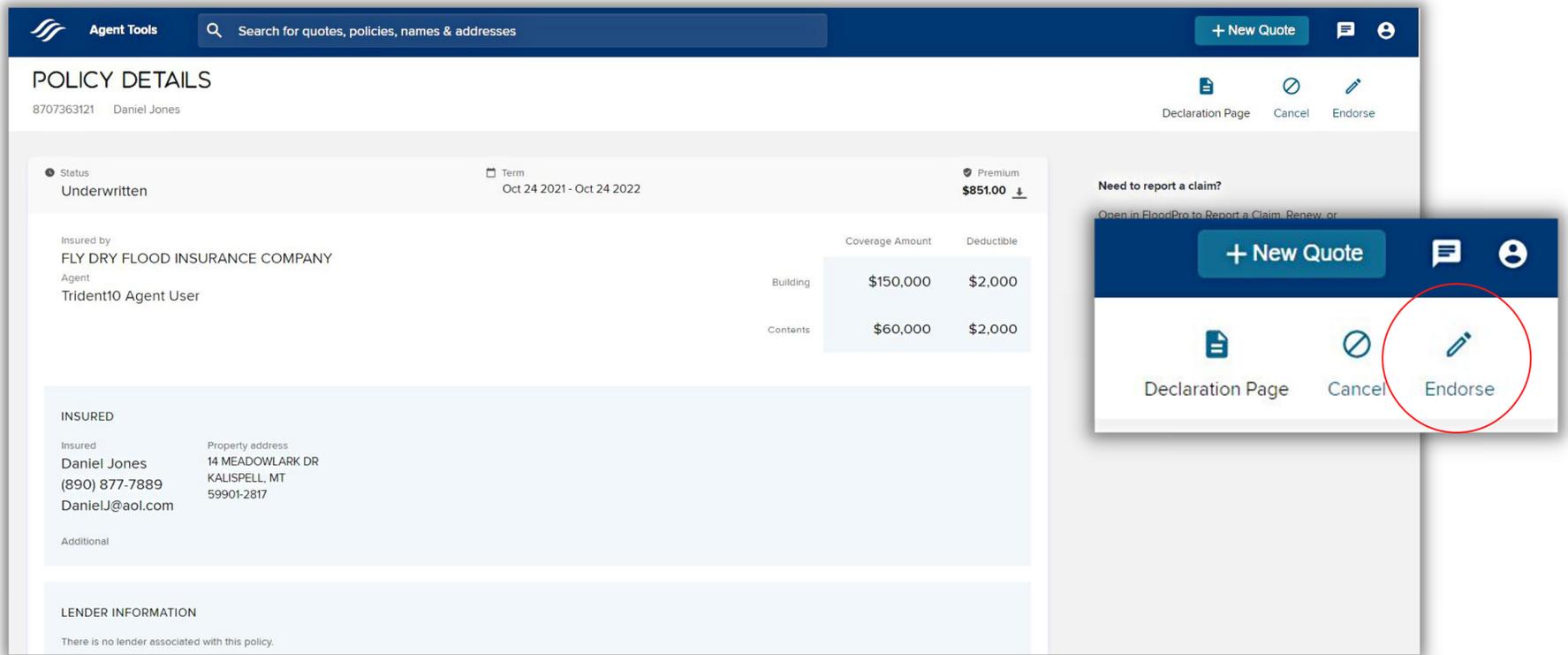


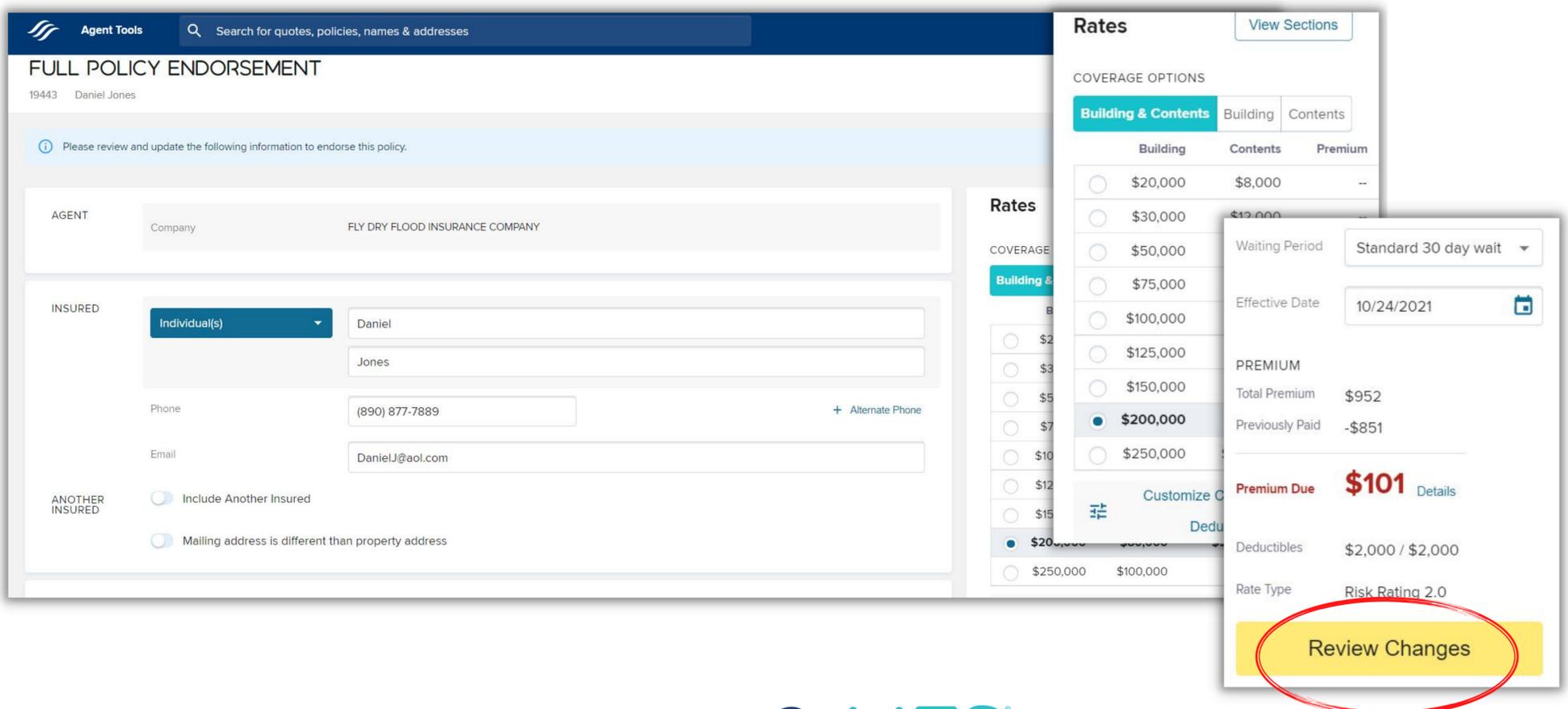
Completing an Endorsement

1. Search for the policy in the Search bar which will take you to the Policy Details page. Click the "Endorse" icon in the top right-hand corner.

