

How to check output

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

1. Doc Viewer

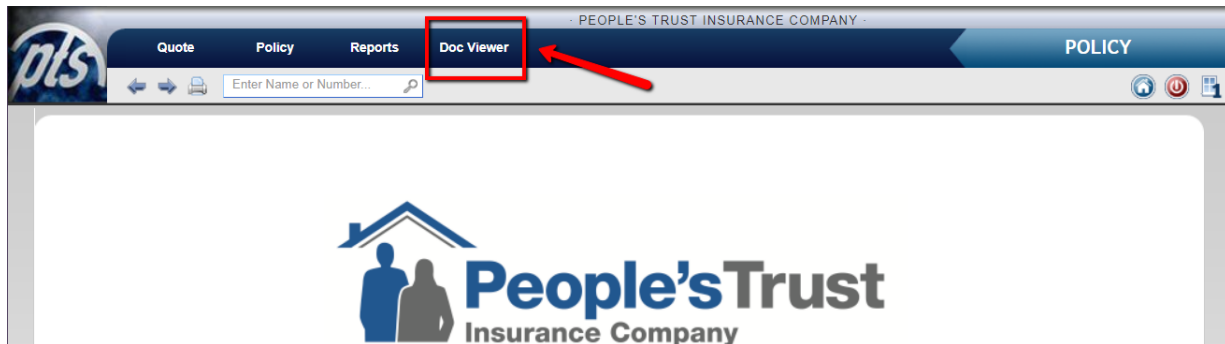
Doc Viewer will allow you to access correspondence sent to the insured.

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"

DOCUMENT TYPE		
<input type="checkbox"/> Decsheet	<input type="checkbox"/> Renewal Notice	<input type="checkbox"/> Policy Bill/Notice
<input type="checkbox"/> Pending Cancel	<input type="checkbox"/> Reinstatement Notice	<input type="checkbox"/> Cancel Notice
<input type="checkbox"/> Renewal Not Taken	<input checked="" type="checkbox"/> All Documents	<input type="checkbox"/> Other

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.

BATCH VIEWER

	Policy Number	Insured Name	Type	Batch Date	Recipient	Print
1.	PFL381169-00	BENHAM, BROOKE	Memo/Notice Required Document Letter	03/13/2019	PR	<input checked="" type="checkbox"/>
2.	PFL381145-00	HAFEZ, HOSSAM	Memo/Notice Required Document Letter	03/12/2019	PR	<input checked="" type="checkbox"/>
3.	PFL381125-00	HAYES, MONIQUE	Memo/Notice Required Document Letter	03/12/2019	PR	<input checked="" type="checkbox"/>
4.	PFL381181-00	KOCH, MICHAEL	Memo/Notice Required Document Letter	03/13/2019	PR	<input checked="" type="checkbox"/>
5.	PFL381112-00	KOUNCAR, RAMI	Memo/Notice Required Document Letter	03/12/2019	PR	<input checked="" type="checkbox"/>
6.	BFL645579-00	MODREANU, MARIAN	Memo/Notice Required Document Letter	03/12/2019	PR	<input checked="" type="checkbox"/>
7.	PFL381174-00	ROMAIN, JEAN	Memo/Notice Required Document Letter	03/13/2019	PR	<input checked="" type="checkbox"/>
8.	BFL642651-00	SHALLS, JOAN	Memo/Notice Inspection Report	03/13/2019	PR	<input checked="" type="checkbox"/>
9.	PFL381136-00	SHORES, WILLIE	Memo/Notice Required Document Letter	03/12/2019	PR	<input checked="" type="checkbox"/>
10.	PFL381192-00	SIEMASZKO, ED	Memo/Notice Required Document Letter	03/13/2019	PR	<input checked="" type="checkbox"/>
11.	PFL381117-00	SMITH, KATHY	Memo/Notice Required Document Letter	03/12/2019	PR	<input checked="" type="checkbox"/>
12.	PFL381108-00	WEST, ADAM	Memo/Notice Required Document Letter	03/12/2019	PR	<input checked="" type="checkbox"/>

