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Insured *	Submi	Effective	Expiration	Status	Premi	Underwriter	Assigned	Action Date	Next Action	Rece	Needed		Mark All Viewed	
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Account Name #17			Jul 13, 2017 Sep. 1, 2017			Underwriter #E		Aug. 15, 201		Jul. 12. :	Jul. 13, 7	-		

The Submissions Home tab lists the submissions for which you are either the Producer or Agency/Brokerage Contact. From the Submissions Home tab, you can create new submissions, sort and search for existing submissions, and monitor status changes and tasks for all of your submissions. You can open multiple submissions at once. When you do, each submission appears in its own tab. You can do the following from the Submissions Home tab:

HOME PAGE	 Create New Submissions Prequalify Submissions Search for Submissions Filter Submissions View the List of Submissions View My What's New and My Tasks
ACCOUNT STATUS	 Draft: Submissions created or downloaded not yet submitted to AMERISAFE. Clear: Submissions in Underwriting review Quoted: Submissions having been quoted Bind Requested/Bound: Submissions requested by user to be bound. Pending Issuance/Issued: Submission currently written with AMERISAFE or are pending policy issuance. Declined/Lost: Submissions having been declined and quoted and not bound. Renewed/Expired/Non-Renewed: Submissions having been renewed, expired or non-renewed.
FILTERS	 My Submissions - Active: Active submissions assigned to the user. Does not include the Declined Lost, Renewed/Expired/Non-Renewed, or Cancelled. My Submission - All: All submissions assigned to the user. My Agency - Active: (Default Filter) Active submissions existing for your agency/brokerage. Does not include the Declined Lost, Renewed/Expired/Non-Renewed, or Cancelled. My Agency - All: All Submissions assigned to agency/brokerage users with the agency/brokerage.
MY WHAT'S NEW & TASKS	 The My What's New pane provides a list of activity for all of your submissions, including the creation of new submissions, status changes, and the addition, modification, or deletion of notes or attachments. The My Tasks section of the Home tab lists all of your assigned tasks that require completion.
CREATING SUBMISSIONS	• You can create new submissions by uploading from an agency management system, entering the account data manually or uploading via PDF by using the Create Submission button. When creating a new submission, all required fields must be completed prior to clicking the Submit button. Required fields are indicated by a red asterisk (*). Loss runs, supplemental applications and mod worksheets can be attached in the Collaboration Tools. After an account has been submitted it can be changed using the Modify Submission button.



OVERVIEW TAB

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bmission Information		7				
		What's New for this Submission				
Status: Quoted (R)			Mark All Viewed			
Insured Name: Account Name		劇	Underwerker assigned a task to Underwriter: Ordered 08/17/2016 09:30 AM Loss Control Inspection			
Applicant #: 02340775 Submission #: 0000067967	Underwriter: Underwriter Assigned Te: Unassigned		Componenter sent an e-mail Re: Account - 08/02/2016 04:35 PM Componience			
Policy #: Premium: \$14,885	Marketing: M.A. 0 Agency/Brokerage: AMERISAFE INSURANCE AGENCY 0		Underwriter sent an e-mail Re. Accourt - 08/02/2016 03:29 PM Correspondence			
Renowal? 💮 Yos 🛞 No	Agency/Brokerage: AMERISAFE INSURANCE AGENCY-0 Producer: Producer: Producer:		Attachment changed: Original Submission.pdf 08/02/2016 03:29 PM			
Product: WC Effective: Aug. 20, 2016 Expiration: Aug. 20, 2017			Attachment changed: Application pdf 05/02/2016 03:29 PM			
Created: Jul. 21, 2016 Created By: Agency AFR			Attachment changed: AccountNameAttack dock 08/02/2016 03:29 PM			
Modified: Aug. 17, 2016			Attachment added: AccountName.doc 08/02/2016 03:29 PM			
Needed-By: Sep. 24, 2016 Received: Jul 28, 2016 9/03 AM		1	Attackward dalated to consult one doe newsystem model to			
			Show Viewed What's New			
			Tasks for this Submission			
ant to						
Request to Bind						

- **Submission Information:** Provides General information on the submission to include insured Name, Account #, Premium, Effective/Expiration Dates, Underwriter, Service Contacts, etc...
- I Want To Section: This section includes buttons that vary based on the current status of the submission. For example, before the application is submitted, the View Draft, Submit Draft, and Delete draft buttons appear. After you submit the application, the View Submission button appears. When a quote is available for your review, the View Proposal button appears, and so on.
- What's New: The What's New for this Submission panel lists the most recent actions that have occurred for the submission, including notes and attachments that were added or changed and status or ownership changes for the submission. This section is similar to the What's New area on the Home screen, but it is specific to this submission.
- **Tasks:** The Tasks for this Submission panel lists all unresolved tasks for the submission, including those assigned to other users if those tasks were shared with you. You can hide tasks that are assigned to other users by selecting Show Only Tasks Assigned to Me at the bottom of the Tasks panel.

The Application Tab contains multiple Tab Headers for the account. Red asterisks () on a tab header indicate that required fields remain on that tab. Click that asterisk icon to move to the next incomplete required field on that tab. Each required field has a red asterisk (*) next to the display label. When a required field is complete, a green check mark (*) replaces the red asterisk.

APPLICATION TAB General Information: Insured's information- Address, Nature of business, Employer's Liability, etc... Rating Elements: State, Class Codes, Premium, etc. Acord Questions: General Acord questions and additional information . Prior Career Information/Loss History: former policy information and loss history. Supplemental Information: If prompted On the Proposals tab, you can view the quotes that an Underwriter has prepared for your submission. When a new quote is available, a pop-up window will inform you that it is available for viewing. If you PROPOSALS TAB click Yes, View it now, the quote will open in the Proposals tab for that submission. If you want to view the guote later, click No, view it later. If you choose not the view the guote immediately, you can view it at any time by opening the submission and clicking the Proposals tab. The Policy Tab includes all endorsements for the related submission. The top item in the list is the Issued policy. The Policy tab includes the following information about each endorsement: The policy number that is associated with the endorsement, date the endorsement was issued and • the endorsement # POLICY TAB Endorsement's effective date; this value is a date between the submission's effective date and expiration date and the description of the endorsement. Status: Status of the endorsement: Draft, Submitted, Pending Issuance, Issued, or Closed. Policy Premium

For additional information, please contact the AMERISAFE Marketing Department at 800.897.9719, or refer to the help button within GEAUX.