

DocDrop Instructions

1. Go to www.insuranceapplication.com/docdrop
2. Login by entering your agent number.
3. Once logged in, click the "Browse" button to locate the file containing the document you wish to send.
4. Select the file and then click "Open".
5. The name of the document you are about to send will appear on the screen. Please make sure the correct file has been selected.
6. Select the department to which you wish to send your document. Please make sure you are sending documents to the correct department to avoid delays in processing.
7. Provide the 10 digit policy number associated with the document you are sending. Please make sure the policy number is valid and correct for the document you are sending. **If you do not know the policy number, please leave this field blank.**
8. Additional information can be typed into the "Comments" box. Please make sure any comments that you type are associated with the document you are sending.
9. Click the "Upload File" button to send your document to the department you previously selected.
10. You should now see a confirmation stating "**Upload Successful**". (If you do not receive this confirmation or receive an error message, please attempt to upload the document again.)
11. The documents will be processed in the order in which they are received by the respective departments.

Requirements/Other Information

12. Do not send (1) multiple documents intended for different departments or (2) documents relating to different policies in one file. You should submit separate documents for different departments and/or for different policies by following steps 4 through 10 above.
13. The scanner resolution should be set at least to **300dpi**.
14. When feeding documents into a scanning device, make sure the tops of all documents are fed into the device first and all documents are facing the same direction.
15. Do NOT forward original documents to the Home Office unless instructed to do by Home Office personnel.
16. Keep the original documents for your records.