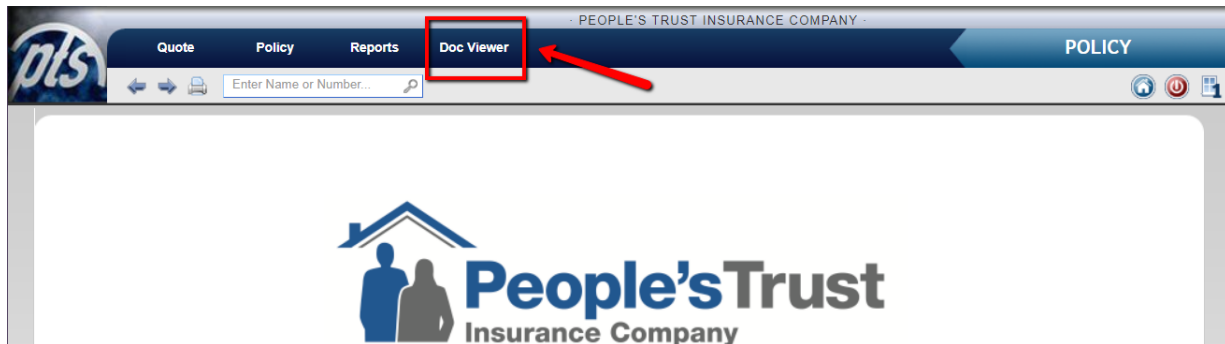   Doc Viewer will allow you to access correspondence sent to the insured.
2. **Reports.**
   Reports will give you access to suspenses.

Doc Viewer:

1. Once logged into our system locate Doc Viewer on the Top bar.

2. Click on Doc Viewer.
3. Enter a date range (The date range must be within 30 days)
   This will provide all documentation issued to the insured within the date range provided
4. Select "All Documents"

These are all the documents issued to the insured within the date range provided.

- You can view an individual document by selecting the magnifying glass.
- You can select the documents to print by checking the box on the right.

If you selected documents to print they will generate on the screen
- You can print them or save them on the screen.

