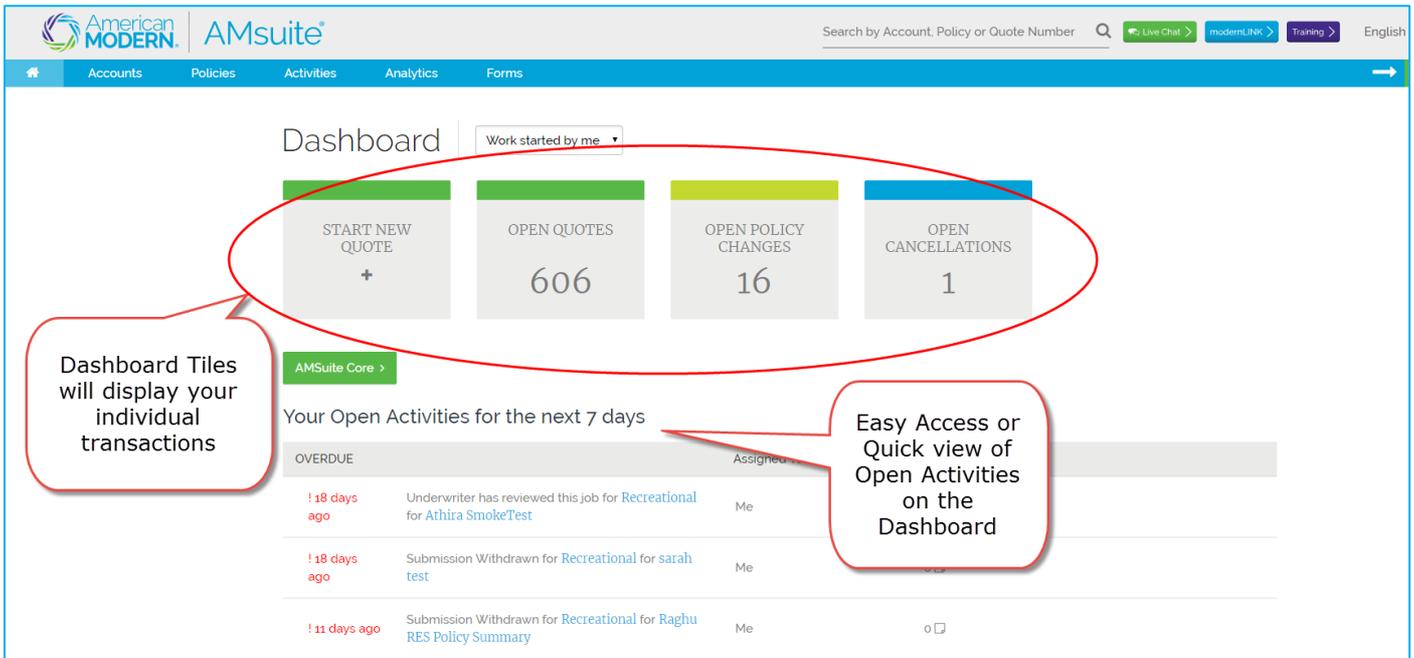


Basic Navigation

This job-aid will show you Basic Navigation, AMsuite Pages, and Dashboard Tiles. The Dashboard Tiles display the individual users transactions.

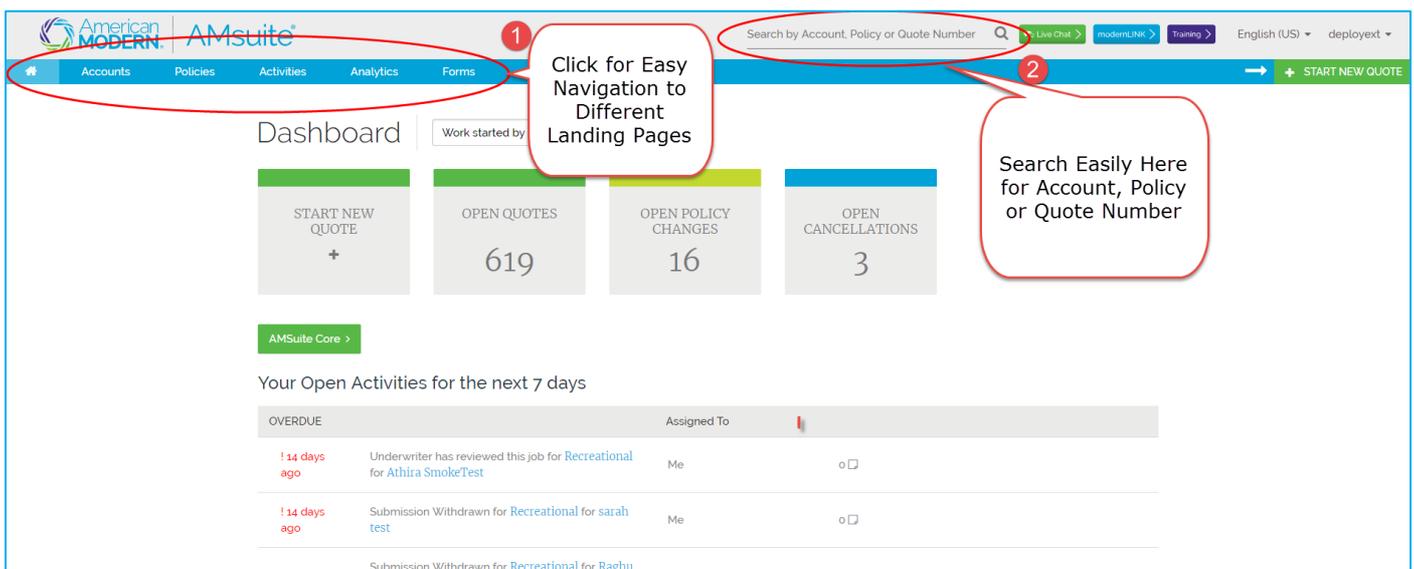


The screenshot shows the AMsuite Dashboard. A red circle highlights the four main dashboard tiles: 'START NEW QUOTE' (with a plus sign), 'OPEN QUOTES' (606), 'OPEN POLICY CHANGES' (16), and 'OPEN CANCELLATIONS' (1). A callout box points to these tiles with the text: "Dashboard Tiles will display your individual transactions". Another callout box points to the 'Your Open Activities for the next 7 days' section, which contains a table of overdue activities, with the text: "Easy Access or Quick view of Open Activities on the Dashboard".

