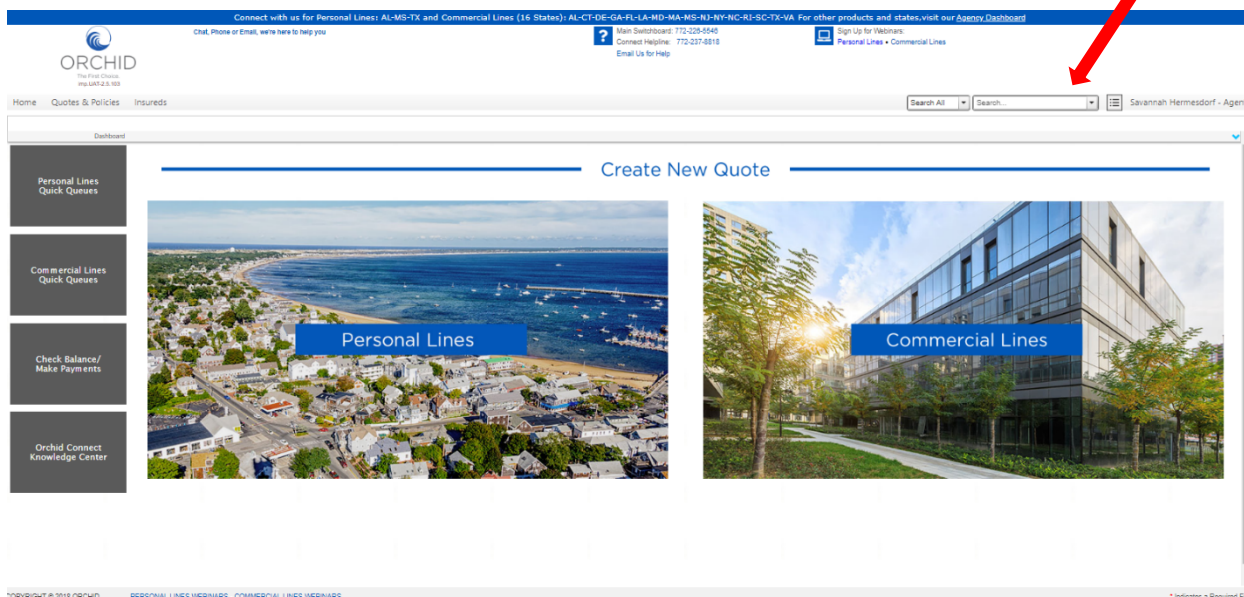


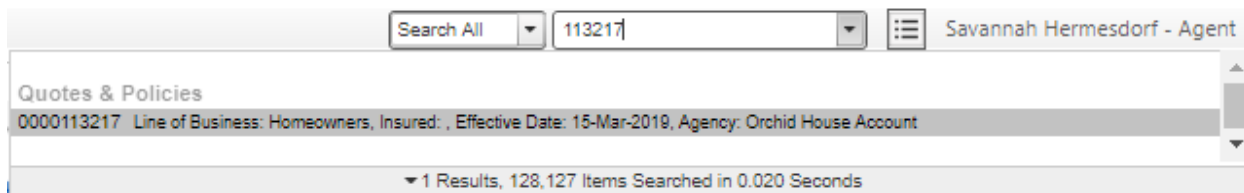
Printing Policy Documents from Connect

Log into Connect and search for the quote/policy by entering the insured name or submission ID into the search field.

If searching by name, what you type must match our records *exactly* to get results, so it often helps to just start with part of the insured's name (such as last name)



Wait for the search results to populate below the search box. Every transaction that has been processed will appear. This includes every endorsement, cancellation, and renewal.



Click on the quote/policy you are looking for.

Once in the policy, click on the “Documents/Forms” option under **Common Screens** (left hand side).

The screenshot shows the Orchid Underwriters Connect Support interface. The left sidebar has a 'Common Screens' section with a red arrow pointing to 'Documents/Forms'. The main area displays 'Coverages/Underwriting' with a message: 'Your quote has been approved! Please click the 'Request Bind' button to submit to an Underwriter to begin the Bind/Issue process.' The right sidebar shows 'Policy Information' with details like Line of Business, Submission ID, Status, Agency, Effective date, and Expiration date. The 'Premium (USD)' is listed as \$1,861.65.

Find the Quote Package or Policy Package* you need to print and click on the “Download” button.

*If there isn't a policy package listed, try the “Upload Attachments” option under Common Screens on the far left.

The screenshot shows the Orchid Underwriters Connect Support interface. The left sidebar has a 'Common Screens' section with a red arrow pointing to 'Documents/Forms'. The main area displays 'Select Your Quote' with a message: 'This market is only available through Orchid'. A 'Documents/Forms' modal window is open, showing a table with columns: File Name, Document Template, Created By, Created On, and Download. A red arrow points to the 'Download' button for the document '0000117254_Quote Package_2019-03-06@1106AM'. The right sidebar shows 'Policy Information' with details like Line of Business, Submission ID, Status, Agency, Effective date, and Expiration date. The 'Premium (USD)' is listed as \$3,951.15.

Open the downloaded file to print.