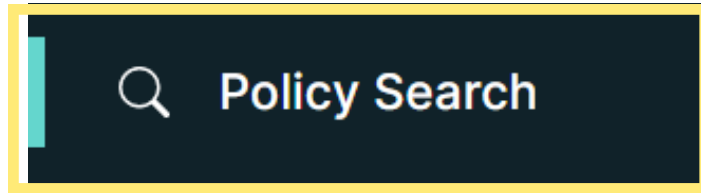
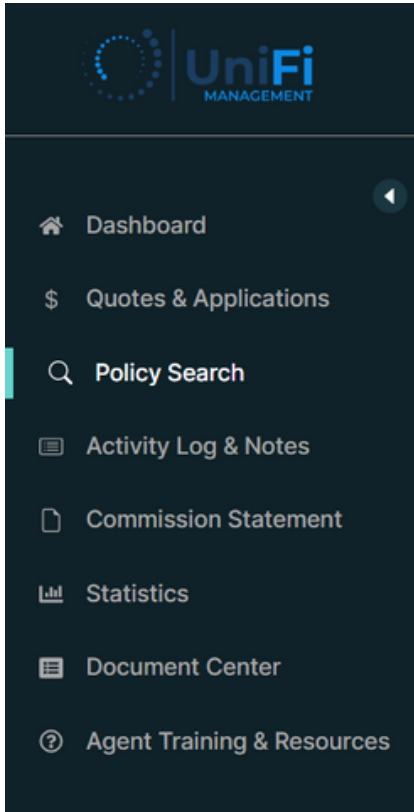
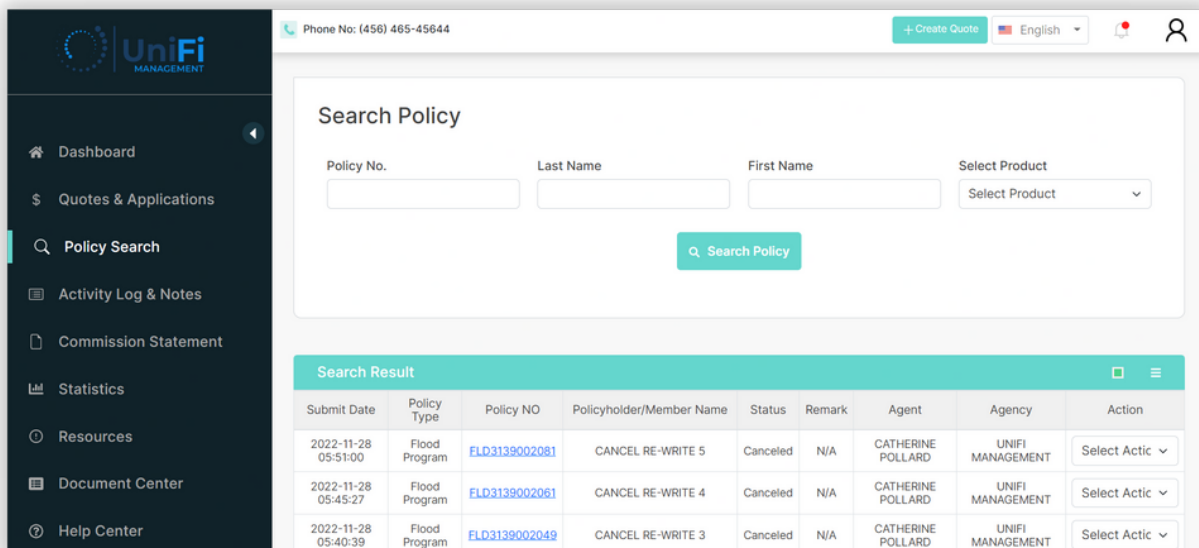


POLICY SEARCH



After signing into the agent portal, find the Policy Search Button in the left banner of the page.

Once selected, the page will update with the Search Policy and Search Result sections.



Within the Search Policy section, enter the Policy No., Last Name, First Name or Product type to search for a policy.

The screenshot shows a 'Search Policy' form with four input fields: 'Policy No.', 'Last Name', 'First Name' (containing 'TEST'), and 'Select Product' (a dropdown menu). Below the fields is a teal button with a magnifying glass icon and the text 'Search Policy'. A yellow box highlights this button.

After selecting the Search Policy button, the Search Result section will display the policies related to the search parameters.

The screenshot shows the 'Search Policy' form at the top, identical to the previous one. Below it is a 'Search Result' table with a teal header. The table contains four rows of search results, each with a hyperlinked blue Policy No.

Submit Date	Policy Type	Policy NO	Policyholder/Member Name	Status	Remark	Agent	Agency	Action
2022-11-30 20:59:49	Flood Program	FLD3139002241	TEST QUOTE	Issued	N/A	TEST TEST	TEST AGENCY	Select Action
2022-11-30 20:58:38	Flood Program	FLD3139002239	TEST QUOTE	Issued	N/A	TEST TEST	TEST AGENCY	Select Action
2022-11-30 20:56:52	Flood Program	FLD3139002234	TEST QUOTE	Issued	N/A	TEST TEST	TEST AGENCY	Select Action
2022-10-28 03:46:49	Flood Program	FLD3139001849	TEST COMM	Canceled	N/A	TEST TEST	TEST AGENCY	Select Action

To open the policy, select the hyperlinked blue Policy No.

This is a close-up of the 'Search Result' table. The Policy No. 'FLD2022000373' is highlighted with a yellow box.

Submit Date	Policy Type	Policy NO	Policyholder/Member Name	Status	Remark	Agent	Agency	Action
2022-08-12 09:17:46	Flood Program	FLD2022000373	TEST DAVIS	Active	N/A	AGENT TEST	TEST NORTH ELEMENTARY	Select Action