

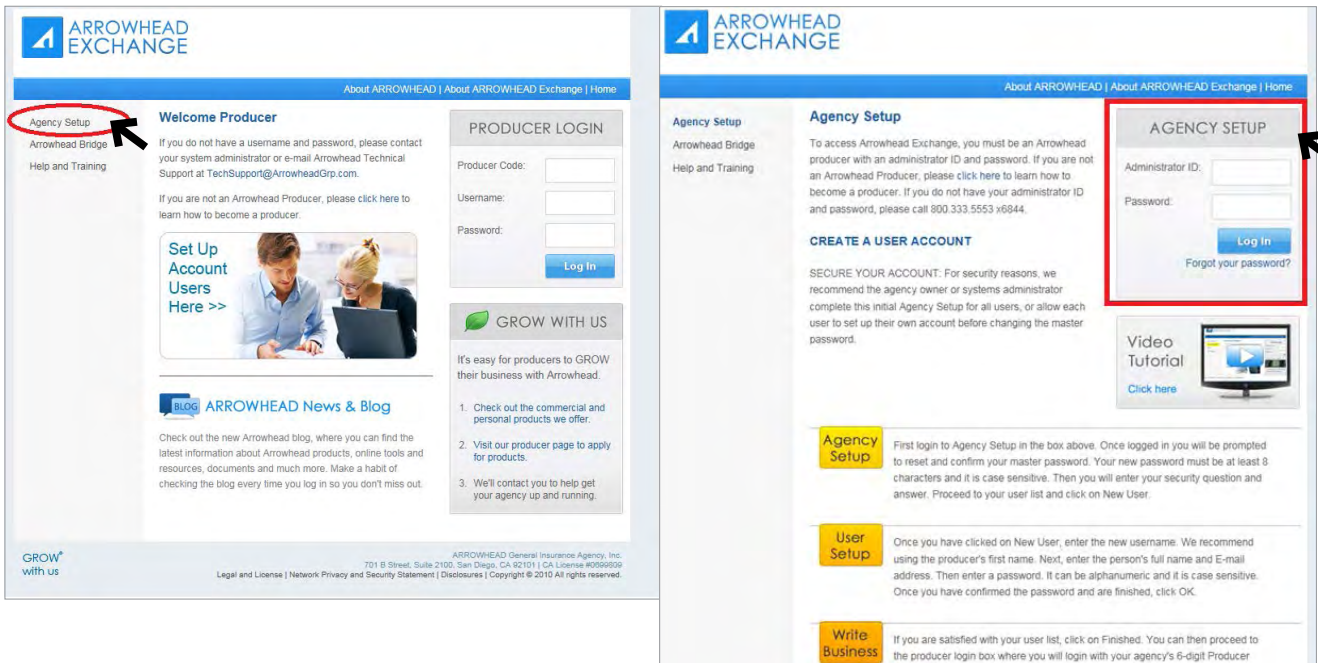
Daily Print Email Notification Set Up Instructions

Instructions

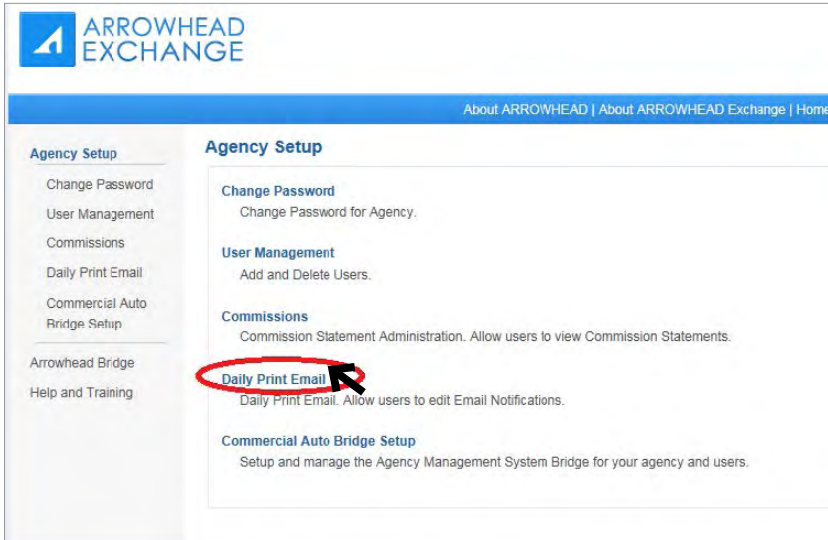
1. Go to ArrowheadExchange.com and select **Producer**:



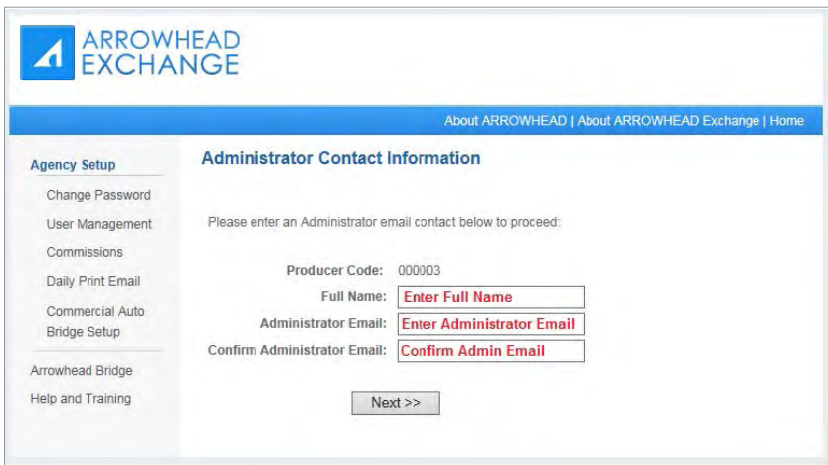
2. Click on "Agency Setup" and login with your agency's Administrator ID and password.



