

## Locating Inspection Requests (Commercial Lines)

The purpose of this document is to provide a self-service instruction guide on accessing information to view open survey requests for a Commercial Lines policyholder.



Once logged into the Donegal Dashboard, go to Reports and then select Commercial Lines Inspections.

		Home   About Us   Careers   Contact Us   Dash		
Dashboard	Make a Payment	Resources	Reports	Report a Claim
nter a Policy, Name, Zip, Iling Account, or Claim	Reports		Policy Premium Transactions Policy Documents	
earch 👂	<ul> <li>&gt; Policy Premium Transactions</li> <li>This report shows new transactions (new, renewed, endorsed and audited policies).</li> <li>&gt; Policy Documents</li> <li>This report shows new policy documents.</li> <li>&gt; Billing Documents</li> <li>This report shows new billing documents.</li> <li>&gt; Policy List</li> <li>This report lists policies for the selected agency code.</li> <li>&gt; Policy Cancel Pending</li> <li>This report shows all policies that are in the cancel pending status due to nongavenet of premium. It also shows all policies where the</li> </ul>		Policy Declarations Billing Documents Column	ve expired based on the selected
Tools > VIN Lookup > VIN Report > eSgnature Manager > Protection Class Lookup > Commercial Marketing Appetite		enewed, endorsed and	Claim Documents Policy List Policy Cancel Pending	
		Policy Cancellations Policy Lapse		
			Policy Expiration Claim Payments	n for the given policy for the the current term.
		Loss Run Agency Payments (EFT Sweep) Personal Lines Inspections		
		Personal Lines inspections Pending Auto Questionnaires Loss Control Recommendations		
	delinquent premium has been paid and the has been rescinded.		Commercial Lines Inspections ordered.	olicies that have inspections
	> Policy Cancellations		> Loss Control Recommendation	Letters



On the next screen, click **Run Report** for a list of accounts with open inspections.

		Home   About	Welcome USER Home   About Us   Careers   Contact Us   Dashboard		
Dashboard	Make a Payment	Resources	Reports	Report a Claim	
Enter a Policy, Name, Zip, Billing Account, or Claim Search > Advanced Search Tools	Agency: All	ons ~		Print Version (PDF) Run Report	
<ul> <li>&gt; VIN Lookup</li> <li>&gt; VIN Report</li> <li>&gt; eSignature Manager</li> <li>&gt; Protection Class Lookup</li> <li>&gt; Commercial Marketing Appetite</li> </ul>					

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