



Connex



Connex for **New Business**: Tips for staying on top of your cases

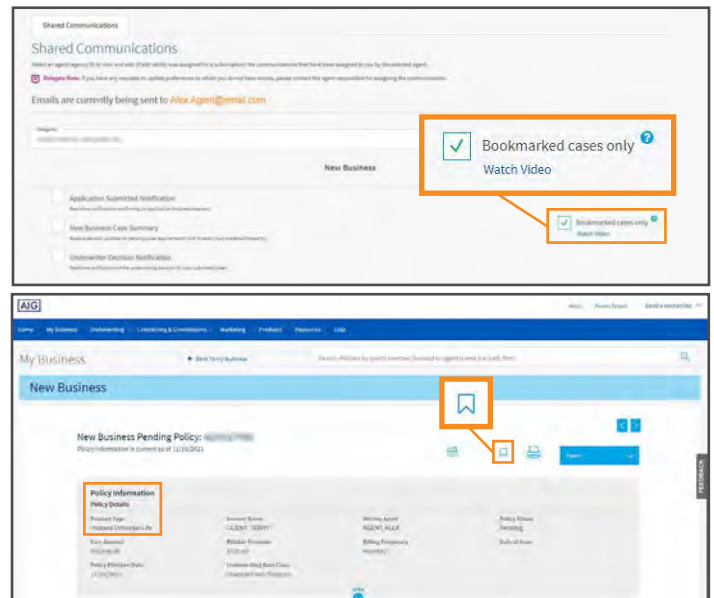
Did you know you can...

Flag selected cases for email notifications

By selecting this option, you will only receive New Business notifications for the cases/policies you've bookmarked.

- **To enable:** In Notification Settings, check the **Bookmarked case only** box.

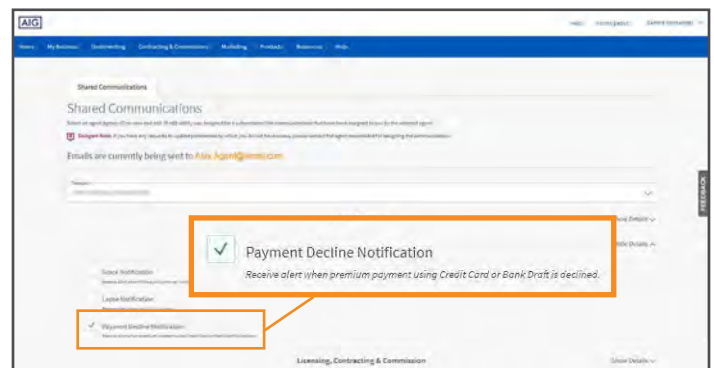
To bookmark a case, find the policy in the My Business dashboard and click the Bookmark icon.



Get notifications of initial payment declines, including decline date and reason

Sign up for email notifications which are generated and sent daily.

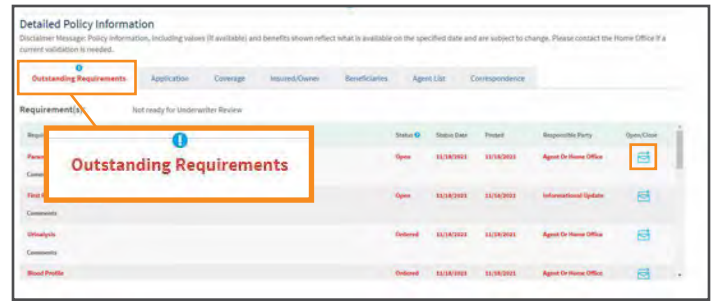
- **To enable:** In Notification Settings, check the **Payment Declines** box under Inforce notifications.



Upload pending and delivery requirements to active cases

Keep your cases moving along without delay by uploading or emailing requirements directly through the My Business dashboard.

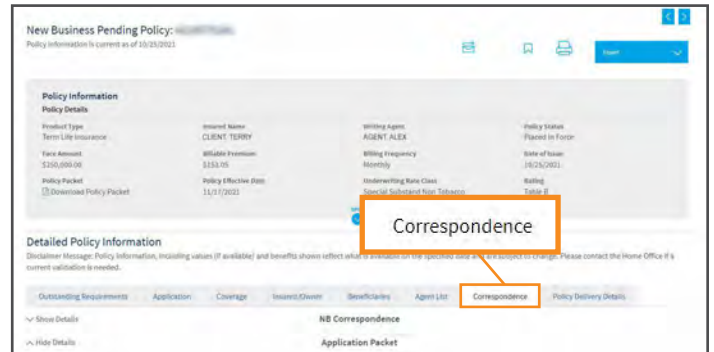
- **To access:** Navigate to the policy in **My Business**, scroll down to **Outstanding Requirements**, and click on the **Envelope** icon to initiate an upload or send an email.



Access the completed forms that were submitted with application packet

Depending on what was submitted, up to 65 of the most commonly used forms are now available with the case file.

- **To access:** Find all completed forms for a case under the **Correspondence** tab of Policy Details for that case. Click the form to open and download the PDF.



And there are more ways to use Connex...

- **Improved Requirements section:** Search, sort and scrolling features added
- **Improved Policy Information section**
 - Close-out date is searchable and exportable
 - Underwriting Rate class and Table Rating information added
 - Effective, Issue and Close-out dates now available
 - Initial and inforce premium payment and billing details available

New to Connex?

Registration is easy! To get started, visit the home page at aig.com/Connex and click register for a new account.

Need help registering? See our **Registering for Connex flyer** for details and tips.

We see the future in you.SM — **AIG**

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