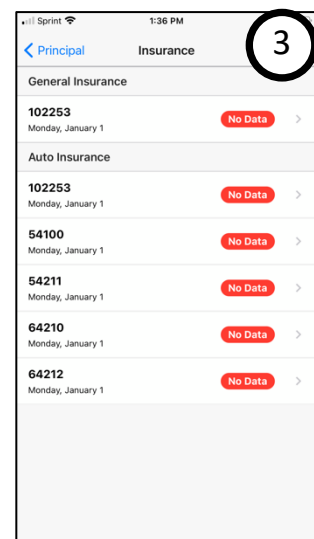
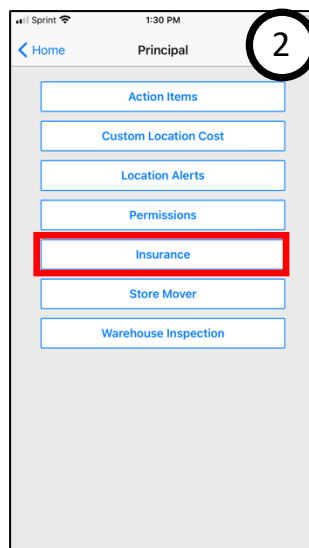
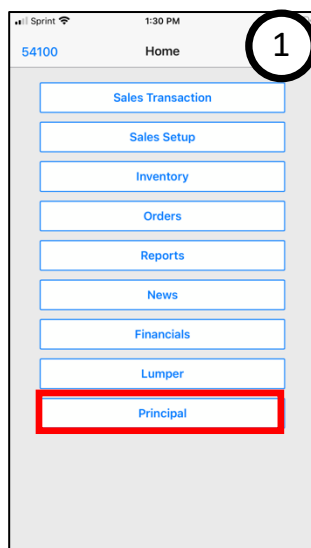




MyBusiness Proof of Insurance Feature

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.

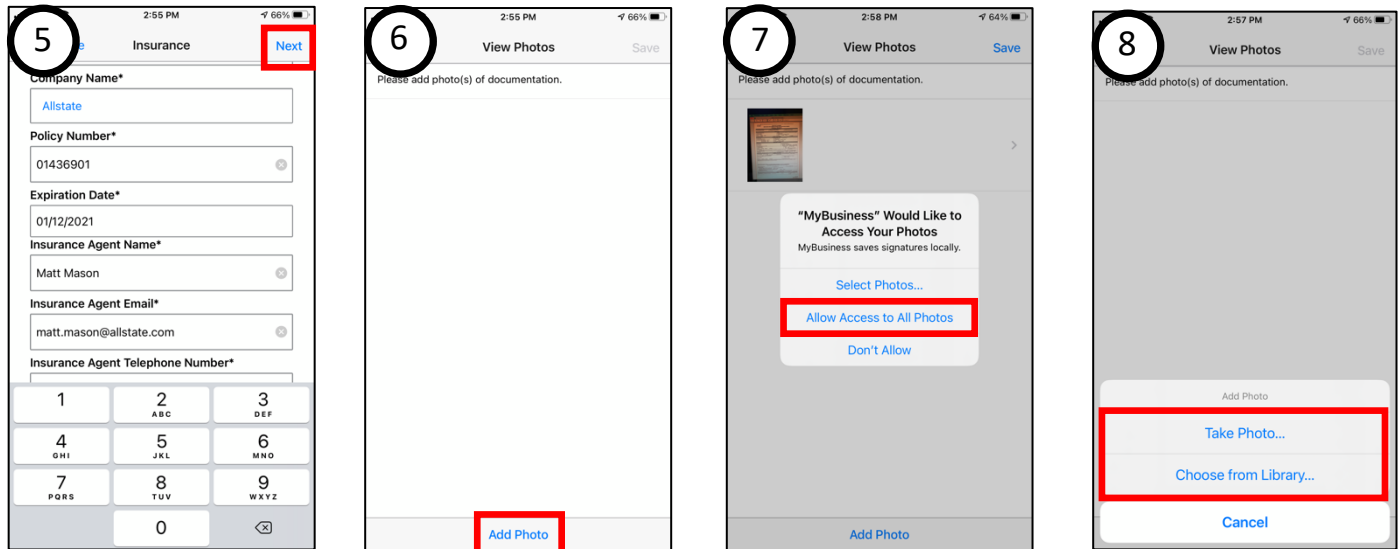


4. Tap on any listing, and a form will appear enabling you to type in your insurance information for each location. Enter the General Insurance information and then the Automotive Insurance for each location.

This screenshot shows the insurance form for General Insurance. The form has a title bar with a back arrow, 'Insurance', and 'Next'. The form fields are: Type (General), Company Name* (with a 'Select Company' button), Policy Number* (with a 'Policy Number' button), Expiration Date* (01/12/2021), Insurance Agent Name* (with an 'Insurance Agent Name' button), Insurance Agent Email* (with an 'Insurance Agent Email' button), Insurance Agent Telephone Number* (with an 'Insurance Agent Telephone Number' button), and Coverage* (0).

This screenshot shows the insurance form for Auto Insurance. The form has a title bar with a back arrow, 'Insurance', and 'Next'. The form fields are: Type (Auto), Company Name* (with a 'Select Company' button), Policy Number* (with a 'Policy Number' button), Expiration Date* (01/12/2021), Insurance Agent Name* (with an 'Insurance Agent Name' button), Insurance Agent Email* (with an 'Insurance Agent Email' button), Insurance Agent Telephone Number* (with an 'Insurance Agent Telephone Number' button), and Coverage* (0).

- 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.
- Next, add a photo of your insurance information by tapping “Add Photo.”
- 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.**
- To add a photo, tap on either “Take Photo” or “Choose from Library.”



- Take a photo or choose one from your library.
- 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.
- The status will change to “Pending” in a yellow field. Repeat this process for each location.
- 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.”