Page(s): 1

Cancel Print Documents

If you selected documents to print they will generate on the screen

- You can print them or save them on the screen.

batchViewer_renderMulti.cfm

1/12

People's Trust Insurance Company
Better Prepared. Simplified Recovery.
Simply a Better Way®

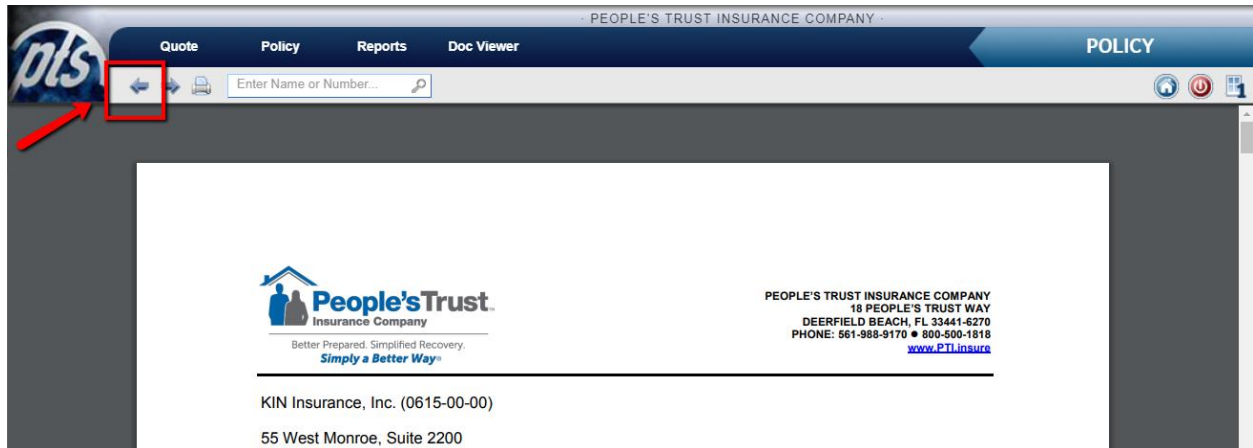
PEOPLE'S TRUST INSURANCE COMPANY
18 PEOPLE'S TRUST WAY
DEERFIELD BEACH, FL 33441-6270
PHONE: 561-888-9170 • 800-500-1818
www.PTI.insure

