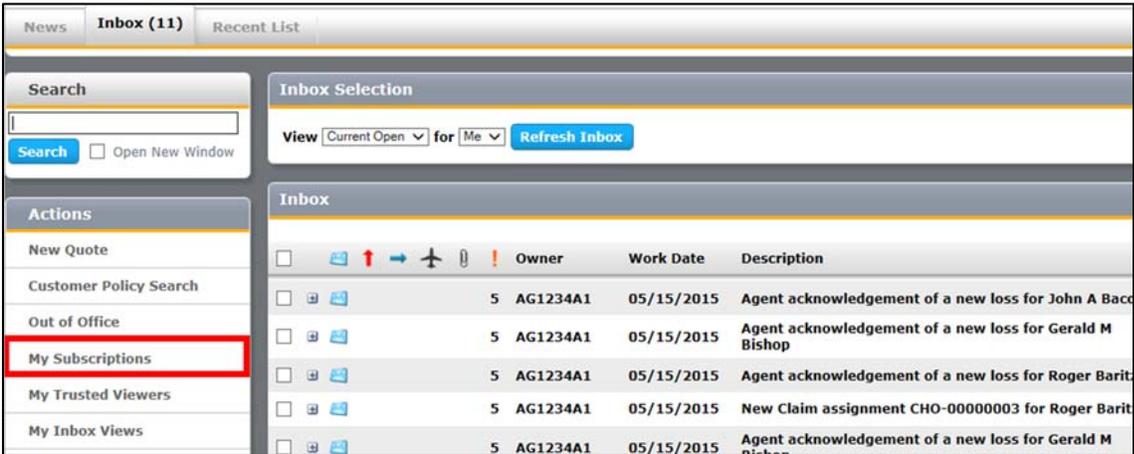


MY SUBSCRIPTIONS

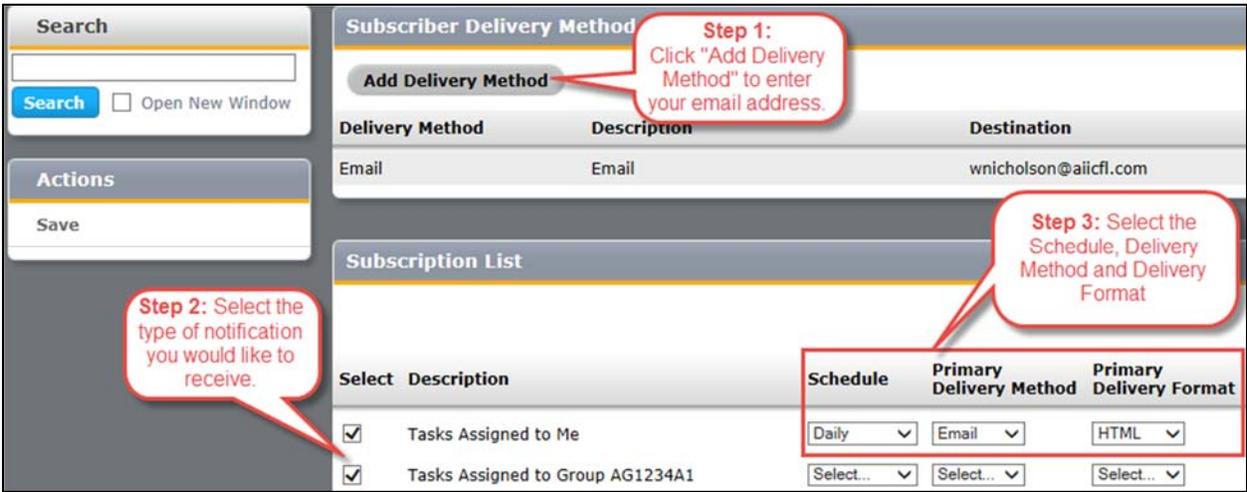
The “My Subscriptions” feature allow agents the capability to receive email notifications when a task is assigned by Underwriting and requires review. Agents that prefer to have an email notification when they have a task to review may set this up through “My Subscriptions”.

Tasks for agent to review may include Underwriting Referrals, First Notice of Loss, Responses to Contact Underwriting questions and Underwriting or Customer Care requests.

Click “My Subscriptions” located in your Inbox view.



- Step 1:** Click “Add Delivery Method” to add your email address(s).
- Step 2:** Select the types of notifications you would like receive.
- Step 3:** Choose the “Schedule” of your notification. Schedule options include “immediately” or “daily”.
- Step 4:** To Finalize, click “Save”.



Note: If you prefer to consolidate all of your email notifications into one daily email, the ‘Digest if Possible’ feature will allow you to do so.

Step 1: Check the “Digest if Possible” field

Subscription List						
Select	Description	Schedule	Primary Delivery Method	Primary Delivery Format	Secondary Delivery Method	Secondary Delivery Format
<input type="checkbox"/>	Tasks Assigned to Me	Select... ▾	Select... ▾	Select... ▾	Select... ▾	Select... ▾
<input type="checkbox"/>	Tasks Assigned to Group AG1234A1	Select... ▾	Select... ▾	Select... ▾	Select... ▾	Select... ▾
<input type="checkbox"/>	Urgent Tasks Assigned to Me	Select... ▾	Select... ▾	Select... ▾	Select... ▾	Select... ▾
<input type="checkbox"/>	Urgent Tasks Assigned to Group AG1234A1	Select... ▾	Select... ▾	Select... ▾	Select... ▾	Select... ▾

 Digest if Possible