



Attention Agents!
Effective: Immediately

The American Access system has been updated to allow insured's phone numbers and email addresses to be added or updated without an endorsement.

The screenshot shows a web interface for policy management. At the top, there is a navigation bar with tabs: Billing, Underwriting, Producers, Reports, User, Renewals, Cancel Pending, and Diary. Below the navigation bar is a search box for Policy Number, with a dropdown menu set to '12AU' and a text input field containing '1220756'. Below the search box are buttons for 'Go To Policy', 'Go To Billing', 'Make Payment', and 'Clear'. There is also a link to 'Toggle Additional Search Criteria' and a link to 'Create New Application'. Below the search box, there is a section for policy details: Alert: Flag, Diary: None, Claims: No claims, Notifications: None, Mobile: , Home: , Other: , and Email: . A red arrow points to the Home checkbox. On the right side, there are links for 'DIREC', 'Benef', and 'View /'.

Click on the paper and pen link on the front of the policy and enter the information in the box that will appear. Simply click on the save icon next to the box and the change will be made. The change made will be reflected in the notes section of the policy.

Thank you for choosing American Access Casualty Company!

Questions?

Please contact your Underwriter, Marketing Representative or any Underwriting Department Representative at: 888-663-5443