## **MyBusiness Proof of Insurance Feature**



Now, proof of insurance can be entered directly into the MyBusiness app by principal independent wholesale distributors.

- 1. To access this feature, tap on "Principal" on the home screen,
- 2. Then tap on Insurance.
- 3. The principal's location will appear under "General Insurance," and all locations will be listed below the "Auto Insurance" heading. The status will show as "No Data" in an orange field.

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54100	Home		<b>&lt;</b> Ho	ome	Principal	(2)	Principal	Insurance	( 3	3
	Sales Transaction		ſ		Action Items		General Insurance	)		
	Sales Setup		Ī		Custom Location Cost		102253 Monday, January 1		No Data	>
	Inventory				Location Alerts		Auto Insurance			
	Orders				Permissions		102253 Monday, January 1		No Data	>
	Reports		ľ		Insurance		54100 Monday, January 1		No Data	>
	News				Store Mover		54211 Monday, January 1		No Data	>
	Financials		[		Warehouse Inspection		64210 Monday, January 1		No Data	>
	Lumper						64212		No Data	>
	Principal						Monday, January 1			

4. Tap on any listing, and a form will appear enabling you to type in your insurance information for each location. Enter the General Insurance information and then the Automotive Insurance for each location.

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Select Company		Select Com	bany
Policy Number*		Policy Numbe	r*
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Expiration Date*		Expiration Dat	te*
01/12/2021		01/12/2021	
Insurance Agent Name*		Insurance Age	ent Name*
Insurance Agent Name		Insurance Ag	ent Name
Insurance Agent Email*		Insurance Age	ent Email*
Insurance Agent Email		Insurance Ag	ent Email
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Coverage*		Coverage*	
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- 5. The process for entering General and Automotive insurance information is the same. Once all information has been entered in each field, tap "Next" at the upper right.
- 6. Next, add a photo of your insurance information by tapping "Add Photo."
- 7. MyBusiness will ask for access to your photos. Choose either "Allow Access to All Photos." This is a very important step. If you do not choose "Allow Access to All Photos," you will not be able to attach or send the photo.
- 8. To add a photo, tap on either "Take Photo" or "Choose from Library."

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matt.masc	n@allstate.com	0					Allow Access to All Photos				
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- 9. Take a photo or choose one from your library.
- 10. You can add as many photos as you need to include every page of your policy by tapping "Add Photo." When you've added all pages, tap "Save" at the upper right.
- 11. The status will change to "Pending" in a yellow field. Repeat this process for each location.
- 12. Finally, once the policy information is accepted, the yellow button will turn green and show as "Accepted." If the information in the photos is rejected, the yellow pending button will turn red once again and will show as "Rejected."

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