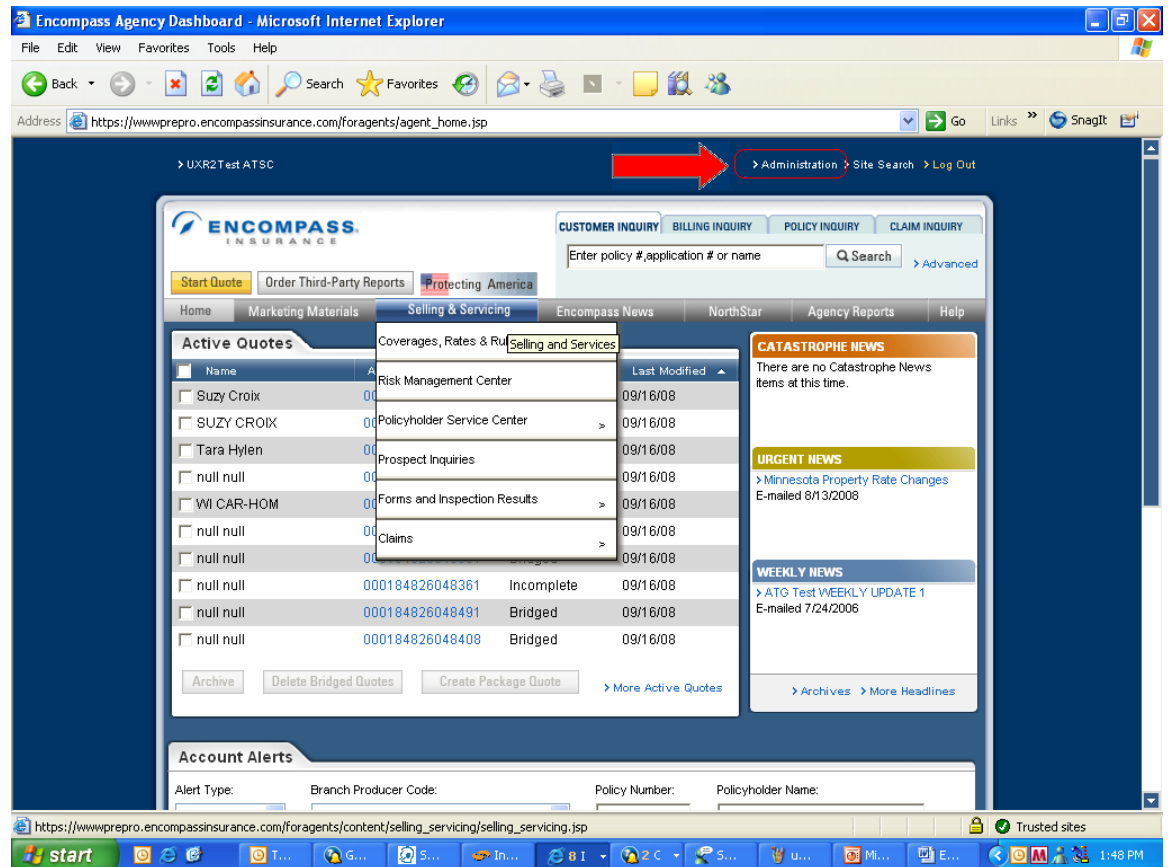


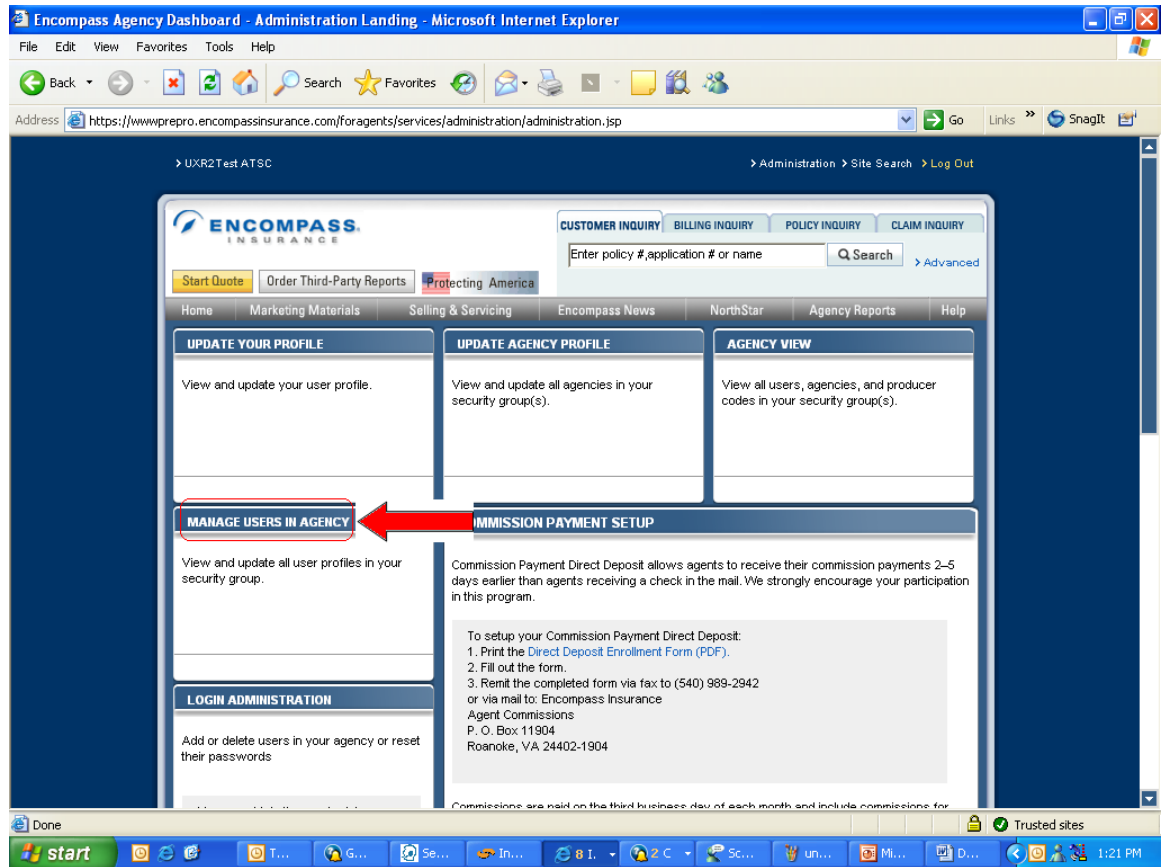
ENABLING ACCOUNT ALERTS FOR AGENTS

From the Encompass Agency Dashboard (EAD) of an Agency Administrator:

- 1) Click the **Administration Link**. The *Administration Screen* appears.



2) Click **Manage Users in Agency**. The *Manage Users in Agency* screen appears.



- 3) Select a user that you wish to give Account Alerts. The *Update User Detail Screen* appears.

The screenshot shows a web browser window titled "Encompass Agency Dashboard - Manage Users in Agency - Microsoft Internet Explorer". The address bar shows the URL: https://www.prepro.encompassinsurance.com/foragents/services/administration/aid_view.jsp. The page content includes a navigation menu with options like "Start Quote", "Order Third-Party Reports", and "Protecting America". Below this is a search bar for policy information. The main section is titled "MANAGE USERS IN AGENCY" and contains the following text:

Click the user's AID to update user details:
Security Group Number: 9983
Security Group Name: TEST - ATSC Testing Group 1

AID	First Name	Last Name	Role	E-Mail
A58272	TestUXR2	ATSC	csr	atsc@aol.com
A58274	TestUXR2	ATSC	csr	atsc@aol.com
A58270	UXR2Test	ATSC	csr	atsc@aol.com
A58271	TestUXR2'	ATSC	csr	atsc@aol.com
A58273	TestUXR2	ATSC	csr	atsc@aol.com
A58275	TestUXR2	ATSC	csr	atsc@aol.com
A58276	TestUXR2	ATSC	csr	atsc@aol.com
A58277	TestUXR2	ATSC	csr	atsc@aol.com

A red arrow points to the AID "A58274" in the table. At the bottom of the page, there is a slogan: "You value your independence. We insure it.®"

