



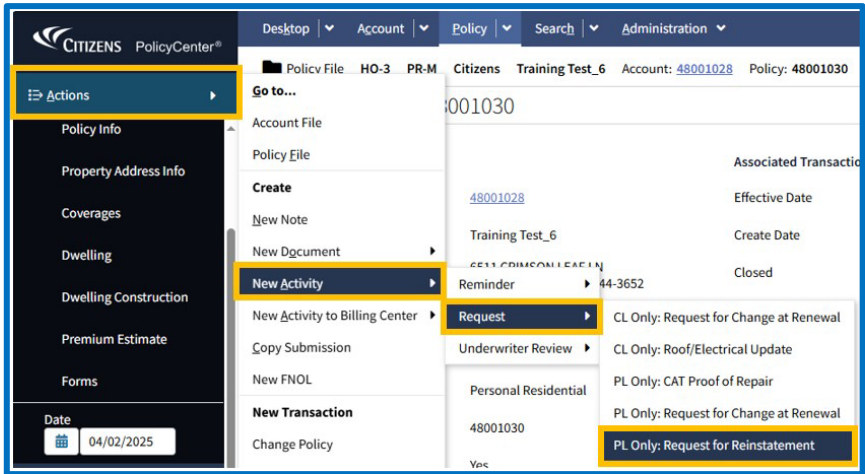
Requesting a Reinstatement

What	How to create an activity to request reinstatement of a canceled policy.
Who	Agents
When	Any time a policy is cancelled or nonrenewed and need Underwriting to review your request and supporting documentation for reinstatement consideration.

Requesting a Reinstatement

Follow the steps below to request a reinstatement:

Step	Action
1	Access the Canceled Policy.
2	<p>Initiate the Request for Reinstatement.</p> <ul style="list-style-type: none">Click Actions.Click New ActivityClick RequestSelect PL Only: Request for Reinstatement



Result: The **Activity** workspace displays.

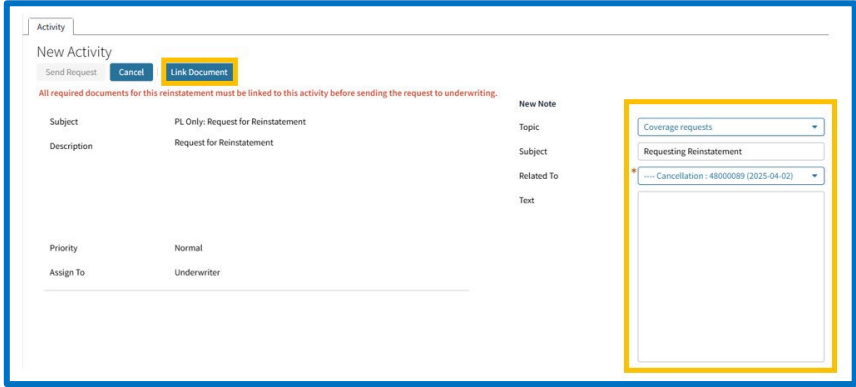
Note: The **Subject**, **Description**, **Priority**, and **Assign To** fields are pre-populated and cannot be edited.

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Requesting a Reinstatement, continued

Requesting a Reinstatement, continued

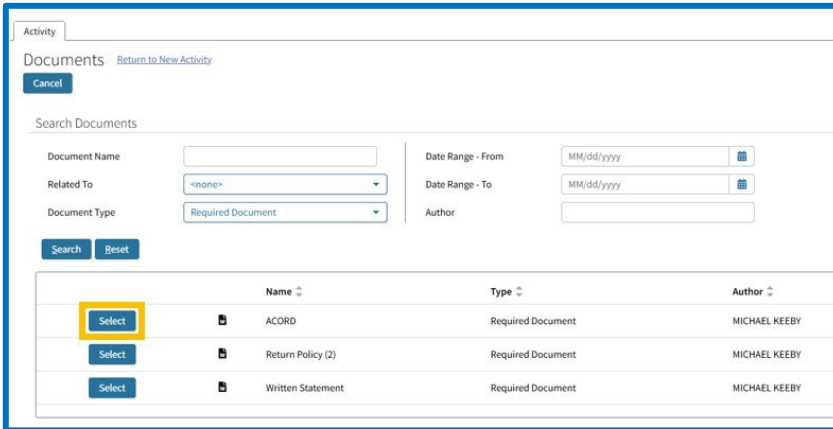
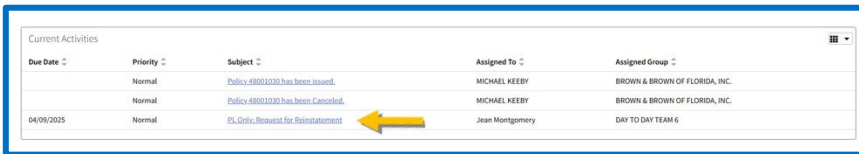
Step	Action
3	<p>In the Reason Description section.</p> <ul style="list-style-type: none">Enter a description of any actions specific to the activity in the Text field. This information is displayed as a Note on the policy. <div></div> <p>Select Link Document to proceed.</p>

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Requesting a Reinstatement, continued

Requesting a Reinstatement, continued

Step	Action
4	<ul style="list-style-type: none">Select the document you would like to link to the request <div></div> <p>Result: The document will link to the activity request</p> <ul style="list-style-type: none">Click Send Request to complete this action. <div></div> <p>Result: The request will appear in your Current Activities</p>

End of procedure



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