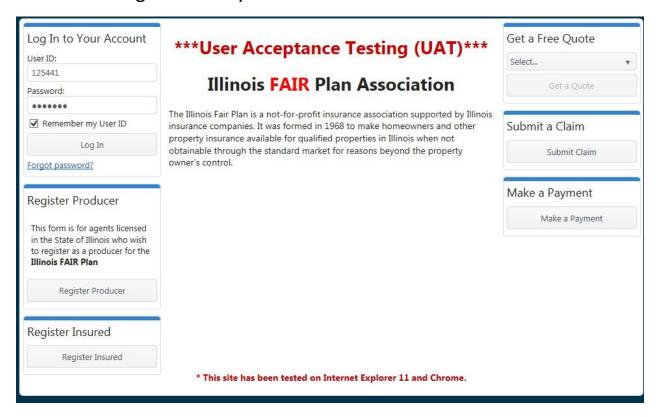
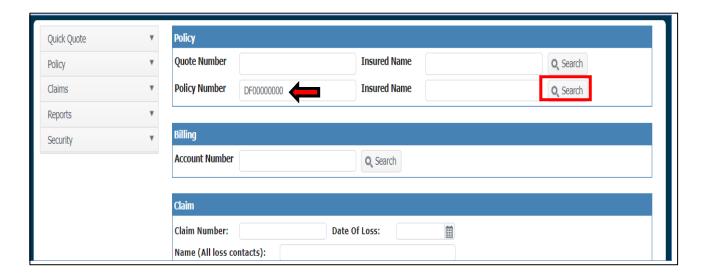
INSTRUCTIONS TO REQUEST ENDORSEMENT AND CANCELLATION

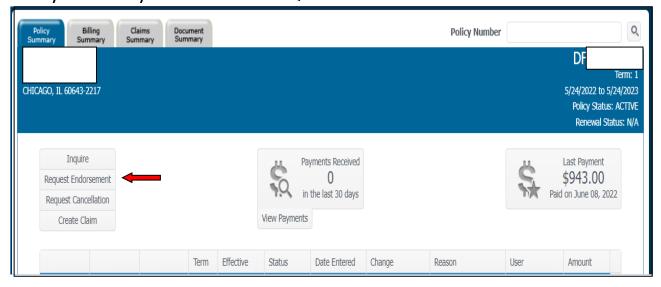
Producer – Log in to the system



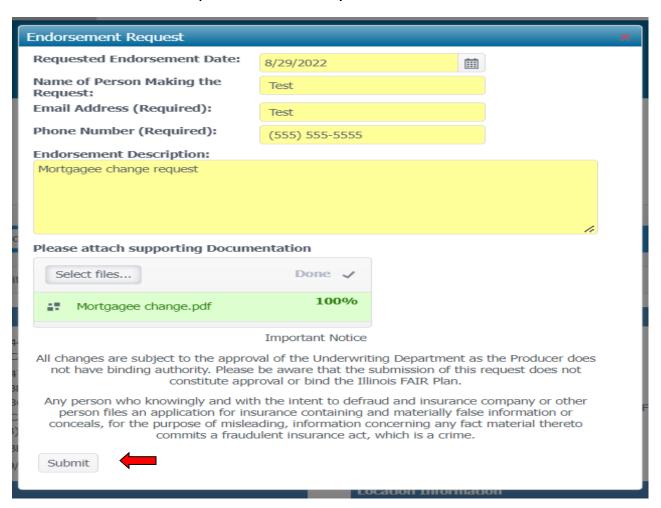
Enter Policy Number then Click Search



Policy Summary TAB - Select REQUEST ENDORSEMENT

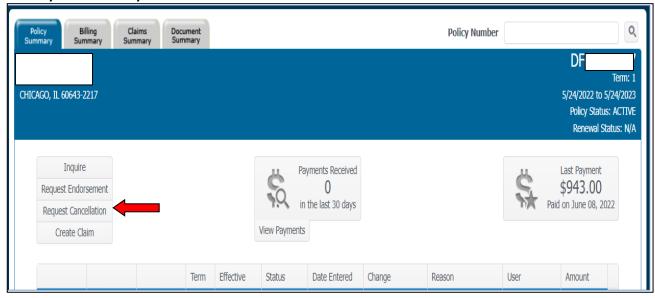


Enter ALL information highlighted in yellow and attach supporting documentation or request if necessary. Click "SUBMIT" button.



CANCELLATION REQUEST

Policy Summary TAB – Select REQUEST CANCELLATION



Enter ALL information highlighted in yellow and attach supporting documentations such as the completed Cancellation Policy Release form and a copy of Replacement Policy. Click "REQUEST" button.