- 4) Place a check in the **Account Alerts are Displayed** box. Click **Update Details**. The agents' user account is now updated and they will be able to view account alerts the next time they log in.

The screenshot shows a web browser window titled "Encompass Agency Dashboard - Manage Users in Agency - Microsoft Internet Explorer". The address bar shows the URL: <https://www.prepro.encompassinsurance.com/foragents/services/administration/UserAdminDisplay.jsp>. The page content includes a navigation menu with items like Home, Marketing Materials, Selling & Servicing, Encompass News, NorthStar, Agency Reports, and Help. Below the navigation is a section titled "MANAGE USERS IN AGENCY" with a sub-section "Update User Details".

The "Update User Details" form contains the following fields and options:

- AID Selected: a58274
- User Selected: TestLXR2 ATSC
- User's Role: Customer Service Representative (dropdown menu)
- User's E-Mail: atsc@aol.com
- Last Modified Date: N/A
- Last Modified By: N/A
- Account Alerts are displayed
- Account Alerts Administration rights are granted
- Prospect Inquiries are displayed
- Agency Reports access is granted

At the bottom right of the form, there are two buttons: "Update Details" and "Cancel". A red arrow points to the "Update Details" button. Another red arrow points to the "Account Alerts are displayed" checkbox, which is checked.

At the bottom of the page, there is a footer with the text: "You value your independence. We insure it.®" and "About Encompass: www.encompassinsurance.com Encompass Help: (800) 262-9262".