KIN Insurance, Inc. (0615-00-00)
55 West Monroe, Suite 2200
Chicago IL 60603

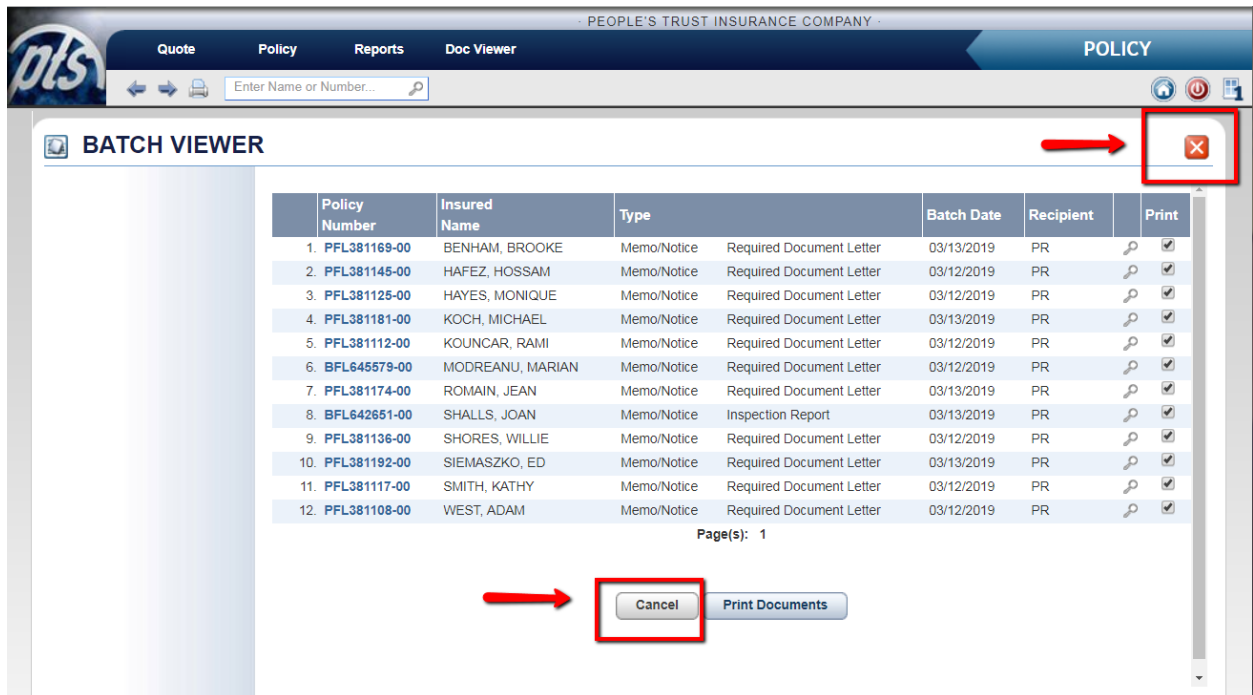
REQUIRED DOCUMENTS

RE: BROOKE BENHAM POLICY #: PFL381169-00
DATE: 03/13/2019 EFFECTIVE DATE: 03/21/2019
POLICY TYPE: Homeowner EXPIRATION DATE: 03/21/2020 12:01 AM
PROPERTY LOCATION: 2159 COUNTRY MANOR ST
BARTOW, FL 33830-2967
UNITED STATES
DUE DATE: 04/11/2019
Dear BROOKE BENHAM

