



INSTRUCTIONS FOR ATTACHING A SIGNED PFA ONLINE

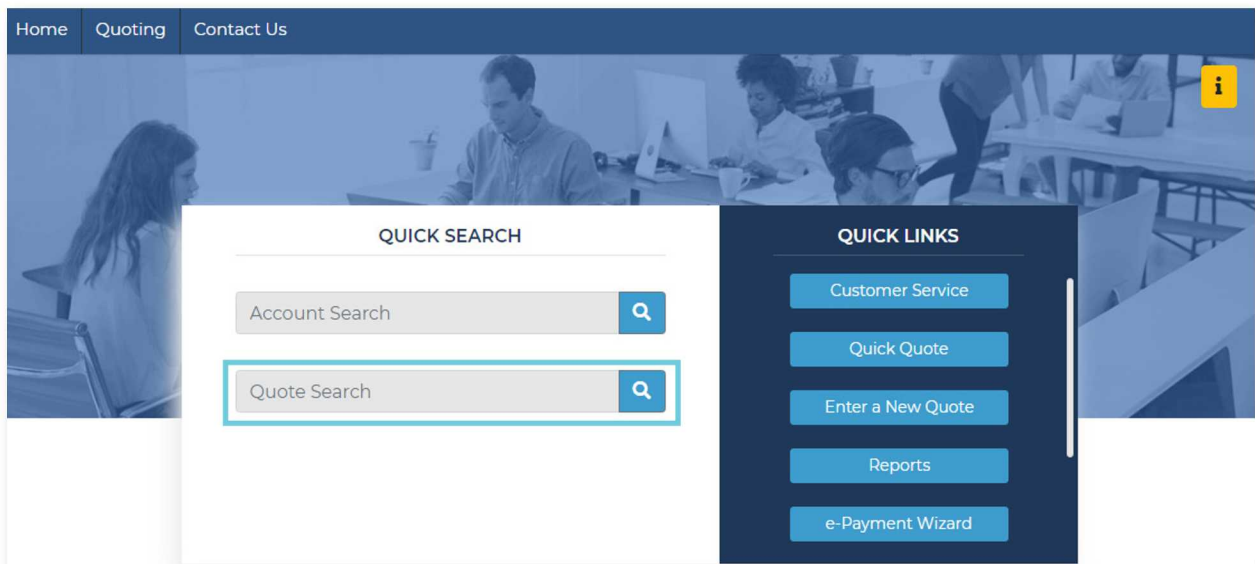
Steps to Attach and Submit a Signed Premium Finance Agreement (PFA)

The following steps are required to attach and submit a signed finance agreement for review and processing.

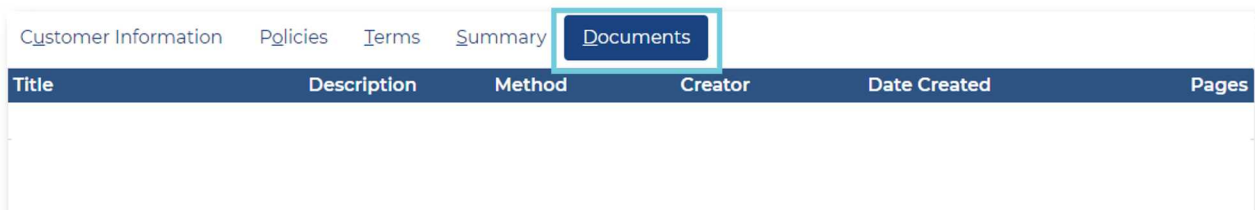
1 Access the Documents Tab of the Quote

1.1 Log in to Premium Billing System (PBS).

1.2 Enter the Quote Number in the Quote Search box.



1.3 When the quote is displayed, click on the **Documents** tab.



2 Upload and Submit the Signed PFA

2.1 Click the **Submit Signed PFA** button that appears beneath the **Generate Notice** dropdown.

Title	Description	Method	Creator	Date Created	Pages
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2 Items

Generate Notice: Premium Finance Agreement Now...

Submit Signed PFA

Upload Misc Documents

Close

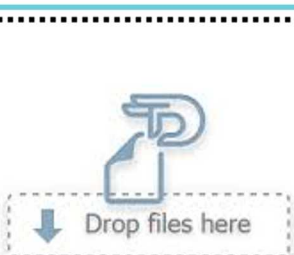
2.2 A window will be displayed allowing you to upload and submit a signed and dated PFA. Upload the document by dragging and dropping the file into the space indicated in the window or by clicking the **Upload File(s)** button.

By uploading a document and clicking the "Submit" button below, you are submitting to us this application for financing and declare that the submitted PFA has been signed and dated by all required parties and is ready for processing.

Signed PFA

Select Title: Signed PFA

Created By: sean-test Date: 2/18/2020



Drop files here

2.3 Once the signed and dated PFA has uploaded successfully, click the **Submit** button to submit the application to the finance company for review and processing.

By uploading a document and clicking the “Submit” button below, you are submitting to us this application for financing and declare that the submitted PFA has been signed and dated by all required parties and is ready for processing.

Signed PFA
Select Title: Signed PFA ▾
Created By: A00008 Date: 2/18/2020

Upload file(s)

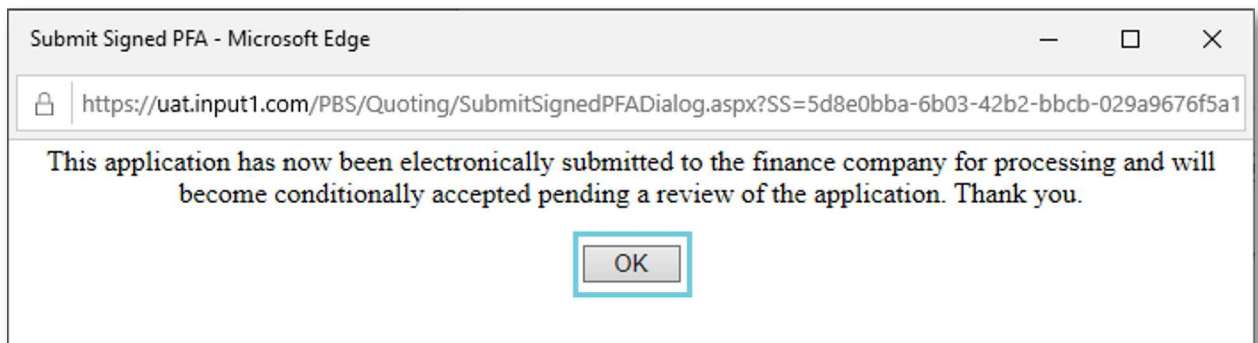
Files

Signed PFA for Quote 58974 - John Smith.pdf (97.0KB) 🗑

Drop files here

Submit Cancel

2.4 A window will be displayed confirming that the application, with the signed and dated PFA attached, has been submitted to the finance company electronically. Click **OK** to close this window.



Submission Inquiries or Corrections

Please contact us via phone or email regarding finance agreements that have been attached and submitted electronically.

Main Phone: (800) 932-7972

Email: NewAccountProcessing@input1.com