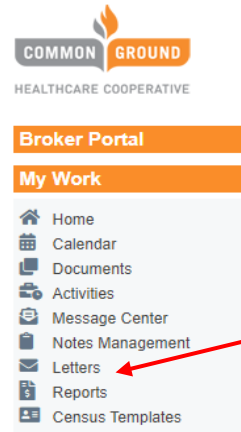


JET Insure Broker Portal Training Guide 9: Grace Letters Reports

1. Brokers are able to access reports for all of their members who received Grace and Termination letters. This report will show you which members received various letters related to enrollment or payment status.
2. Find the Letters screen by clicking “Letters” in the My Work area of the dashboard.



3. The letters search screen gives you the option to search for any letter your members have

Home Search

Letters Search

Policy Name

Issuer Subscriber ID

Generated Date From MM/DD/YYYY

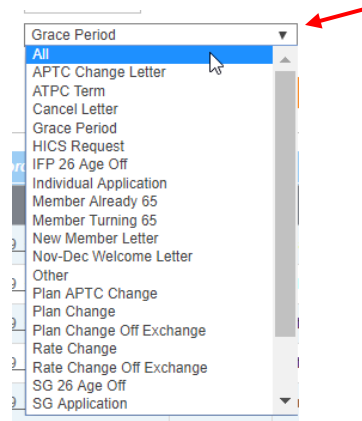
Generated Date To MM/DD/YYYY

Letter Type Grace Period

Search Reset Back Export To Excel

Search Results (0 records found) Rows / Page 10 Maximum Rows 100

Title	Letter Type	Policy Name	Issuer Subscriber ID	Generated Date
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4. Select the letter type you wish you review. Through this, you are able to view the Grace Letters your members received and see who is in a grace period.

Home Search

Letters Search

Policy Name

Issuer Subscriber ID

Generated Date From MM/DD/YYYY

Generated Date To MM/DD/YYYY

Letter Type Grace Period

Search Reset Back Export To Excel

Search Results (106 records found) Rows / Page 10 Maximum Rows 100

Title	Letter Type	Policy Name	Issuer Subscriber ID	Generated Date
Grace Period APTC_2020_04_19_02_37_57_600.pdf	Grace Period			4/19/2020 2:37:57 AM
Grace Period APTC_2020_04_19_02_52_21_018.pdf	Grace Period			4/19/2020 2:52:21 AM
Grace Period APTC_2020_04_19_02_52_51_486.pdf	Grace Period			4/19/2020 2:52:51 AM
Grace Period APTC_2020_04_19_02_55_14_937.pdf	Grace Period			4/19/2020 2:55:14 AM
Grace Period APTC_2020_04_19_03_00_34_932.pdf	Grace Period			4/19/2020 3:00:34 AM
Grace Period APTC_2020_04_19_03_04_37_663.pdf	Grace Period			4/19/2020 3:04:37 AM
Grace Period APTC_2020_04_19_03_14_24_213.pdf	Grace Period			4/19/2020 3:14:24 AM
Grace Period APTC_2020_04_19_03_15_43_992.pdf	Grace Period			4/19/2020 3:15:44 AM
Grace Period APTC_2020_04_19_03_15_58_148.pdf	Grace Period			4/19/2020 3:15:58 AM
Grace Period APTC_2020_04_19_03_22_14_971.pdf	Grace Period			4/19/2020 3:22:14 AM

Page 1 2 3 4 5 6 7 8 9 10 ...