

Purpose: This tutorial is meant to serve as a supplement to the Confirmation and Policy Document Emails tutorial.

PART I-EMAILS:

From the Desktop:

Payment Receipt/Confirmation:

1. Review the information contained in payment receipt email, noting the applicant's routing, bank account and transaction number, as well as the amount paid.
2. Retain this email as a receipt of payment.

Policy Document Links:

1. Review the information contained in the confirmation email, noting the applicant's policy number, links to policy documents on the web and email inquiry contact information.
2. Click on the hyperlinks provided in the body of the email to either view the policy documents online or through the portal.

Policy Document Attachments:

1. Review the attached policy documents. **NOTE:** Documents can also be viewed online by following the instructions included in the body of the email.