Creating an Exclusion Form in PTS

1.) Click on Memos

		\sim						
Print Back Forwa	rd Inf	b Forms Memos	E-Quote	Pay				pls
Lookup Quote New Qu	iote Lookup P	olicy Claims Reports	Agency Info Batch	Viewer Bridge Interf	ace	Home	Change Pase	sword New Window Logout
Policy Information								
Policy Info Billin	ıg ∣ <u>S</u> tatus ∣ <u>D</u> i	riv/Veh <u>C</u> ov/Prem <u>N</u>	otes/Susp					
							NEXT TERM	٢
			Pronto	Eagle				
	POLICY: 410002	4-00 EFF DATE	: 09/12/2022 (01:33 PM)		EXP DATE:	03/12/2023	3	
	STATUS: Active	END EFF	DATE: 01/24/2023 (12:00 A)	M) Reason: Coverage A	Added			
		CANC DA	TE: 02/27/2023 Reason: 1	Non-Payment				
		NAMED INSURED(S	0	AC	GENCY NAME &	ADDRESS		
	Tinker Bell		,	new gui (0011884-00-00)				
	700 W Main ST			test				
	Visalia, CA 93291			warner robins, GA 31088				
				(111) 888-9999				
	INSURED VEHICLE DESCRIPTION							
					Usage/ Surcharged	Annual Mileage		55
	1 2010	DODGE CHARGER SXT	2B3CA3CV1AH311082	CA 93291 / 67	Commute / N	15000	20/20 175	SF
	2 2002	TOYOTA MR2 SPYDER	JTDFR320720050816	CA 93291 / 67	Commute / N	12000	20 / 20	
								*

2.) Click on General

Print	Back Forwa	rd Info Forms						pls
Lookup	Quote New Qu	ote Lookup Policy Claim	as Reports Agency Info	Batch Viewer	Bridge Interface	Home	Change Password	New Window Logout
Γ				Memo Selec	tion			
	Policy	Туре	Insured	Status	Date(s)			
	4100024-00	Personal Auto	Tinker Bell	Active	EFF: 09/12/2022 EXP:	03/12/2023		
	• General		Notices					

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3.) Click on Driver Exclusion Endorsement Form

t Back Forward	Info Forms						pls
p Quote New Quote	Lookup Policy Claims	Reports Agency Info	Batch Viewer	Bridge Interface	Home	Change Password	New Window Log
			Memo Select	ion			
Policy	Туре	Insured	Status	Date(s)			
4100024-00	Personal Auto	Tinker Bell	Active	EFF: 09/12/2022 EXP: 03/	/12/2023		
GENERAL Agent of Record Driver Exclusion Endorsement Form			MEN • (U General Notices			
General Memo Letter of Exper	ience		_				
No Loss Statem	ent						
Non-Resident D	lisclosure						
Request For Int	formation						

4.) Fill in the name, Date of Birth, Relationship, then click on Get Memo

		Driver Exc	clusion Endor	sement Form	
Policy	Туре	Insured	Status	Date(s)	
4100024-00	Personal Auto	Tinker Bell	Active	EFF: 09/12/2022 EXP:	: 03/12/2023
Additional Informa	ition Required: Delivery Method:	Mail () Fax Producer 🛛 Insured [Company	Loss Payee(s) 🗌 Ad	Get Memo Iditional Insd(s).
	Excluded Driver 1 First Name: Sno	ow			
	Last Name: Wh	ite	\neg	- Fill in the	en click on Get Memo

5.) Driver Exclusion form will be generated, click on Accept then print.

		Memos	
CENERAL INS	SURANCE AGENCY	For Inquiries contact test alex (111) 888-9999	agent of record:
	Pronto Gen Named Driv	eral Insurance Agency /er(s) Exclusion Form	
NAMED INSURED:	Tinker Bell	POLICY NUMBER: 4100024-	00
All household memb be liable to any perso or use of an Insured implied permission of to any continuation of	ters age 14 or older must b on from any damages, loss Motor Vehicles, whether o of a person under this polic or renewal of the policy.	e listed as a driver excluded from thi tes or claims arising out of the exclu r not such operation or use was with y. This exclusion shall continue to b	s policy. We shall not ded driver's operation the express or e binding with respect
Excluded Person(s):			
Name: Snow White	Date of Birth: 04	I/12/1989 Relationship to Applicant:	Non-Relative-Other
Name:	Date of Birth:	Relationship to Applicant:	None
Name:	Date of Birth:	Relationship to Applicant:	None
Name:	Date of Birth:	Relationship to Applicant:	None
WARNING: BY SIGNI WHEN THE VEHICLE EXCLUSION UNLESS Accepted: X	ING HERE, YOU ARE AGRE (S) IS BEING DRIVEN BY 1 S YOU READ AND UNDER!	EEING THAT THERE WILL BE NO INS HE PERSON(S) LISTED ABOVE. DO STAND IT. Date:	URANCE COVERAGE NOT SIGN THIS
WARNING: BY SIGNI WHEN THE VEHICLE EXCLUSION UNLESS Accepted: X Signatur	NG HERE, YOU ARE AGRE (\$) IS BEING DRIVEN BY S YOU READ AND UNDER:	EING THAT THERE WILL BE NO INS HE PERSON(S) LISTED ABOVE. DO TAND IT. Date: ey signatures are NOT allowed	URANCE COVERAGE NOT SIGN THIS
WARNING: BY SIGNI WHEN THE VEHICLE EXCLUSION UNLESS Accepted: X Signatur	NG HERE, YOU ARE AGRE (5) IS BEING DRIVEN BY T S YOU READ AND UNDER! re of Applicant Power of Attorn	EEING THAT THERE WILL BE NO INS HE PERSON(S) LISTED ABOVE. DO TAND IT. Date: ey signatures are NOT allowed	URANCE COVERAGE NOT SIGN THIS
WARNING: BY SIGNI WHEN THE VEHICLE EXCLUSION UNLESS Accepted: X Signatur	NG HERE, YOU ARE AGRE (5) IS BEING DRIVEN BY I SYOU READ AND UNDERS re of Applicant Power of Attorr This form must be	EING THAT THERE WILL BE NO INS HE PERSON(S) LISTED ABOVE. DO TAND IT. Date: ey signatures are NOT allowed signed and mailed (or faxed) to:	URANCE COVERAGE NOT SIGN THIS
WARNING: BY SIGNI WHEN THE VEHICLE EXCLUSION UNLESS Accepted: X Signatur	ING HERE, YOU ARE AGRE (3) IS BEING DRIVEN BY I SYOU READ AND UNDER: re of Applicant Power of Attorr This form must be Pronto Ge Newpc	EING THAT THERE WILL BE NO INS HE PERSON(3) LISTED ABOVE. DO TAND IT. Date: ey signatures are NOT allowed signed and mailed (or faxed) to: neral Insurance Agency 20. Box 8128 rt Beach, CA 92658	URANCE COVERAGE NOT SIGN THIS

[Accept | Reject | Modify] (Rejecting this document would remove the memo)