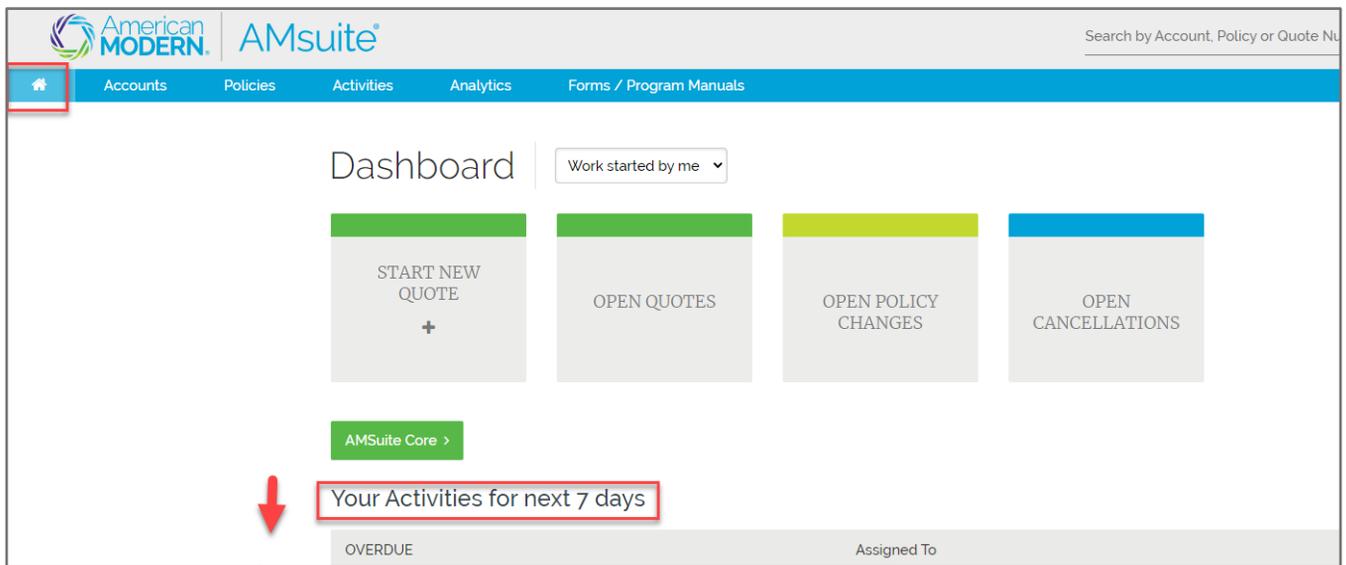


The Activities can be viewed in different ways. The following pages will show you how to view and complete Activities.

Viewing Activities from the Dashboard

- 1 From the Home Page of AMsuite, view Activities by scrolling down the screen



- 2 Activities will be in due date order, select the plus + symbol to open the Activity



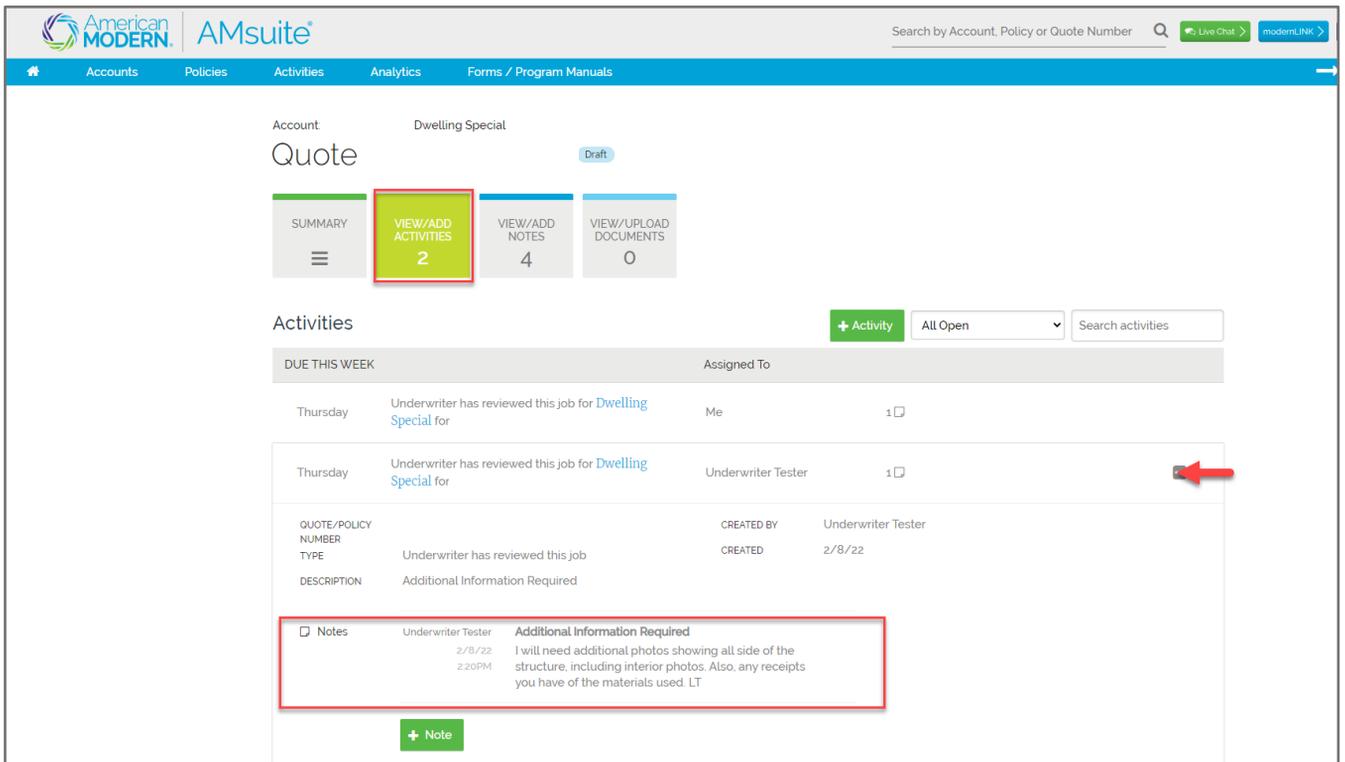
Viewing Activities from within a policy or quote

