

ePolicy Delivery Producer View on eStation (producer web site)

Quick Reference Guide

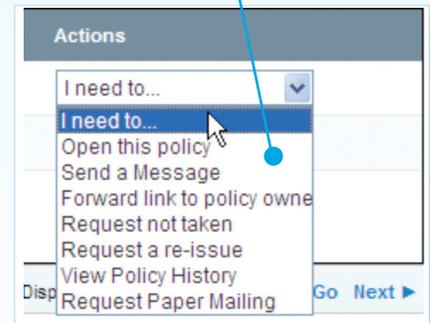
From the Menu Bar click on **New Business**, then select **ePolicy Delivery**. All electronic policies available will display.

Status	Policy Number	Insured Name	Agent #	Agent Name	Print Cycle Date	Send Message	History	Actions
<input type="checkbox"/>	USLAEPC102 (0.6 MB)	Gillann, Howard		Jtweeyo, Eroumgavj	04/06/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	I need to...
<input type="checkbox"/>	USLAEPC100 (0.6 MB)	Pong, Sharon		Jtweeyo, Eroumgavj	04/04/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	I need to...
<input type="checkbox"/>	USLAEPC101 (0.6 MB)	Kiley, Anna		Jtweeyo, Eroumgavj	04/04/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	I need to...

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Actions that can be taken on a policy:

To view the ePolicy delivery status	Hover over the icon in the status column
To View a policy	Click on the policy number, the adobe icon or click on the drop down "I need to..." and select Open this policy
To send a message to American General regarding an ePolicy	Click on the envelope icon or click on the drop down "I need to..." and select Send a Message <ul style="list-style-type: none"> Enter your comments/questions and click "Send"
To view the ePolicy delivery history	Click on the clock icon or click on the drop down "I need to..." and select View Policy History
To Forward a link to the policy owner	Click on the drop down "I need to..." and select Forward link to policyowner <ul style="list-style-type: none"> Enter the client's email address in the "To" Field Enter any comments and click "Send Email"
To Request a not taken	Click on the drop down "I need to..." and select Request not taken <ul style="list-style-type: none"> Enter any comments and click "Submit"
To Request a re-issue	Click on the drop down "I need to..." and select Request a re-issue <ul style="list-style-type: none"> Enter the reissue information Click "Submit"
To Request a Paper Mailing	Click on the drop down "I need to..." and select Request Paper Mailing



American General
Life Companies

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