

Policy Center Job Aid

Agent/User Email Preferences



This job aid will show you how to update Agent Email Preferences to adjust the types of emails received from TWIA's Policy Center system. Each Agent/User can customize their own preferences.

From the Administration Tab, click on Agent Email Preferences, and then click on Edit. Once your preferences have been chosen, click Update to save your selections.

The screenshot displays the 'Policy Center' interface. At the top, the 'Administration' tab is selected and highlighted with a red box. Below the navigation bar, the 'Agent Email Preferences' section is visible, with the 'Update', 'Cancel', and 'Edit' buttons highlighted by a red box. The main content area lists various notification types with radio buttons for 'Yes' and 'No'. A red box highlights the 'Agent Email Preferences' option in the left-hand navigation menu. A blue arrow points from a text box to the 'Yes' radio buttons in the preference list.

Notification Type	Yes	No
Notification of Policy Submission Issued/Rejected	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Policy Change Issued/Rejected	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Policy Pending Cancellation/Cancelled/Rescinded NOC	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Policy Reinstatement	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Policy Renewal Offer	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Policy Renewal Issued/Rejected	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Expiration and Lapse	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Inspection letters	<input checked="" type="radio"/>	<input type="radio"/>
Notification of Other letters	<input checked="" type="radio"/>	<input type="radio"/>

These are the email preference options available to agents. Any notification can be turned off by selecting no, or turned on by selecting yes.