- 3 Activities can also be viewed from within the policy or quote by selecting the View/Add Activities Tile

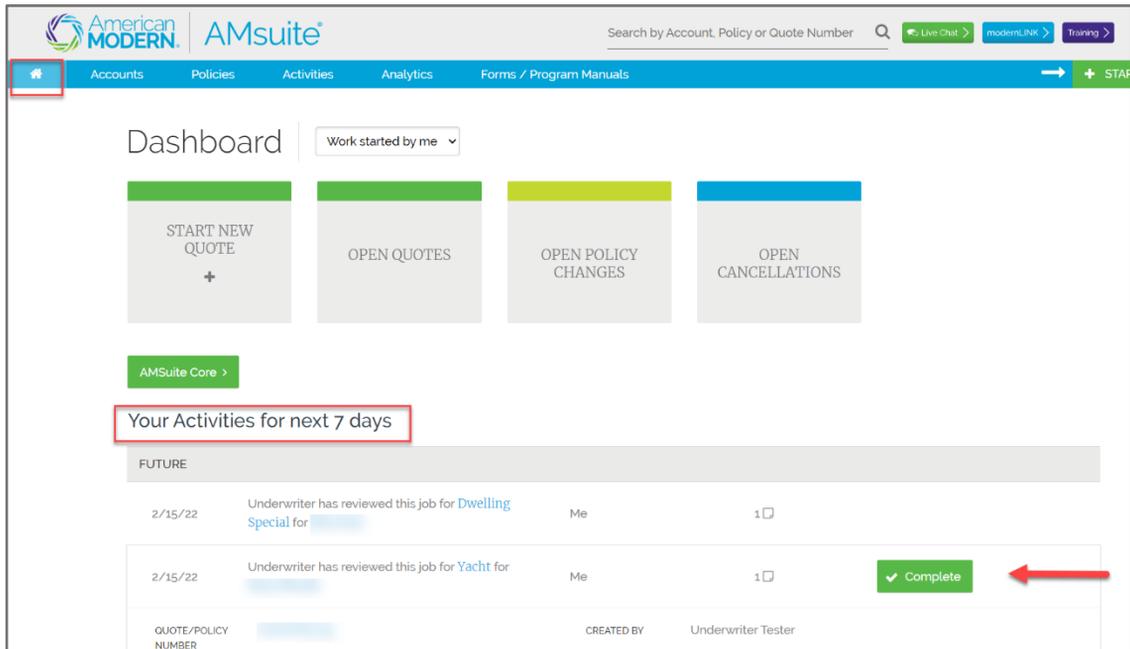
The Activities will display on the screen

Select the plus + symbol to expand the activity to read or add a note

If you need to create an Activity, select the green Activity Tile.