OVERDUE	Assigned To
! 18 days ago Underwriter has reviewed this job for Recreational for Athira SmokeTest	Me
! 18 days ago Submission Withdrawn for Recreational for sarah test	Me
! 11 days ago Submission Withdrawn for Recreational for Raghu RES Policy Summary	Me

Navigate through the Launch Pad of AMsuite

1. Landing Pages
2. Search Method (numbers only – advance search available in Core AMsuite)



The screenshot shows the AMsuite Dashboard with two callouts. Callout 1 points to the 'Accounts' menu item in the top navigation bar, with the text: "Click for Easy Navigation to Different Landing Pages". Callout 2 points to the search bar in the top right corner, with the text: "Search Easily Here for Account, Policy or Quote Number".

Basic Navigation

AMsuite Pages

1. Accounts

1

From the Accounts Page you can view and retrieve recently viewed and created accounts (customers)

Displays number of policies on an account (customer) with easy access hyperlink

Click on the account (customer) hyperlink to open the account

Displays Open Activities on an account (customer) with easy access hyperlink

ACCOUNT	POLICIES	CREATED DATE	MAILING ADDRESS	OPEN ACTIVITIES
Athira SmokeTest	1	1/2/18	123 E Main St. Amelia, OH 45102-1945	3
ROESEL BYRON	1	1/18/18	6006 Hampstead Ave. Parma, OH 44129-3721	2
Stacy Roush	0	12/27/17	608 Georges Creek Rd. Gallipolis, OH 45631	2
Eric Fisher	2	12/26/17	608 Georges Creek Rd. Gallipolis, OH 45631-8458	5
JAMES BAKER	0	1/18/18	917 S 48th Ave. Wausau, WI 54401-9376	1
Sarah Test	0	1/3/18	123 street, Columbus, OH 45015	0
MARIANNE COOK	0	1/19/18	PO Box 503, Austin, NV 89310-0503	0

2. Policies

2

Advance Filter allows filtering by Category and Policy Type

Tiles to view various options

Hyperlink to retrieve policy

POLICY TYPE	STATUS	POLICY NUMBER	NAMED INSURED	EFFECTIVE DATE	EXPIRATION DATE	CREATED BY
Homeowners	In Force	300001222	www cccc	1/23/18	1/23/19	deployment external tester
Dwelling Special	Canceled	300001217	BRUCE AALBORG	1/23/18	1/23/19	deployment external tester
Motorsports	In Force	300001220	FRANK ALAN	1/23/18	1/23/19	AutoTester
Motorsports	In Force	300001185	ALYSE ABONILLA	1/20/18	1/19/19	deployment external tester

Basic Navigation

3. Activities

The screenshot shows the AMsuite interface with the 'Activities' tab selected in the top navigation bar. A red circle with the number '3' highlights this tab. Below the navigation bar, the 'Activities' section is displayed. A callout box points to the 'Activities' tab with the text 'View and Respond to Activites Here'. Another callout points to the 'AMSuite Core' button with the text 'Access to AMSuite Core'. Below this button, a message reads: 'To access queues or re-assign/search for more activities, please go to AMSuite Core.' Three data tiles are shown: 'MY OPEN' with a value of 0, 'MY COMPLETED' with a value of 0, and 'CREATED BY ME' with a value of 49. A callout points to these tiles with the text 'Tiles to View My Open, My Completed, and Created By Me'. Below the tiles, the text 'My Open' is followed by 'No Activities found.' A callout points to this text with the text 'Activities will be listed here'. The top right of the page features a search bar and buttons for 'Live Chat', 'modernLINK', and 'Training'.

4. Forms

The screenshot shows the AMsuite interface with the 'Forms' tab selected in the top navigation bar. A red circle with the number '4' highlights this tab. Below the navigation bar, the 'Forms' section is displayed. A callout box points to the 'Forms' tab with the text 'Forms Page to retrieve Program Manuals and Program forms'. The main content area is titled 'AMsuite™ Forms' and contains a 'Criteria Search' section with dropdown menus for 'Company', 'State', 'Program', and 'Form Type'. Below this is an 'OR' section with a 'Search By Form Number' section, including a text input for 'Form Number' and a 'Search' button. The top right of the page features a search bar and buttons for 'Live Chat' and 'modernLINK'.

Basic Navigation

Start a New Quote in a variety of places

The screenshot shows the AMsuite dashboard with a navigation bar at the top containing 'Accounts', 'Policies', 'Activities', 'Analytics', and 'Forms'. A 'START NEW QUOTE' button is highlighted in the top right corner. A callout box points to this button with the text: "Start a New Quote in AMsuite or from the Home Page of modernLINK". Another callout box points to the 'modernLINK' link in the top navigation bar.

Navigating

This screenshot shows the same AMsuite dashboard. A callout box points to the 'AMSuite Core >' link below the dashboard cards, with the text: "Navigate to AMSuite Core for additional functionality and detailed information". Another callout box points to the 'modernLINK' link in the top navigation bar, with the text: "Navigate to modernLINK".

For questions about using AMsuite, please contact American Modern's Customer Service Team.