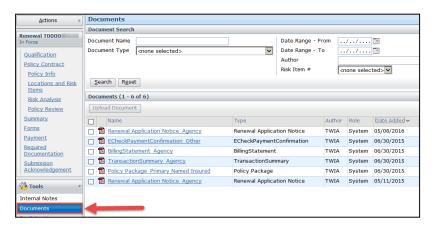
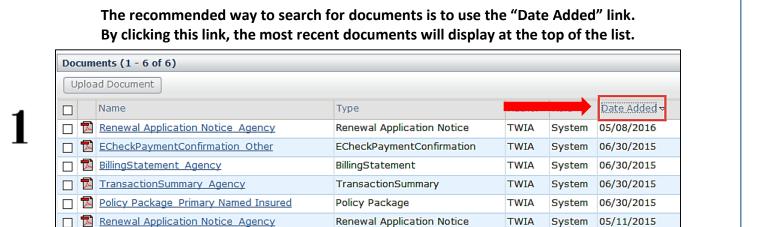
Searching for Documents in Policy Center

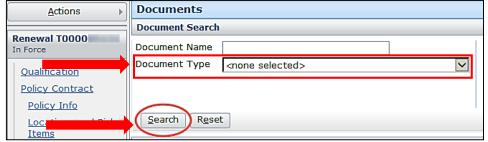
This job aid provides guidance in searching for Documents in Policy Center.



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



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.



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



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