To go back, click the back button on the top of the screen.
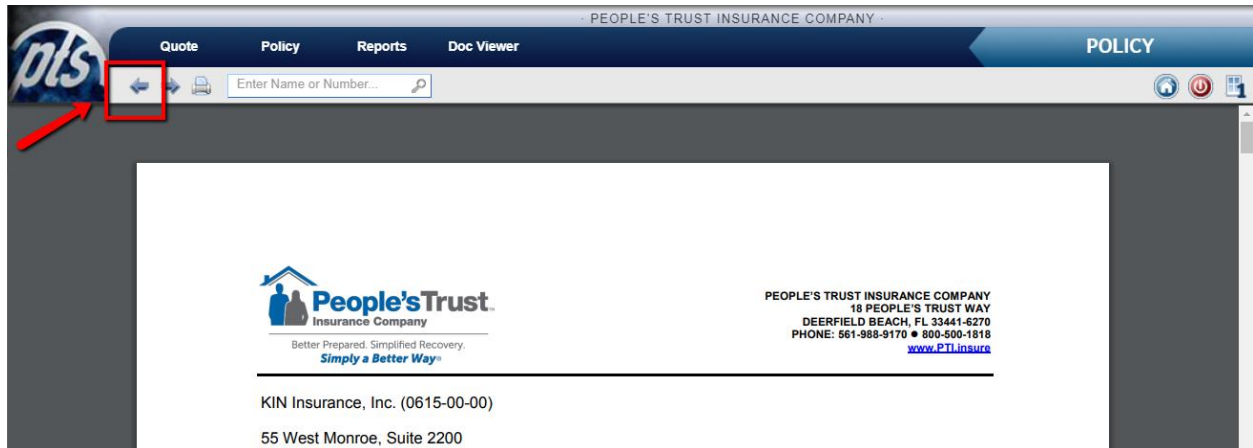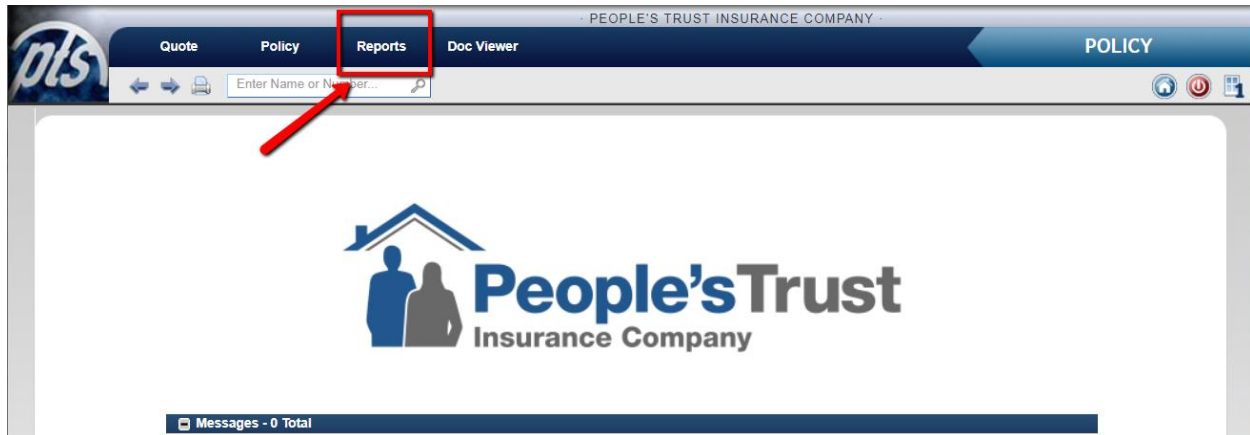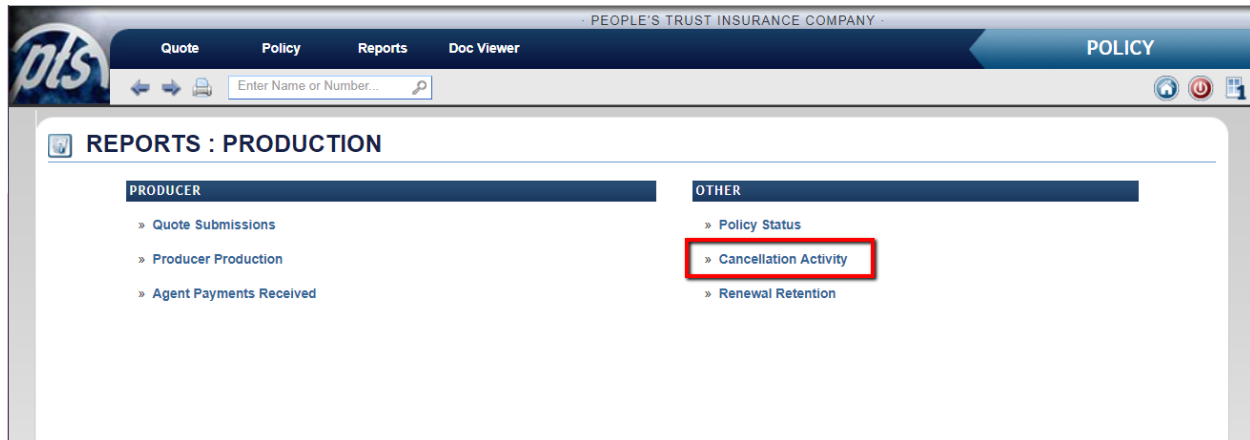

