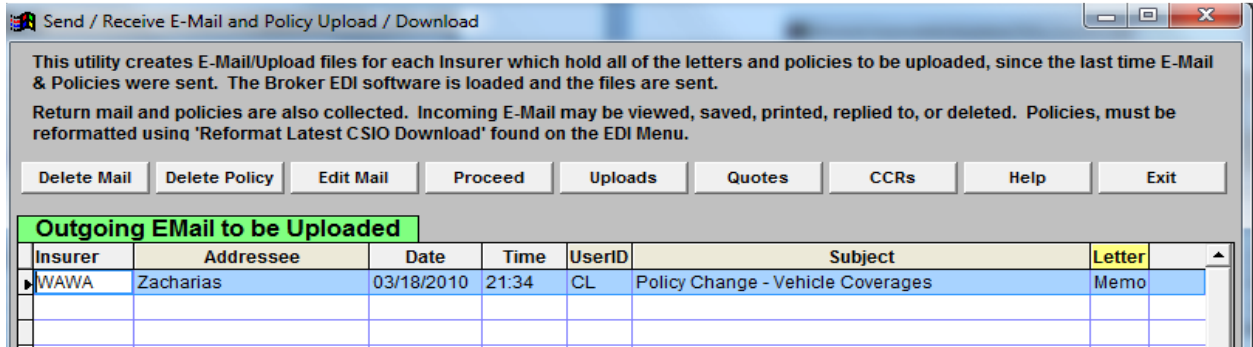
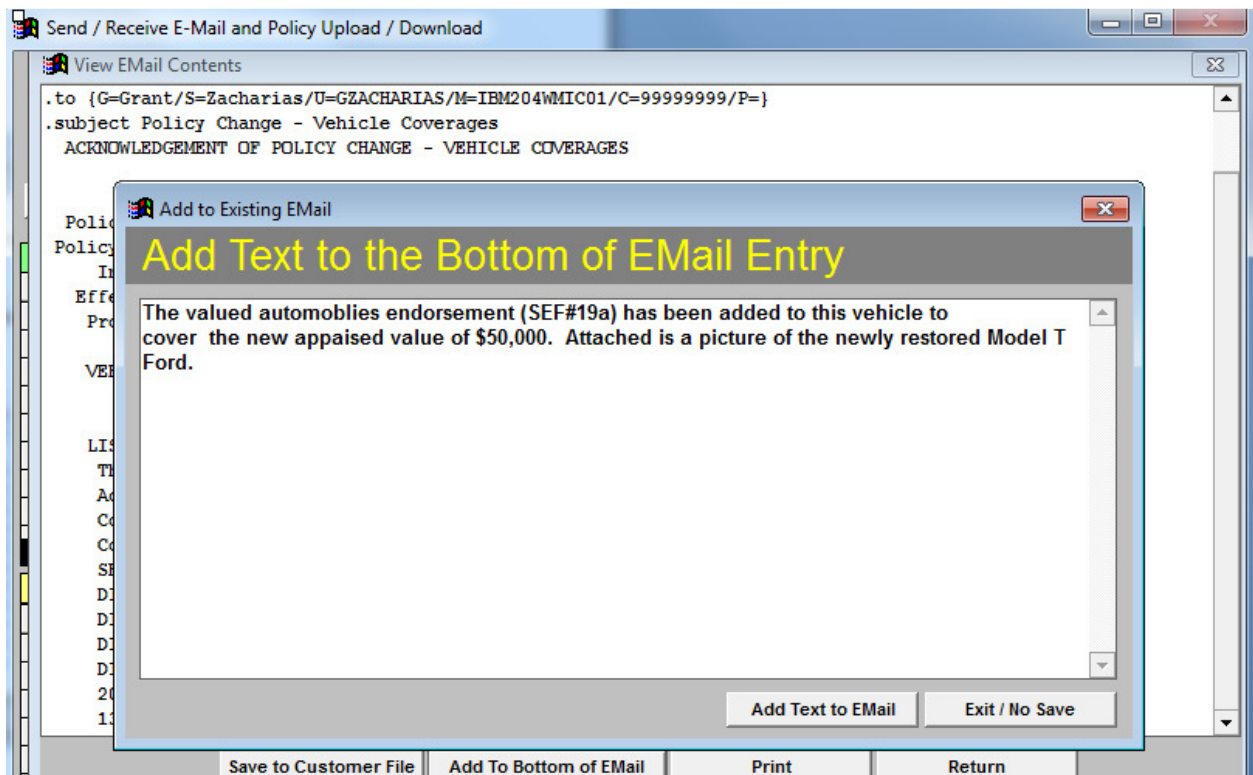


Adding an Attachment to a Policy Change Form

- 1) In Power Broker select **EDI, Send and Receive E-Mail/Polices** and the select the mail item , click the **Edit Mail** button and then the **"Add To Bottom of Email"** button.