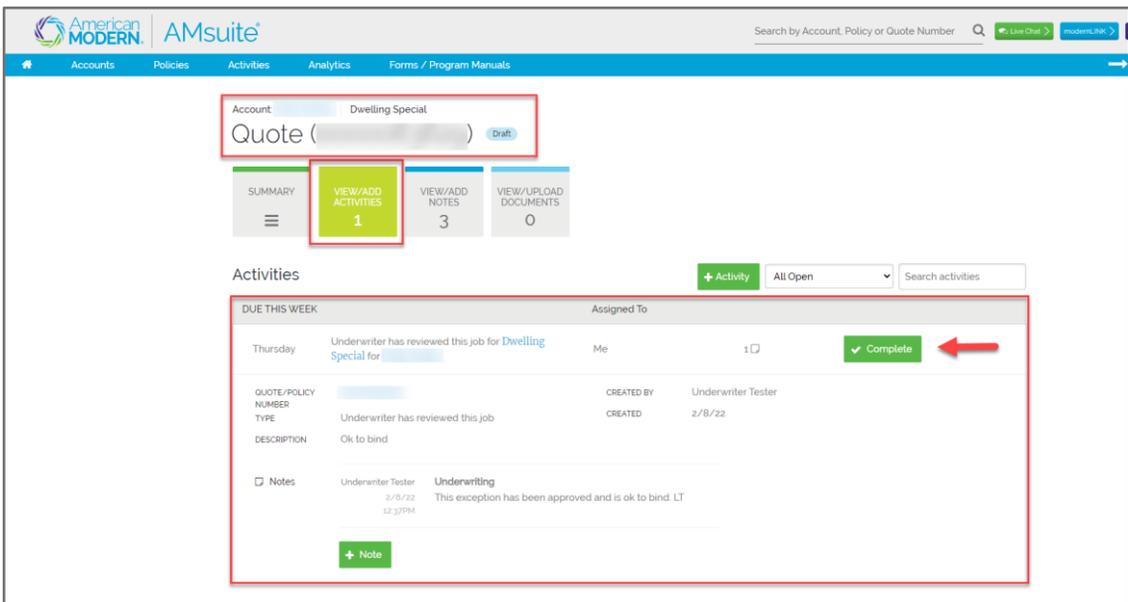


- 4 To Complete the Activity and remove from the list, select Complete from within the Activity or from the Home Page list of Activities, select Complete



The screenshot shows the AMsuite Dashboard. At the top, there is a navigation bar with 'Accounts', 'Policies', 'Activities', 'Analytics', and 'Forms / Program Manuals'. Below this is a 'Dashboard' section with a dropdown menu set to 'Work started by me'. There are four main action buttons: 'START NEW QUOTE', 'OPEN QUOTES', 'OPEN POLICY CHANGES', and 'OPEN CANCELLATIONS'. Below these is a section titled 'Your Activities for next 7 days' which is highlighted with a red box. Underneath, there is a table of activities. The second activity in the table is 'Underwriter has reviewed this job for Yacht for' with a 'Complete' button highlighted by a red arrow.

DATE	DESCRIPTION	ASSIGNED TO	STATUS	ACTION
2/15/22	Underwriter has reviewed this job for Dwelling Special for [redacted]	Me	1	[]
2/15/22	Underwriter has reviewed this job for Yacht for [redacted]	Me	1	[] Complete



The screenshot shows the AMsuite Quote page for 'Dwelling Special'. At the top, there is a search bar and navigation links. Below is a 'Quote' section with a 'Draft' button. There are three buttons: 'VIEW/ADD ACTIVITIES' (with a '1' indicator), 'VIEW/ADD NOTES' (with a '3' indicator), and 'VIEW/UPLOAD DOCUMENTS' (with a '0' indicator). Below this is an 'Activities' section with a '+ Activity' button and a dropdown menu set to 'All Open'. The 'Activities' table shows a single activity for 'Thursday' with a 'Complete' button highlighted by a red arrow. Below the table, there is a 'Notes' section with a note from 'Underwriter Tester' dated 2/8/22 at 12:37PM, stating 'This exception has been approved and is ok to bind. LT'.

DATE	DESCRIPTION	ASSIGNED TO	STATUS	ACTION
Thursday	Underwriter has reviewed this job for Dwelling Special for [redacted]	Me	1	[] Complete

Helpful Hints

- When quoting, if you receive a message that your quote requires Underwriting Review
 - Edit quote to make it eligible or
 - Submit the quote to your Underwriting Authority for further review via an Activity

- The Underwriter reviews the quote, the exception request, and will either approve or decline the request for an exception.
 - The Underwriter will respond through an Activity by the end of the next business day after submission (8 PM EST)
 - If the exception is approved proceed to issuance
 - The Underwriter may request additional information with the decline to review further – **the quote must be resubmitted for review**

- An email notification will be sent advising of an Activity

- View the Activity if approved, complete the quote or policy change

- Mark the Activity Complete to remove from your list of Activities

Email Notification Example

Email notification will be received by email advising the activity has been reviewed and requires action for completion. Below is an example Activity Notification.

From: AMIG Activity Notification <noreply-activity@amig.com>

Sent: Monday, February 14, 2022 1:18 PM

Subject: American Modern AMsuite Activity for Policy xxx requires action - "Underwriter has reviewed this job"

Your action is required by 02/16/2022.

An AMsuite Activity "Underwriter has reviewed this job" has been assigned to you for a policy or submission belonging to applicant/insured. Please log into American Modern AMsuite via modernLINK to review the complete description and take the appropriate follow up action(s) by 02/16/2022.

This email is an automated notification. Please do not reply.

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Coverage is subject to policy terms, conditions, limitations, exclusions, underwriting review and approval, and may not be available for all risks or in all states. Rates and discounts vary, are determined by many factors and are subject to change. Policies are written by one of the licensed insurers of American Modern Insurance Group, Inc., including but not limited to American Modern Property and Casualty Insurance Company (CA Lic. No. 6129-1).

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