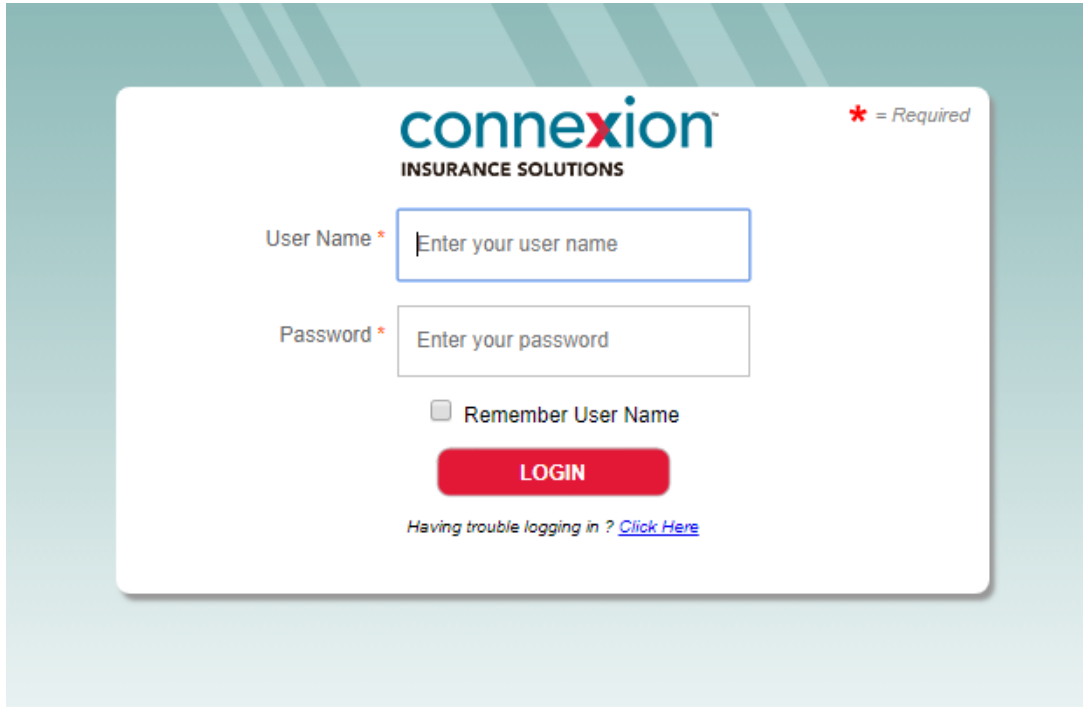


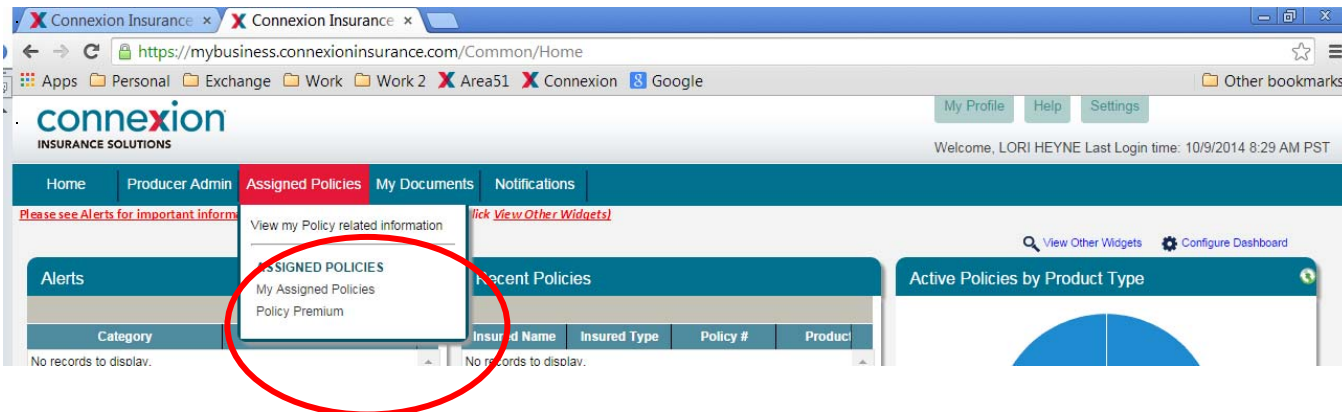
How-To Access Your Book of Business using myBusiness:

1. Go to <https://connexioninsurance.com/producers/>
Select MyBusiness
Enter your "UIS" user name and password and click the Login button.