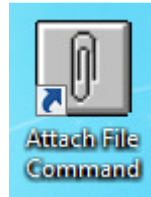


- 2) As illustrated below, add text to your email.



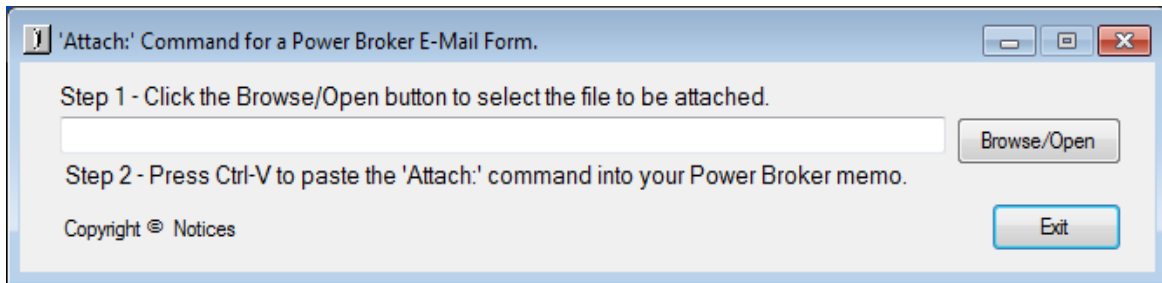
Adding an Attachment to a Policy Change Form

- Now attach your files, as shown below, by double-clicking the **Attach File Command** icon on the desktop.

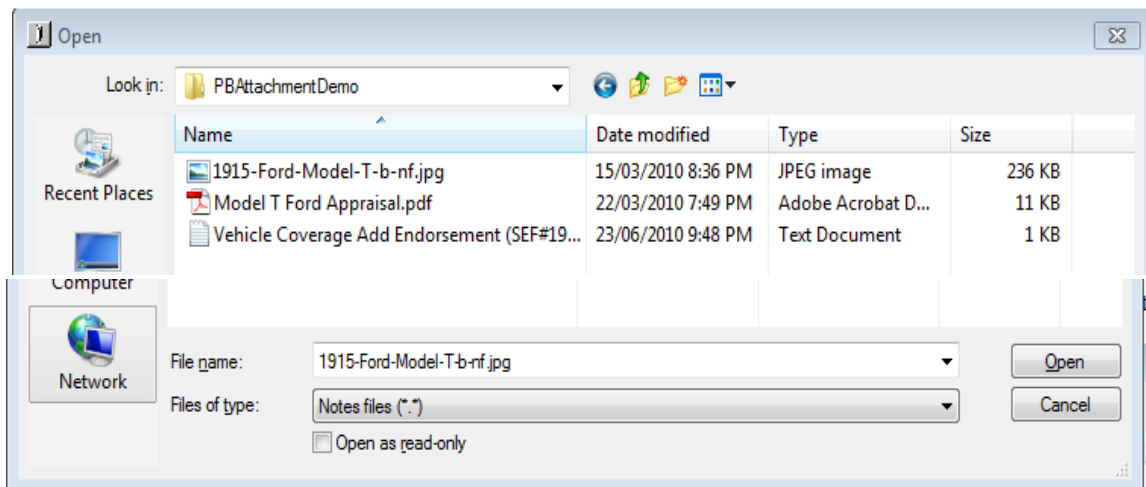


Note: CSIO asks that only PDF and jpeg files be attached. If you wish to attach other files you should check with the insurance company to see if they can receive them.

- As shown below, click the **Browse/Open** button to browse for the file.

