

## OBTAINING POLICY OUTPUT

### OBTAINING POLICY OUTPUT USING THE DAILY PRINT & POLICY INQUIRY

Printable documents have been organized into daily folders by your producer code. Check the Daily Print regularly to access and download your clients' recent policy output. Or, if you prefer to be notified via email once documents become available, please contact the system administrator within your office who can setup and manage your email notification preferences. The Daily Print will be your first stop for your policyholders' recent documents that have generated in the past 31 days. For documents that were generated beyond 31 days, you will access this output through the Policy Inquiry (skip to page 3).

**Important:** Arrowhead will mail invoices, notices of cancellation, notices of reinstatement, notices of rescission and non-renewals directly to the policyholder. It is the producer's responsibility to distribute all policies and endorsement copies to their insureds.

1. Go to [ArrowheadExchange.com](http://ArrowheadExchange.com) and log in as the Producer:

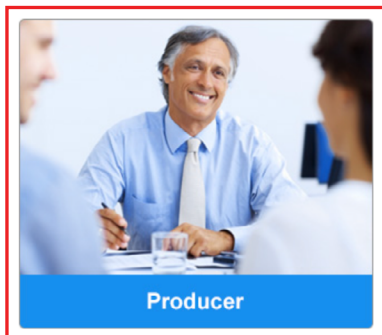


About ARROWHEAD | About ARROWHEAD Exchange | Home

#### Welcome to ARROWHEAD Exchange

Our secure online portal serves both Policyholders and Insurance Producers.

Access ARROWHEAD Exchange as a



2. Click on Tools & Reports.



Select A Product  Enter Policyholder or Account Name  Search Policies

Welcome, Arrowhead Employee Home | Manage My Account | Log Out

Help & Training

Commission Statements

Contacts

Document Center

Blog

**Tools & Reports**

Boat/Yacht

Core Commercial

Express Package

Residential Earthquake

### Discounted CE Courses

Fastrack CE provides you with convenient online education to satisfy your licensing requirements.

- 10% discount for Arrowhead Producers
- Vast course library of state-approved material
- Next business day notification to your State's DOI

**LEARN MORE >**

### Agent Errors & Omissions

CITA offers competitive premiums and priority handling. Agencies up to \$5 million in revenue are eligible.

- "A" (XV) rated admitted carrier
- Competitive coverage
- Flexible payment options

**LEARN MORE >**

### GET HELP

**Technical Support**  
TOL 800.333.5553 x6844  
FAX 760.710.6850  
[TechSupport@ArrowheadGrp.com](mailto:TechSupport@ArrowheadGrp.com)

**Marketing Operations**  
TOL 800.669.1889 x8733  
TEL 619.881.8733  
FAX 619.881.8744  
[MarketingInfo@ArrowheadGrp.com](mailto:MarketingInfo@ArrowheadGrp.com)

### DOC CENTER

Find Policy Forms, Class Lists, Underwriting Guides and more.

3. From the Tools & Reports Menu, select the Commercial Lines tab, then click on Daily Print under Core Commercial.

Welcome, Arrowhead Employee Home | Manage My Account | Log Out

Help & Training  
Commission Statements  
Contacts  
Document Center  
Blog  
**Tools & Reports**  
Boat/Yacht  
Core Commercial  
Express Package  
Residential Earthquake

**Tools & Reports Menu**

Personal Lines Commercial Lines

Commercial Auto Express Package  
Daily Print Daily Print

Core Commercial  
\*Commission Statements  
Daily Print

\* Administrative Password Required

View the [important notice about WCIRB Audit Requirements](#) now included in all applicable policies effective 1/1/13 and later.

4. You will see a folder with your Agency's Producer Code.

Help & Training  
Commission Statements  
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**Tools & Reports**  
Boat/Yacht  
Core Commercial  
Express Package  
Residential Earthquake

**Daily Print**

Welcome to Daily Print.

Printable documents for your policy transactions have been organized into daily folders by your producer code(s). Check Daily Print regularly to access and download your clients' recent policy output. Or, if you prefer to be notified via email once documents become available, please contact the system administrator within your office who can [set up or manage your email notification preferences](#).

Documents are available in Daily Print for 31 days. You can also retrieve documents individually from Policy Inquiry located on the left navigation pane. Although we continue to mail statement invoices, notices of cancellations, notices of reinstatements, and non-renewal notices directly to the Insured, it is your responsibility to deliver all other policy output to the insured.

*Note: It is also your responsibility as a representative of the insured to check the policies and endorsements for accuracy. Carrier ratings can be found at [ambest.com](#)*

*Policies replace all binders issued. Please contact us for questions or to request changes. Your agency does not hold binding authority. All change requests must be submitted to Arrowhead and some changes are subject to carrier approval.*

*If a Producer issues a certificate of insurance or evidence of insurance, it must be according to the terms of this binder and the insurance policy. Any request to change, endorse, or modify the terms of this binder or the insurance policy must be submitted in writing to Arrowhead Underwriting for our advance written approval and shall not be effective if communicated by means of a certificate of insurance or evidence of insurance. Arrowhead disclaims and undertakes no responsibility for incorrectly issued or inaccurate certificates or evidence of insurance. Arrowhead does not require you to provide a copy of any certificate to us.*

*If you provide copies of certificates or evidence of insurance to Arrowhead, Arrowhead will not review, analyze, or otherwise comment on the accuracy, completeness, or propriety of any certificate or evidence. Submission of a certificate or evidence of insurance to our office and/or the insurance company's office does not constitute approval of the certificate or evidence.*