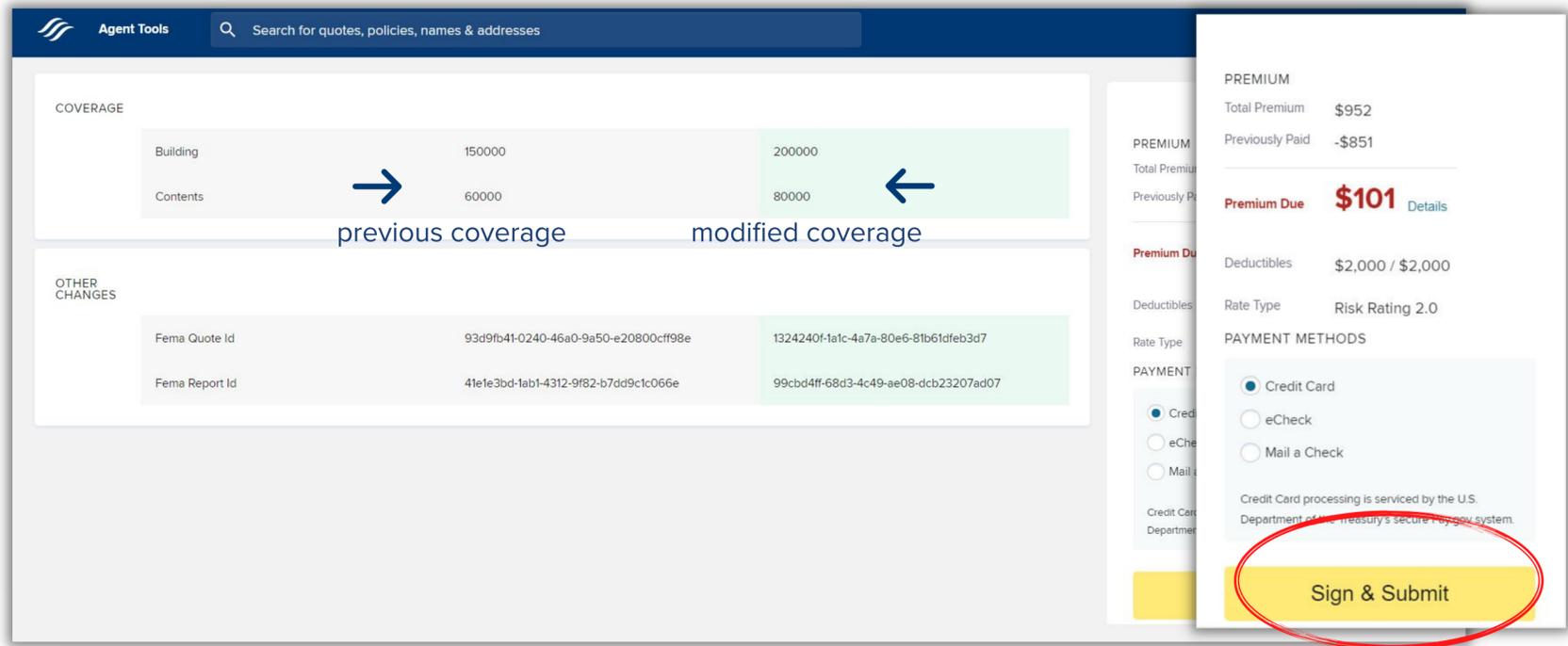


2. You will arrive at the Full Policy Endorsement page and enter the desired changes. Note: This screen is similar to the Policy Builder section.

3. Once you have entered the desired changes, click "Review Changes".