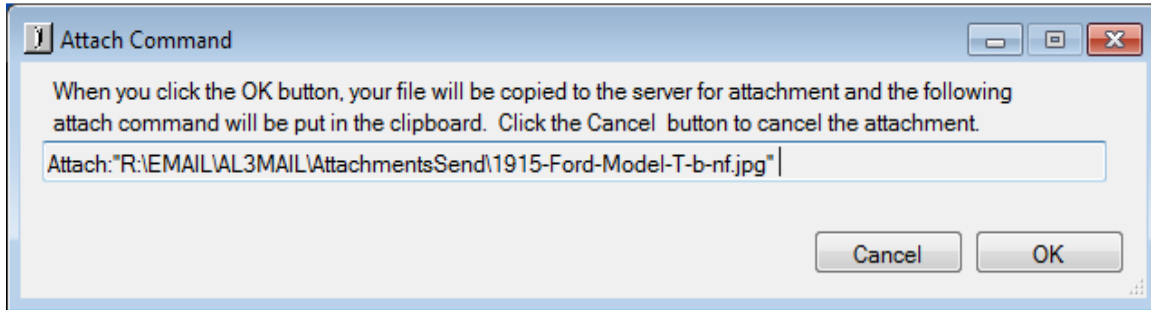


- Click the file you want to attach and then the **Open** button.

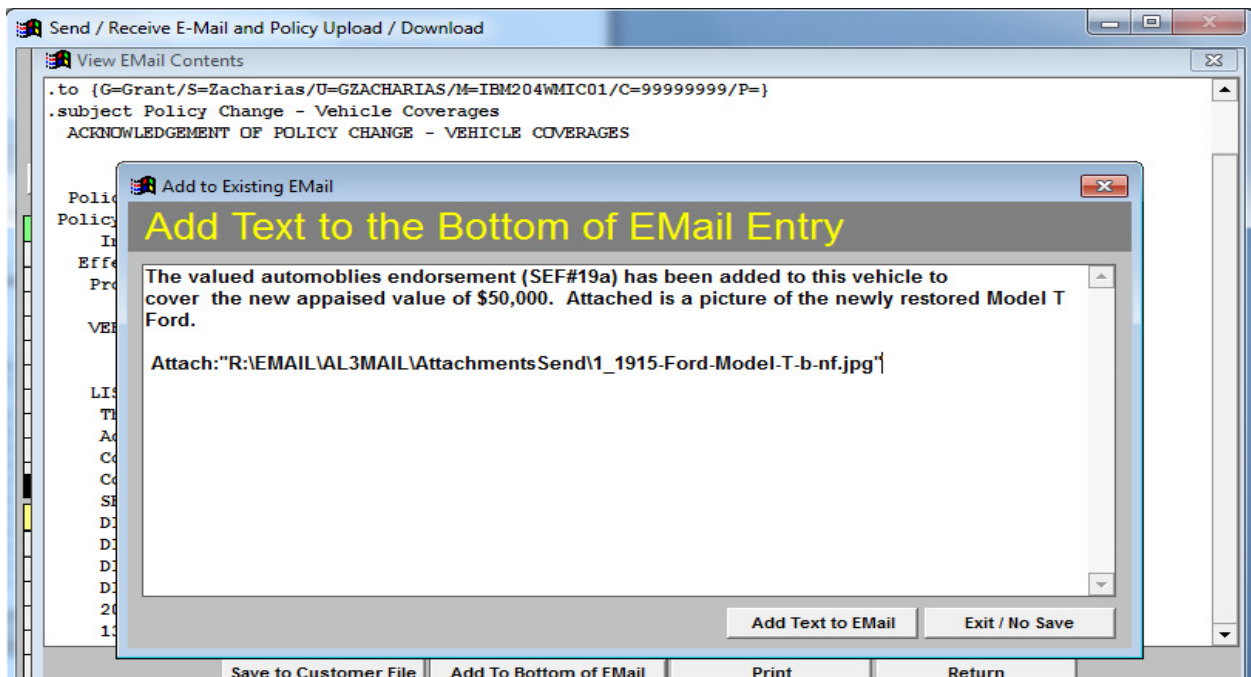


Adding an Attachment to a Policy Change Form

- Click the **OK** button to have the file copied to the server so it can be included in your e-mail. If you wish to cancel the attachment select the **Cancel** button. If you select the **OK** button and then wish to cancel the attachment you can ask your Administrator to delete the file in the \MAIL\AL3MAIL\AttachmentsSend folder on the server.



- Place your cursor in the "Add Text to Bottom of EMail Entry" box and click the mouse to move back to adding text and then press **Ctrl-V** to paste in the **Attach:** command.



- You can now attach more files or finish by clicking the **Add Text to EMail** button.