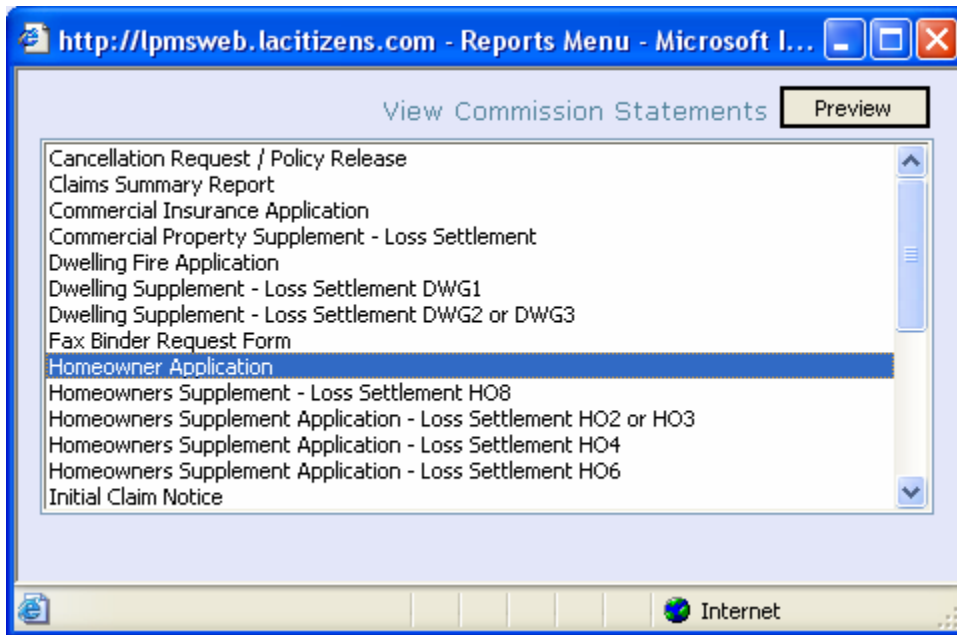


Accessing Reports in LPMS (Printing apps)

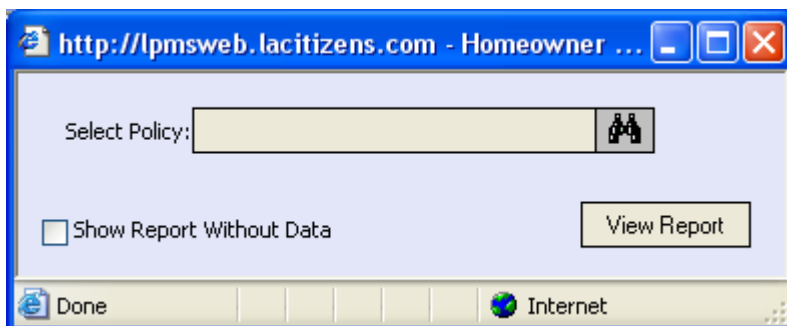
After logging into the LPMS System, Click on the reports icon button located to the right of the binoculars.



When the Reports Menu Screen pops-up, select the report you want to generate.



Click the Preview button.



You must *search for* and *activate* a policy at this point by clicking the binoculars and bringing up the Policy Search Screen.

http://lpmsweb.lacitizens.com - Policy Search Screen - Microsoft Internet Explorer provided by PIAL

File Edit View Favorites Tools Help

Insured Information

Company name: F Fi A

First name:

Middle name:

Last name:

SSN or FEIN: SSN FEIN

Address 1: F Fi A

Address 2:

City:

F = Match Full Text | Fi = Match First Part | A = Match Any Part

Application/Policy Information

Application / Policy number: F Fi A

Effective date:

Application / Policy type:

Application / Policy status:

Property Information

Address 1: F Fi A

City:

State:

Zip code:

Show detailed results Show Binders

Show co-applicants in search results Show historical policies in search results

2 record(s) returned.

Application / Policy Number	Insured Company	Insured Name	Insured Address 1	Insured City	Property #
FZH 0128767 07		ALLEN, JOSEPH J JR	712 LOUISIANA ST	MORGAN CITY	712 LOUISIANA ST
FZH 0128767 08		ALLEN, JOSEPH J JR	712 LOUISIANA ST	MORGAN CITY	712 LOUISIANA ST

<>

Policy Search Screen Internet

Enter your search criteria (See the Search Document or the manual for searching tips) and click the Search button.

After the policy appears that you are looking for, click on that policy number and the Report View Screen will re-appear with the selected policy.

http://lpmsweb.lacitizens.com - Homeowner ...

Select Policy:

Show Report Without Data

Done Internet

Click the View Report button. The Application or report will be generated with the data filled in.