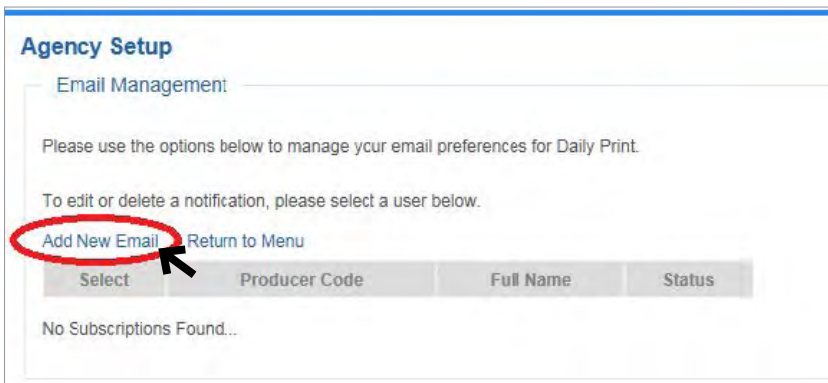
3. Click on "Daily Print Email."



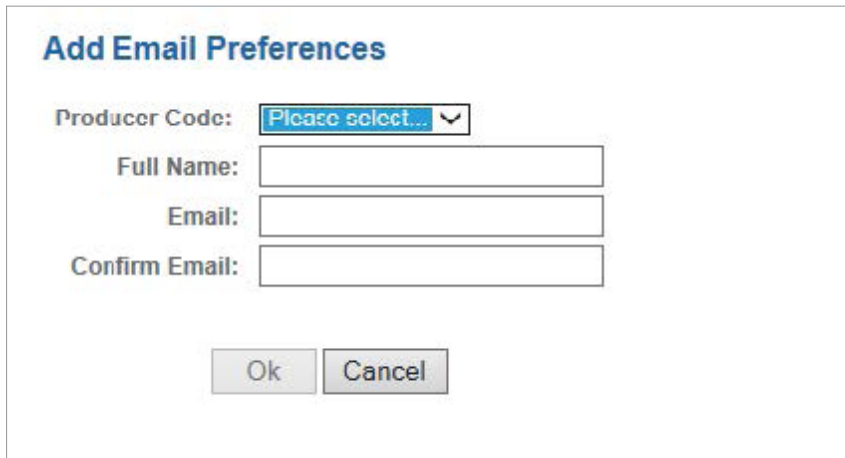
4. Designate the Admin within your agency to handle these updates.
This contact information will be requested only once.



5. Select "Add New Email."



6. Choose your producer code from the drop down, then enter the full name and email of the person to receive notification once policy output is generated.



Add Email Preferences

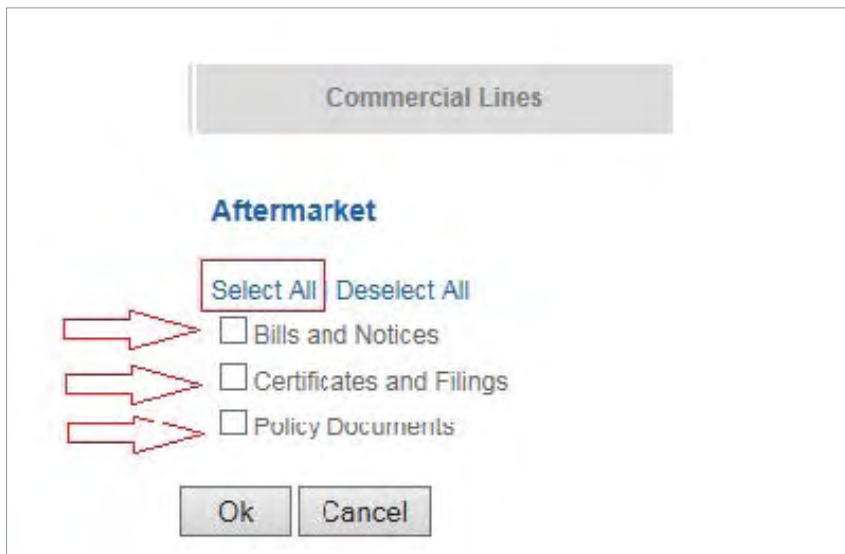
Producer Code:

Full Name:

Email:

Confirm Email:

7. Once a producer code is selected, more information will appear. The option is available to "Select All" or you may select the type(s) of document(s) this individual should receive. Then click "OK."



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Certificates and Filings

Policy Documents

8. Repeat this process to add additional emails, if you have more than one person in your office you would like to be notified.