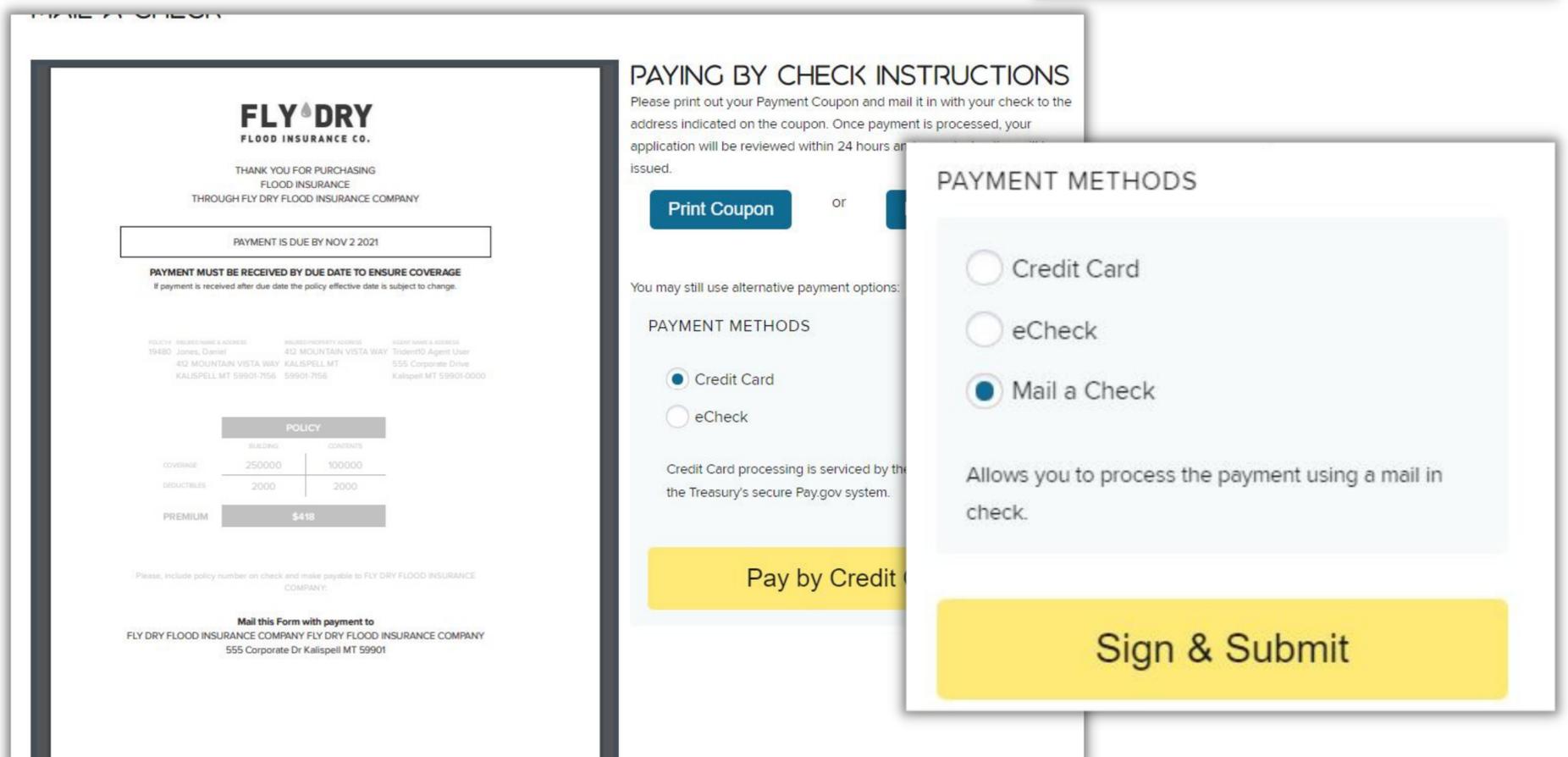
4. The previous version and desired changes will appear side-by-side. After verifying that the changes are correct, click "Sign & Submit" to process the endorsement.