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

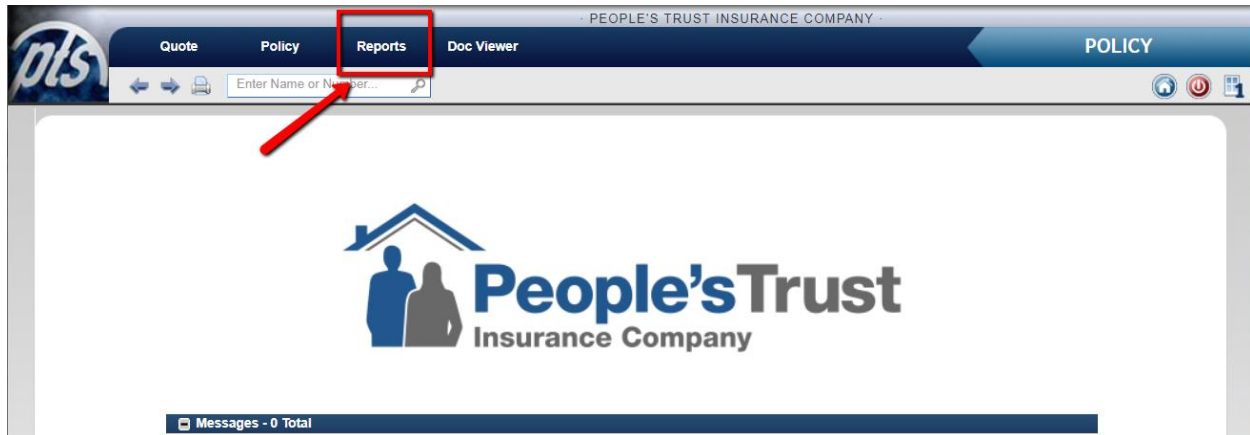


Then click the X or Cancel

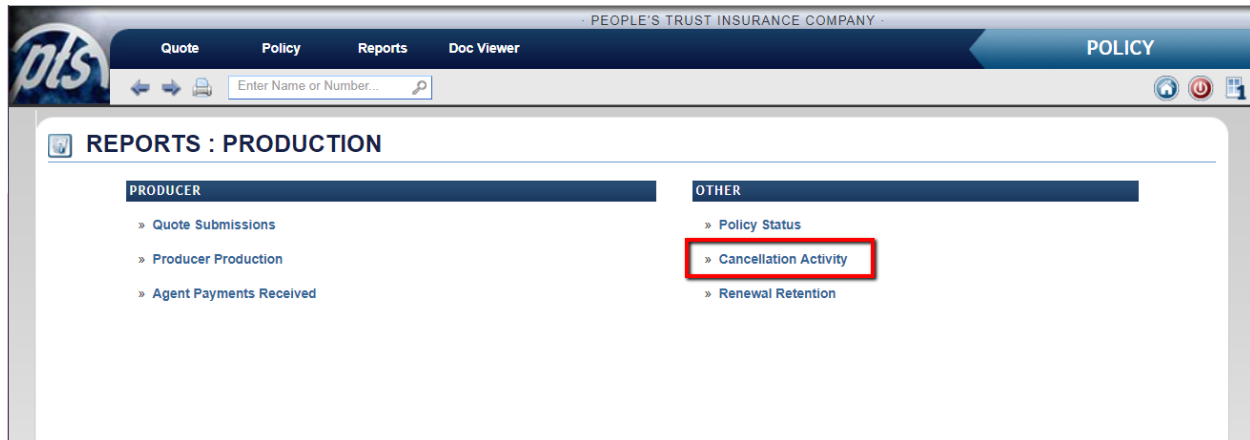


Reports:

1. Locate the Report tab on the top bar.

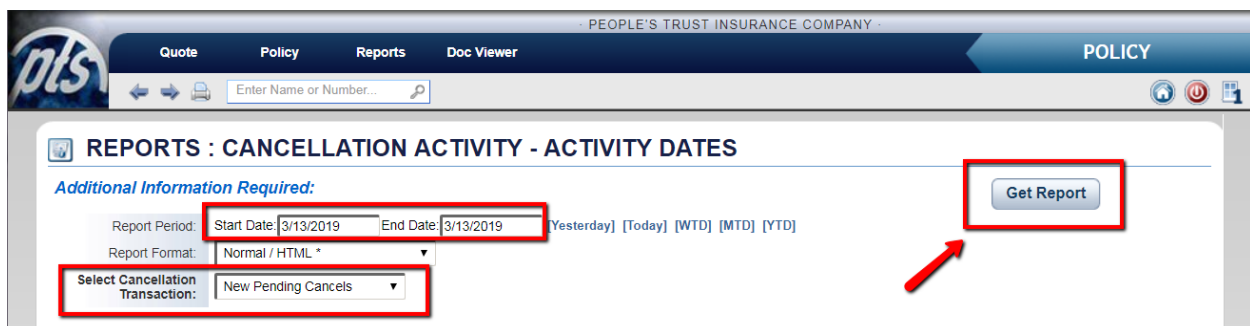


2. Select Cancellation Activity




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.



[Quote](#)[Policy](#)[Reports](#)[Doc Viewer](#)

Enter Name or Number...





PEOPLE'S TRUST INSURANCE COMPANY
18 PEOPLE'S TRUST WAY
DEERFIELD BEACH, FL 33441-6270 | OFFICE: (888) 524-6003

Cancellation Activity

Report Date: 03/13/2019 4:43 PM
EFFECTIVE PERIOD: 03/12/2019 TO 03/13/2019

NEW CANCELS									
Policy #	Insured	Pol Status	Eff. Date	CX Status	Add Date	Cancel Date	Reason	Notice Date	Pending Refund
PFL379166-00	MERRITT, R	Active	02/01/2019	Cleared	03/12/2019	04/06/2019	Failure to Comply with Home Inspection	03/12/2019	0.00

Summary Data:

of Policies: 1