

SECTION 8: Document Center — Auto

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Welcome John Smith

- Get a Quote** ▶ Create a new quote or look up an existing quote
- View Policy Info.** ▶ Look up the latest policy status on your **personal auto & property** clients
- Make a Policy Change** ▶ Add an endorsement to an existing policy
- Make a Payment** ▶ To an existing **personal auto** policy
- Document Center** ▶ View, download and print rate guidelines, forms and how-to guides
- Producer Tools** ▶ RCT — Replacement Cost Calculator for **personal property**
- Agency Reports** ▶ Run **personal auto** EFT transaction reports

The Document Center: Can be found off the “Main Menu” and it allows you to view, download and print underwriting guidelines and forms using *Adobe® Reader®.



*Adobe® Reader® 6.0 is free software that lets you view and print Adobe Portable Document Format (PDF) files on a variety of hardware and operating system platforms. Visit www.Adobe.com for more information.