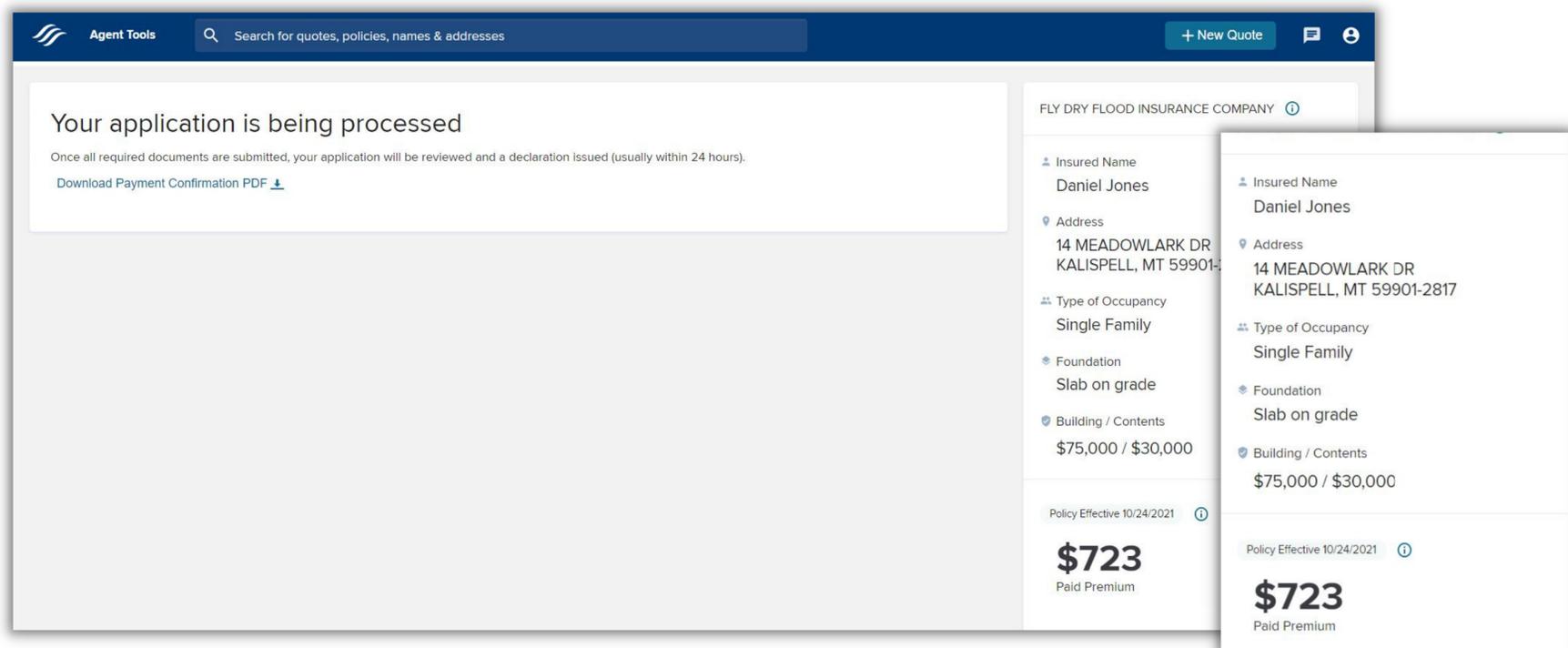
5a. If paying by credit card or eCheck, you will be directed to the pay.gov site.

5.b If mailing a check, you will see a screen similar to the below:

The screenshot shows the 'FEMAFLOODNFSIE' payment form. It includes fields for Agency Tracking ID (U0000006932), Payment Amount (\$539.00), Cardholder Name (Daniel Jones), Cardholder Billing Address (14 Meadowlark Drive), Billing Address 2, City (Kalspell), and Country. The form is titled 'Please provide the payment information below. Required fields are marked with an *'.



6. After payment, the changes will appear on the right-hand side of the screen and you will have the option to "Download Payment Confirmation" as a PDF.



7. Click "Download Payment Confirmation PDF" to receive payment receipt.

