

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.
- 2a. Click on the hyperlink provided in the body of the email to view the policy documents, or
- 2b. Log on to the portal with the user name and password at the URL provided in the email above.

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.