

Searching for Documents in Policy Center

This job aid provides guidance in searching for Documents in Policy Center.

Name	Type	Author	Role	Date Added
Renewal Application Notice_Agency	Renewal Application Notice	TWIA	System	05/08/2016
ECheckPaymentConfirmation_Other	ECheckPaymentConfirmation	TWIA	System	06/30/2015
BillingStatement_Agency	BillingStatement	TWIA	System	06/30/2015
TransactionSummary_Agency	TransactionSummary	TWIA	System	06/30/2015
Policy Package_Primary Named Insured	Policy Package	TWIA	System	06/30/2015
Renewal Application Notice_Agency	Renewal Application Notice	TWIA	System	05/11/2015

In the Documents section, there are two quick ways to search for a document from within a policy or transaction.

The recommended way to search for documents is to use the “Date Added” link. By clicking this link, the most recent documents will display at the top of the list.

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BillingStatement_Agency	BillingStatement	TWIA	System	06/30/2015
TransactionSummary_Agency	TransactionSummary	TWIA	System	06/30/2015
Policy Package_Primary Named Insured	Policy Package	TWIA	System	06/30/2015
Renewal Application Notice_Agency	Renewal Application Notice	TWIA	System	05/11/2015

An optional feature is the Document Type dropdown menu. This will refine your document list by searching for a specific document, such as a Payment Coupon or a Policy Package.

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Document Name	Document Type
	<none selected>

Click the Search button once your Document Type has been selected.

