Policy Center Job Aid
Creating an Invoice (Optional)

Texas Windstorm Insurance Association (TWIA)

This job aid will show you how to create an optional invoice for a recipient when a premium is due. Additionally, an invoice listing tool will assist in tracking the payments received on created invoices.

1 Once Calculate Premium has been selected, select the Invoice Button, located by the Submit to TWIA button and on numerous screens throughout Policy Center.

| Next ≥ | Edit Transaction | Save Draft | Invoice | ⭐ Submit to TWIA | Withdraw | Print |
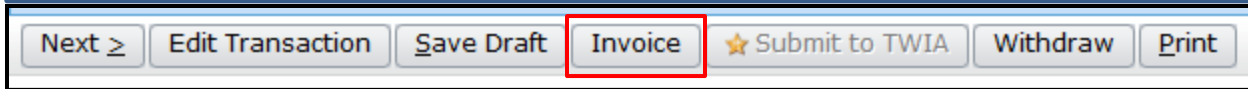
2 Then complete the fields on the Invoice Generation Tab and click Print.

Invoice Generation

Invoice Generation

Print | Close

Field	Value
Invoice Mail Date	12/03/2015
Invoice Notice	<none selected>
Recipient *	
Check Payable To *	Agency
Due Date	12/17/2015
Save Invoice *	●Yes ○No
Include Agency Address In Header *	●Yes ○No

- Date the invoice will be mailed
- 1st, 2nd, 3rd, 4th, or Final Notice
- Person/Mortgage Company paying the invoice
- Indicates if the check should be payable to the Agency or TWIA
- The date the premium is due
- Select Yes if the invoice should be saved
- Select No if you prefer to use Agency Letterhead. Select Yes if the Agency Address should print in the header.

| Invoice Amount | $ 2432.00 | → | Total amount of funds due from Recipient |
| Notes | | | Type any additional notes for the Recipient |

3 Answer the pop-up below to continue with your invoice. You can open or save the invoice.

Do you want to open or save **AgentInvoiceInvoice Preview.pdf** from **wgwapptst08vm**? Open | Save | ▼ | Cancel | ×

Additional Optional Invoice Information

ⓘ To update invoice default settings, have your Administrator go to Administration -> Invoice Admin. All future invoices will generate with the new default settings.

ⓘ To locate your saved invoices, go to Desktop -> Invoices.