

# Obtaining Policy Output

## Obtaining Policy Output Using the Daily Print & Policy Inquiry

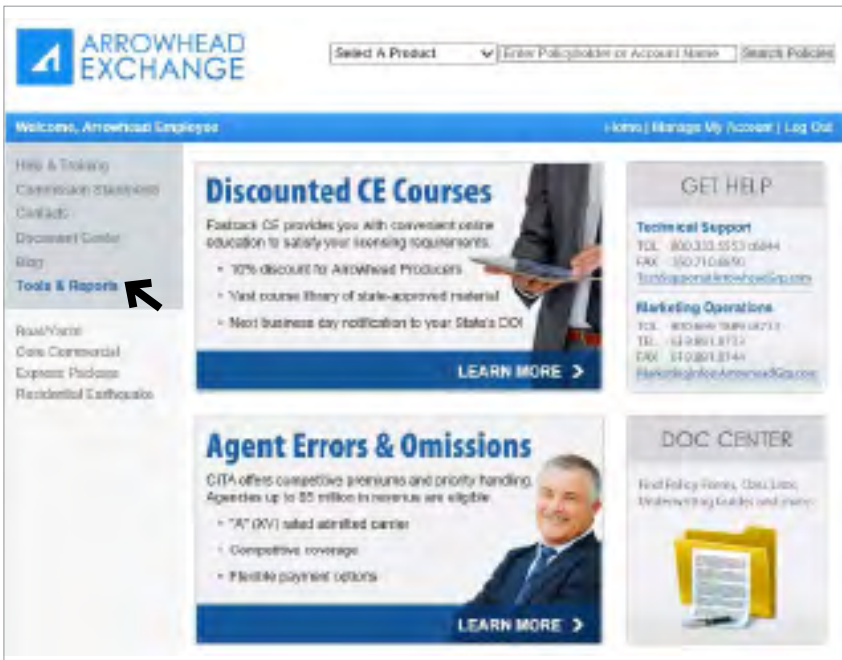
Printable documents have been organized into daily folders by your producer code. Check the Daily Print regularly to access and download your clients' recent policy output. Or, if you prefer to be notified via email once documents become available, please contact the system administrator within your office who can setup and manage your email notification preferences. The Daily Print will be your first stop for your policyholders' recent documents that have generated in the past 31 days. For documents that were generated beyond 31 days, you will access this output through the Policy Inquiry (skip to page 3).

**Important:** Arrowhead will mail invoices, notices of cancellation, notices of reinstatement, notices of rescission and non-renewals directly to the policyholder. It is the producer's responsibility to distribute all policies and endorsement copies to their insureds.

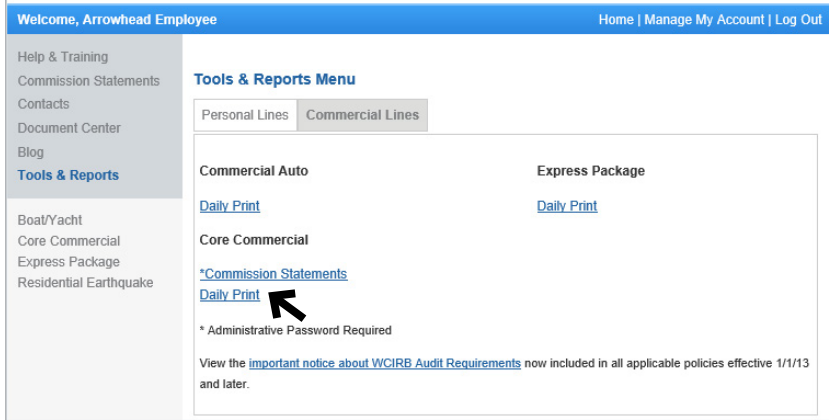
1. Go to [ArrowheadExchange.com](http://ArrowheadExchange.com) and log in as the **Producer**:



