



Agent Portal: How To Print Loss Runs

1. In SimpleInspire, enter the policy number

The image shows the "SimpleINSPIRE" Express Navigation form. It has a blue header with the text "SimpleINSPIRE". Below the header is a section titled "Express Navigation" with a light gray background. Inside this section, there is a text input field containing "CPPXXXXXX", a "Policy No" dropdown menu, and a "Policy Folder" dropdown menu. To the right of these fields is an orange "GO" button. Below the dropdowns is a link labeled "Advanced Search" in orange text.

2. Go to the "Print" tab, pull down and click on "On Demand Forms"

The image shows the "Post Issuance" navigation bar. It has a gray background and contains several tabs: "Event Log", "Jump To", "Payment", "EServices", "Print", and "More". The "Print" tab is selected, and a dropdown menu is open, showing "COI" and "On Demand Forms". The "On Demand Forms" option is highlighted with a red box. Below the navigation bar, there is a "Summary" tab and a section with policy information: "+ Policy # CPP604640", "Policyholder Michael J. Riordan", and "Incep".

3. Select "Insured Loss History" and then "Generate PDF" and from there you can print or download the PDF

The image shows the "On Demand Forms" selection screen. It has a blue header with the text "On Demand Forms" and a close button (X). Below the header is a list of forms with checkboxes: "Form Name", "Insured Loss History", "Web App Edit Log", "Commercial Quote Summary", and "Cannabis Application". The "Insured Loss History" checkbox is checked and highlighted with a red box. At the bottom of the screen, there is a red asterisk followed by the text "* Indicates eSign eligibility". Below this text are three orange buttons: "Generate PDF", "Email Forms", and "eSignature".