Then click the X or Cancel
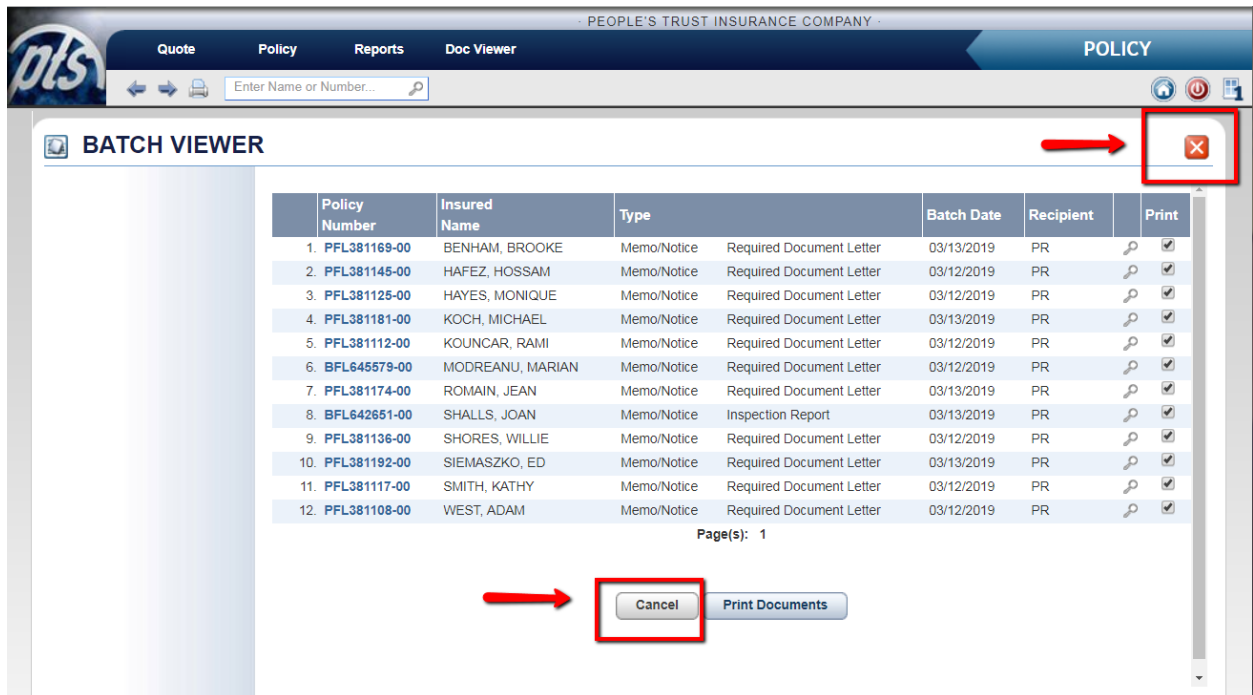
Reports:

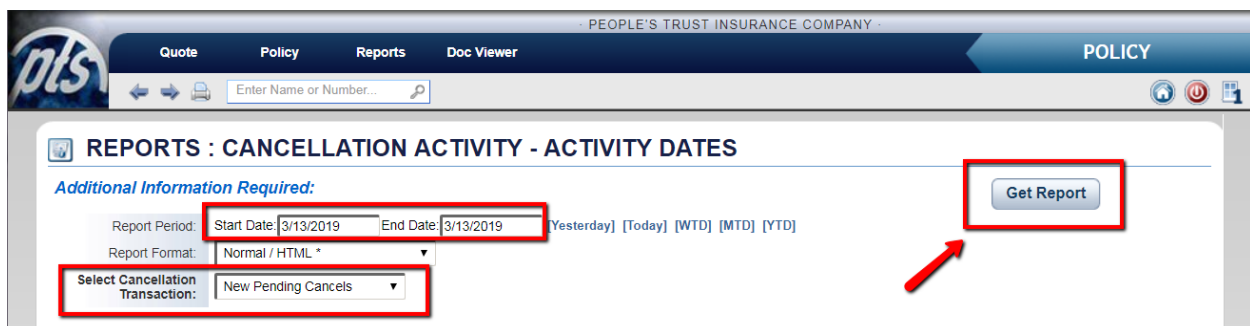1. Locate the Report tab on the top bar.

2. Select Cancellation Activity

3. Select a date range
4. Select New Pending Cancels
5. Click on Get report

> This will generate pending cancellations for Non Payment that are not available on Doc Viewer.

This will generate a report, you can access each policy by clicking on the policy number.