2. Click on Tools & Reports

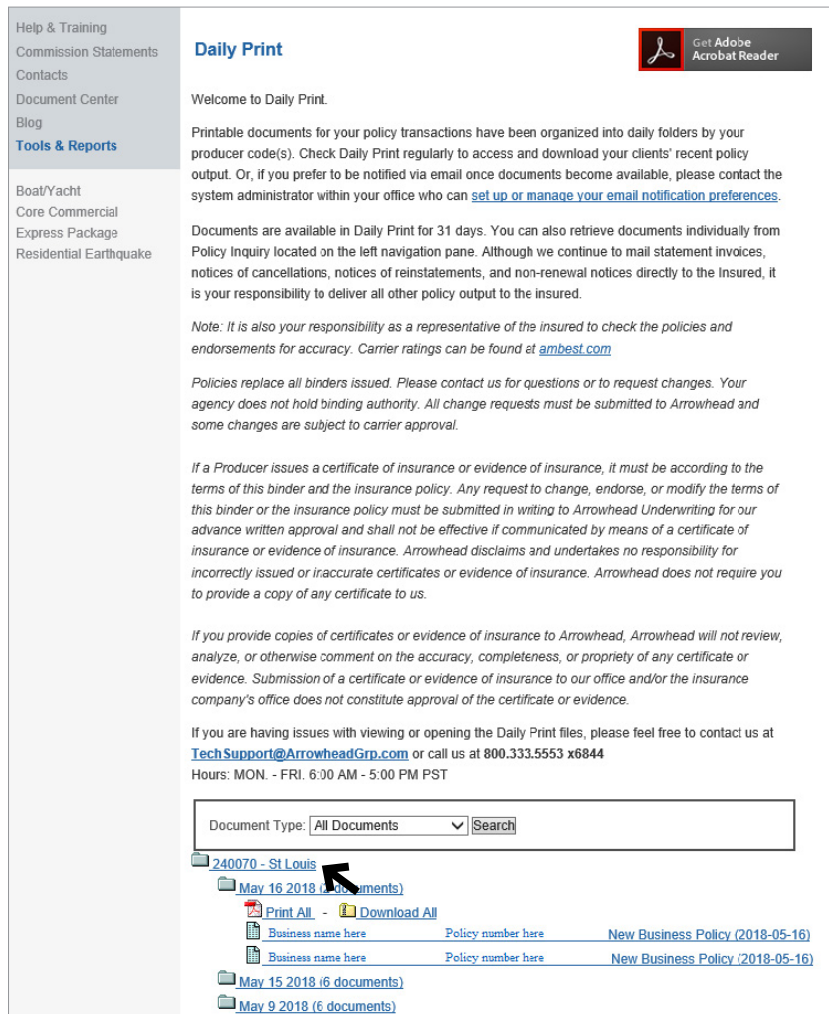


3. From the Tools & Reports Menu, select the Commercial Lines tab, then click on Daily Print under Core Commercial.



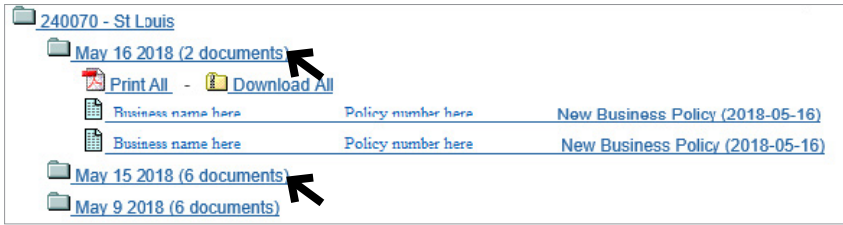
The screenshot shows the 'Tools & Reports Menu' for an Arrowhead Employee. The 'Commercial Lines' tab is selected. Under the 'Core Commercial' section, the 'Daily Print' link is highlighted with a black arrow. Other links include 'Commission Statements' and 'Express Package Daily Print'.