If you are having issues with viewing or opening the Daily Print files, please feel free to contact us at [TechSupport@ArrowheadGrp.com](mailto:TechSupport@ArrowheadGrp.com) or call us at 800.333.5553 x6844  
Hours: MON. - FRI. 6:00 AM - 5:00 PM PST

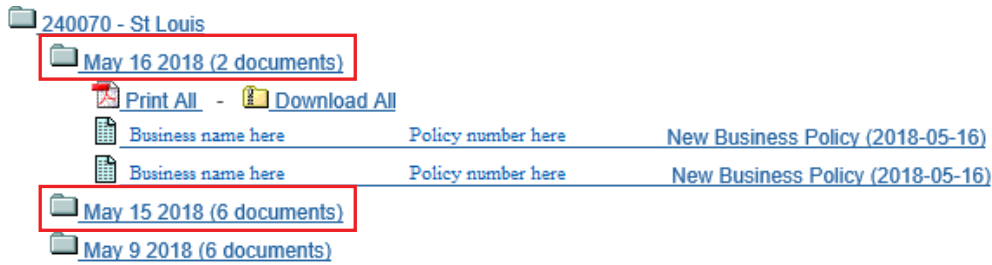
Document Type: All Documents Search

240070 - St Louis

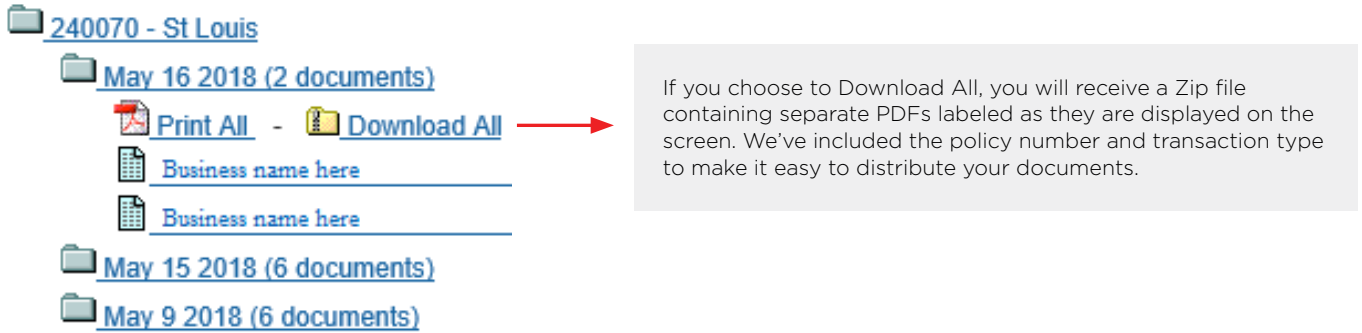
May 16 2018 (2 documents)  
Print All - Download All  
Business name here Policy number here New Business Policy (2018-05-16)  
Business name here Policy number here New Business Policy (2018-05-16)

May 15 2018 (6 documents)  
May 9 2018 (6 documents)

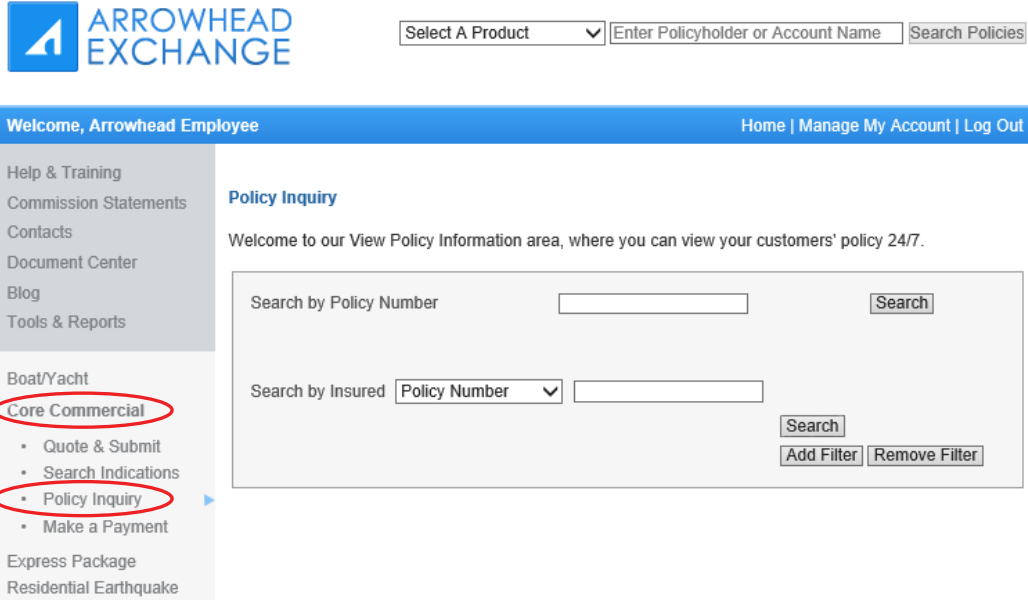
5. Under your Agency's Folder, you will see individual folders for each of the dates we generated output:



6. Within each folder is a copy of any documents generated that day. You can click on the document itself, save it to your desktop (or agency management system), or choose to either "Print All" if you want paper copies, or "Download All" if you want the documents in PDFs:



Select "Core Commercial" then "Policy Inquiry". Enter the client's policy number or name and click "Search".



The policy number will be hyperlinked. Click here to view the Policy Summary, Transactions, Statement Summary, and obtain Policy Documents.