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Help your policy holders avoid reinstatement issues

Follow the steps below to ensure your policy holder does not experience any problems when reinstating a policy.

- Verify that the policy has not been canceled for more than 15 days. If it has the policy will need to be rewritten.
- **[Call or email Underwriting for approval to reinstate.](#)** When you call, underwriting will ensure that the cancellation was not for missing information like a signed exclusion. They will also provide you with the total amount due. Sometimes the policy holder may owe more than what is reflected in the system. **Failure to call for approval will delay or even cancel the reinstatement for your policy holder.** *Underwriting will review all e-mailed reinstatement requests and contact you the next business day to confirm or deny eligibility.*
- Ensure that you have the policy holder sign an affidavit of no loss and collect all monies due.
- Keep affidavit in the file. No need to fax or mail it to us.

It's that **EASY** to ensure your reinstatements are processed smoothly.

Please call our Underwriting department with any questions you may have.

Underwriting:

1-888-342-6595

Territory Sales Managers: 1-800-456-1919

Sinae Bang - Bay Area - ext. 1695

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