



The Agent in Box

The agent in box is a tool used to notify you of policy activity, uncollectable premium balances, and new claim information. On the day following these transactions, an email is generated to your address on file at Accident Fund Insurance Company of America. For three types of policy activity, you are able to print and deliver the documentation directly to your client.

Email addresses may be updated by contacting your regional assistant listed in the contacts tab of the web site, or your Business Development Consultant.

Agent in Box Transactions

Transaction	What it is...	The date is...	What you need to do...
New Business	New policy	Policy effective date	Print the policy and deliver to the policyholder
Renewal	Renewed policy	Policy effective date	Print the policy and deliver to the policyholder
"Change as of"	An endorsement to a policy. May be premium or non premium bearing	Policy effective date	Print the revision and deliver to the policyholder
Intent to Cancel	Notice of cancellation, usually for non payment	Policy effective date	(Informational only)
Rescission Notice	The rescinding of an intent to cancel	Policy effective date	(Informational only)
Reinstatement	A policy reinstated after a cancellation has taken affect	Cancellation effective date	(Informational only)
Audit	Determination of the final premium after policy cancellation or expiration	Policy effective date	(Informational only)

Other Transactions and Information Provided

Uncollectible Accounts:			
Insured (name)	Policy (number)	Amount Due	Date to Collections
New Claims:			
Claimant Name	Claim Number	Injury Description	Loss Date



Agent in Box Example:

To: abcagency@swagt.com

The following transactions have been processed and are now available for your review:

<u>Insured</u>	<u>Policy</u>	<u>Description</u>	<u>Eff. Date</u>
BARB JON DDS	WCV 79999 02	Audit	01/23/2002
A. WAPLIN DDS	WCV 89998 01	Change as of	02/23/2003
LEARN AS YOU GO	WCV 55555 01	Intent to Cancel	02/25/2003
LA SORA PLASTER	WCV 55554 02	Rescission Notice	12/06/2002
OAK VIEW GROUP	WCV 99999 00	New Bus	03/23/2003
MAPLE PARK EYE	WCV 50006 02	Renewal	04/23/2003

Uncollectible Accounts

<u>Insured</u>	<u>Policy</u>	<u>Amount Due</u>	<u>Date to Collections</u>
ABC SERVICES INC	WCV 52344 00	\$825.00	01/23/2003

To view these documents online, click the following link, go to My Accounts.

<https://www.accidentfund.com>

If you have a question about any of these transactions please call your Business Development Consultant.

Thank you for doing business with Accident Fund Insurance Company of America