

**Purpose:** This quick start is meant to serve as a supplement to the Access Physician Records & Change Menu In OnLine-PL tutorial.

## **PART I—ACCESS RECORDS AND CHANGE MENU:**

### **From the Main Menu:**

1. Click on the **Search** tab. The Search Underwriting & Quotes tabbed page displays.
2. Type the physician's name into the field. Results display in the Policy Issued and Quotes Submitted fields.
3. Click on the physician's name. The Underwriting page displays.
4. Click on the **Change** tab. The Change menu displays.