

Accessing your Policy Information in myBusiness

You've made the sale, processed the application and want to check status. Maybe you also want to see what is up for renewal soon. Use Connexion's myBusiness producer support tool online to keep track.

Here's how via the Connexion website (Note: myBusiness is optimized for IE v10 or later, Safari, Chrome and Firefox):

Go to the [secure myBusiness portion of our website](#) and log in using your "UIS" user name and password and clicking the Login button.



The Connexion login form features the company logo at the top left. It includes a "User Name" field with "UIS000000" entered, a "Password" field with the placeholder "Enter your password", and a "Remember User Name" checkbox. A red "LOGIN" button is positioned below the fields. A link for "Having trouble logging in? Click Here" is at the bottom. Red arrows from the text above point to the "secure myBusiness portion of our website" link, the "UIS" user name, the password field, and the "LOGIN" button.

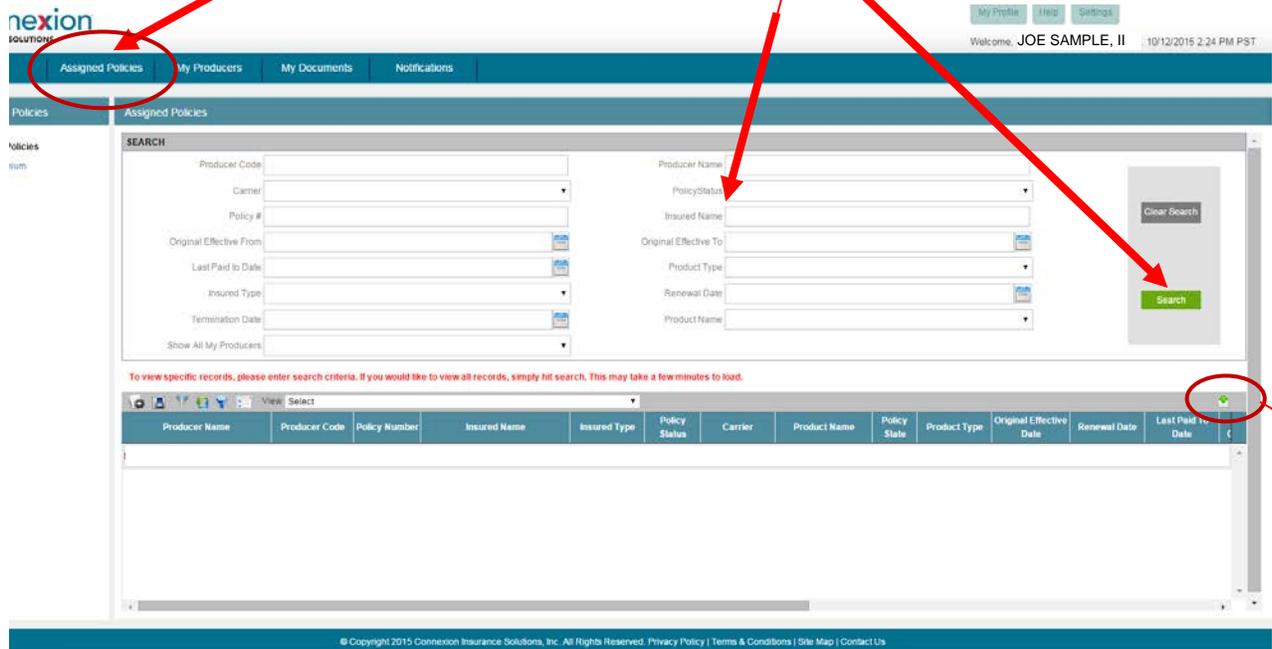
You'll arrive at the myBusiness dashboard which shows up to six "widgets" of information. For a pop-up showing the most recent policies updated in myBusiness, click on the words, "Recent Policies" in the Recent Policies widget.

The dashboard screenshot shows a navigation bar at the top with tabs for Home, Compensation, Assigned Policies, My Producers, My Documents, and Notifications. Below this are several widgets. The "Recent Policies" widget is highlighted with a red circle and a red arrow pointing to a "Recent Policies" pop-up window. Other widgets include Alerts, Requests, Recent Status Chg, Announcements, and Policies Sold In Last 6 Months.

Insured Name	Insured Type	Policy #	Pri
LARRY E PAR...	Individual	0000XXX	35584-
KRISTINE L M...	Individual	0000XXX	
TED G EISENH...	Individual	0000XXX	
VALENTINA B...	Individual	0000XXX	
MARK JOHAN...	Individual	0000XXX	ATM sir

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Alternatively, you can click on the **Assigned Policies tab** and you will land on the **Assigned Policies search page**. Use this page to find policy information for a specific client, product, etc.. You can write in specifics in the gray “Search” area to get to the information you are seeking and click on the **green Search button** on the right side.



You can use MyBusiness to help you analyze your business:

You can add search criteria in the gray **search area** to see detailed information for certain carriers, insured type, statuses or effective dates. There are also **data manipulation tools** for sorting and filtering the data. You can also drag-and-drop the blue column headings side to side to put information in the order you prefer. The **green export arrow** on the far right side allows you to download the information for the search criteria you selected to a .CSV file or Excel spreadsheet as you like. Connexion’s myBusiness can help you efficiently work you renewals and find cross sell opportunities.

