



**Accident Fund**  
INSURANCE COMPANY OF AMERICA

**MICROSOFT WINDOWS XP  
DIRECTIONS FOR SAVING POLICY  
DOCUMENTS TO CD**

- Log on to our Agent's Web-site at [www.accidentfund.com](http://www.accidentfund.com).
- Click on "My Accounts."
- Click on "Inquiry."
- Select "Policy Inquiry."
- Pull up desired policy using policy name or number, and click on "Submit."
- Scroll to the bottom of the policy screen. In one of the blue shaded areas, you'll see "Associated Documents." Click on the policy number to the right of that.
- Click on "Search" when the window pops up.
- Click on the "Policy Documents" folder. You'll see listed either "New Business" or "Renewal" – select this.
- Select "Insured" from the Recipient's list. The system will automatically bring up the policy document (including any endorsements) in PDF format. Save this to your computer.
- Insert the Accident Fund CD in the drive.
- Open your Windows Explorer or "My Computer."
- Drag the policy file you saved to the CDs folder.
- Click on the "File" menu, and choose "Write these files to CD" (a wizard will pop up).
- Select "Next."



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You may also use standard copy software for this process. If you experience any difficulties, please contact our Help Desk weekdays from 8:00 a.m. – 5:00 p.m. EST at (517) 367-1550.