The screenshot shows the Connexion Insurance Solutions login page. The page features the Connexion logo at the top left and the text "INSURANCE SOLUTIONS" below it. A red asterisk icon is followed by the text "= Required". The login form includes two input fields: "User Name *" and "Password *", both containing placeholder text "Enter your user name" and "Enter your password" respectively. Below the password field is a checkbox labeled "Remember User Name". A red "LOGIN" button is positioned below the checkbox. At the bottom of the form, there is a link: "Having trouble logging in? [Click Here](#)".

2. To find your book of business, go to the "Assigned Policies" tab and choose "Assigned Policies".



The screenshot shows the Connexion myBusiness dashboard. The browser address bar displays "https://mybusiness.connexioninsurance.com/Common/Home". The dashboard includes a navigation menu with tabs: "Home", "Producer Admin", "Assigned Policies", "My Documents", and "Notifications". The "Assigned Policies" tab is selected and highlighted in red. Below the navigation menu, there is a section titled "ASSIGNED POLICIES" with sub-sections "My Assigned Policies" and "Policy Premium". This section is circled in red. To the right, there is a "Recent Policies" table with columns for "Insured Name", "Insured Type", "Policy #", and "Product". Below the table, it says "No records to displav.". On the far right, there is a "Active Policies by Product Type" widget with a blue semi-circle graphic.

3. You can enter search criteria and hit the Search button. If you want your entire book of business just hit the Search button without entering search criteria.

SEARCH

Producer Code Producer Name

Carrier Policy Status

Policy # Insured Name

Original Effective From Original Effective To

Last Paid to Date Product Type

Insured Type Renewal Date

Termination Date Product Name

Show All Producers:

Clear Search

Search

To view specific records, please enter search criteria. If you would like to view all records, simply hit search. This may take a few minutes to load.

Producer Name	Producer Code	Policy Number	Insured Name	Insured Type	Policy Status	Carrier	Product Name	Policy State	Product Type	Original Effective Date	Renewal Date	Last Paid To Date	YTD Commissions	SS
No records to display.														

4. Using the inside scroll bar, you may need to scroll down to see Displaying items 1 of ? and Page 1 of ?

My Producers Assigned Policies

To view specific records, please enter search criteria. If you would like to view all records, simply hit search. This may take a few minutes to load.

Producer Name	Producer Code	Policy Number	Insured Name	Insured Type	Policy Status	Carrier	Policy State	Product Type	Origin Effective
								Dental	12/01/20
								Dental	03/01/20
								Medicare Adva...	01/01/20
								Medicare Adva...	01/01/20
								Medicare Adva...	06/01/20
								Medicare Adva...	01/01/20
								Medicare Adva...	05/01/20
								Medicare Adva...	05/01/20
								Medicare Adva...	01/01/20
								Medicare Adva...	02/01/20

Displaying items 1 - 10 of 540

Page 1 of 54

5. You can download your book of business by clicking the page with green down arrow on the right side of the page. You can choose an Excel or CSV file type.

The screenshot shows the Connexion Insurance web application interface. The browser address bar displays <https://mybusiness.connexioninsurance.com/Common/Home>. The page title is "connexion INSURANCE SOLUTIONS". The navigation menu includes "Home", "Producer Admin", "Compensation", "Assigned Policies" (highlighted in red), "My Producers", "My Documents", and "Notifications".

The main content area is titled "My Producers Assigned Policies" and contains a search form with the following fields:

- Producer Code
- Carrier
- Policy #
- Original Effective To
- Last Paid to Date
- Insured Type
- Termination Date
- Producer Name
- Policy Status
- Insured Name
- Original Effective From
- Product Type
- Renewal Date
- Product Name

Below the search form, a message reads: "To view specific records, please enter search criteria. If you would like to view all records, simply hit search. This may take a few minutes to load".

At the bottom, there is a table header with columns: "Producer Name", "Producer Code", "Policy Number", "Insured Name", "Insured Type", "Policy Status", "Carrier", "Policy State", and "Product Type". A red circle highlights a green download icon (arrow) next to the "Product Type" column header, which has opened a dropdown menu with "CSV" and "Excel" options.