

Purpose: This tutorial is meant to serve as a supplement to the Bind & Issue New Physician Policy In OnLine-PL tutorial.

PART I—BIND & ISSUE:

From the Desktop:

1. Log on to OnLine-PL.

From the Main Menu:

1. Click on the **Bind & Issue** tab. The Bind & Issued | New Bind tabbed page displays.
2. Click on the physician's name. The Underwriting page displays.
3. Click on the **Print** button. The Documents tabbed page displays.
4. Click on the **Endorsements** tab. The Endorsements tabbed page displays.
5. Click on the **Archive All** button. The Documents tabbed page displays again.

From the Documents tabbed page:

1. Click to select the boxes adjacent to desired documents until all have been selected.
2. Click on the **Master PDF** button. The Master print document displays in the field in green font.
3. Click to select the box adjacent to the Master print document for policy document.
4. Click on the **Notify Agent** button. The Agent notified popup box displays.
5. Click on the **OK** button.
6. Click on the **Underwriting** button. The Underwriting page displays again.
7. Click on the **Main** tab to exit.