4. You will see a folder with your Agency's Producer Code.



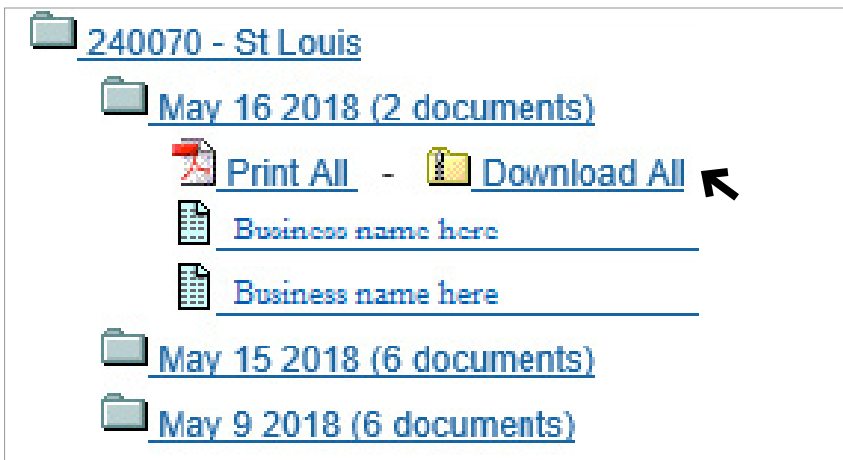
The screenshot shows the 'Daily Print' interface. It includes a navigation menu on the left, a 'Welcome to Daily Print' message, and a list of document folders. A black arrow points to the folder '240070 - St Louis'. Below the folder name are links for 'Print All' and 'Download All'. The interface also features a search bar and a 'Get Adobe Acrobat Reader' button.

5. Under your Agency's Folder, you will see individual folders for each of the dates we generated output:

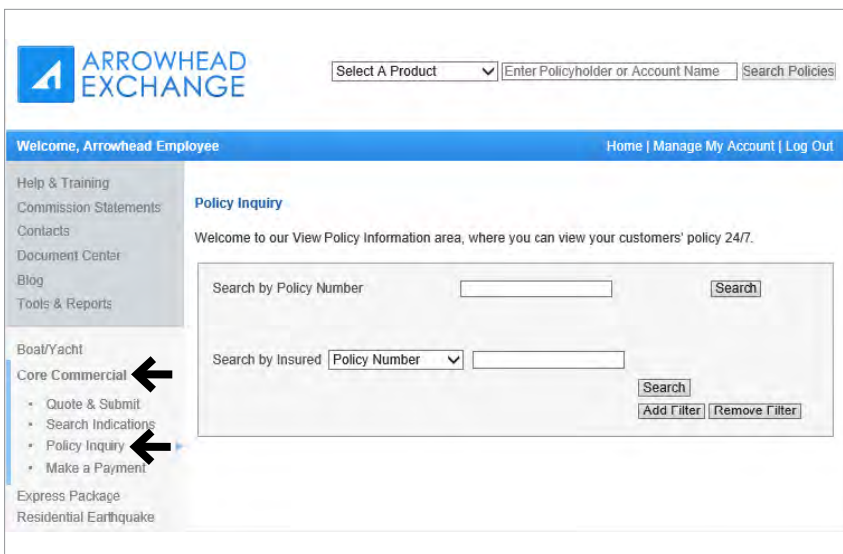


6. Within each folder is a copy of any documents generated that day. You can click on the document itself, save it to your desktop (or agency management system), or choose to either "Print All" if you want paper copies, or "Download All" if you want the documents in PDFs:

If you choose to Download All, you will receive a Zip file containing separate PDFs labeled as they are displayed on the screen. We've included the policy number and transaction type to make it easy to distribute your documents.



7. Select "Core Commercial" then "Policy Inquiry". Enter the client's policy number or name and click "Search".



The policy number will be hyperlinked. Click here to view the Policy Summary, Transactions, Statement Summary, and obtain Policy Documents.