

LPMS Current Issue Alert!

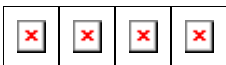
Application fails to bring up PDF after submitting

If your application does not print after submitting the application online, Use the Reports Menu in order to print the application. **See below for instruction on using the Reports Menu. *It is recommended that you reinstall the Adobe product (Adobe 7 or higher is required).*

If the message 'Report Failed to Load' or 'No data' is received, this means that the Application has not been submitted. Go back to the last screen of the online application and re-submit.

**Printing the Application via the Reports Menu:

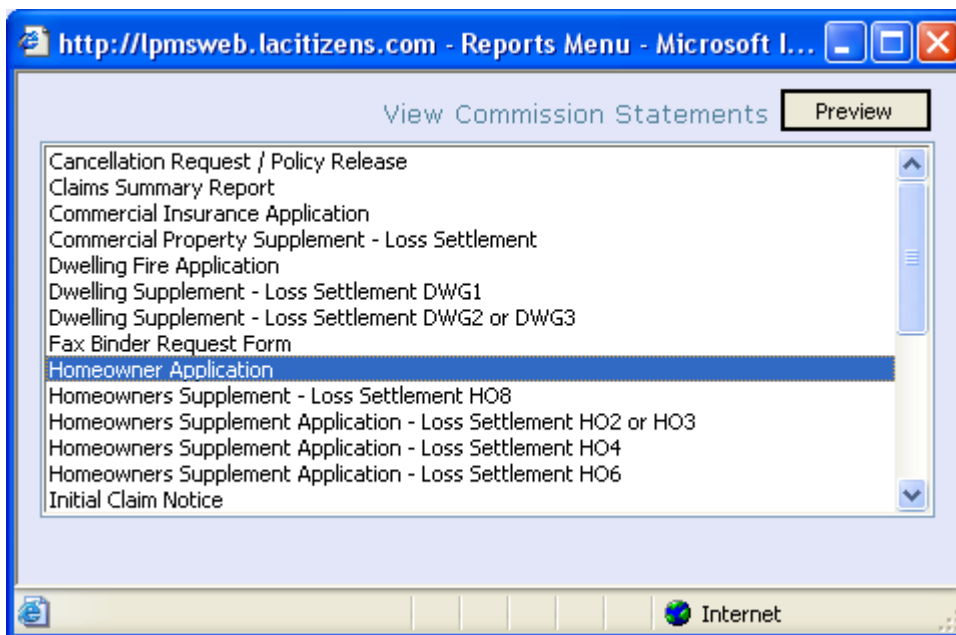
After logging into the LPMS System, Click on the reports icon button located to the right of the binoculars.



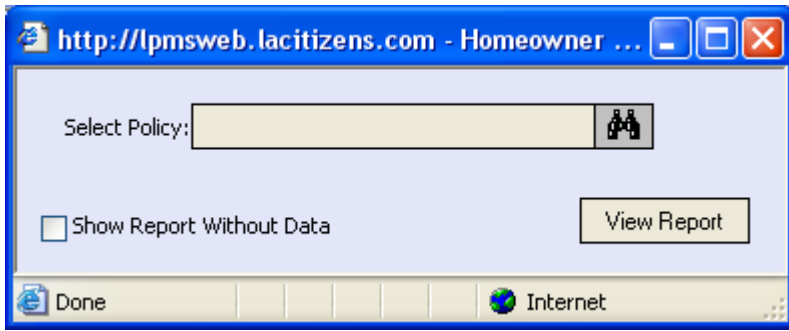
When the Reports Menu Screen pops-up, select the report you want to generate.

There are 3 Report Types that apply here: Homeowner Application (as shown), Dwelling Fire Application and Mobile Home Application.

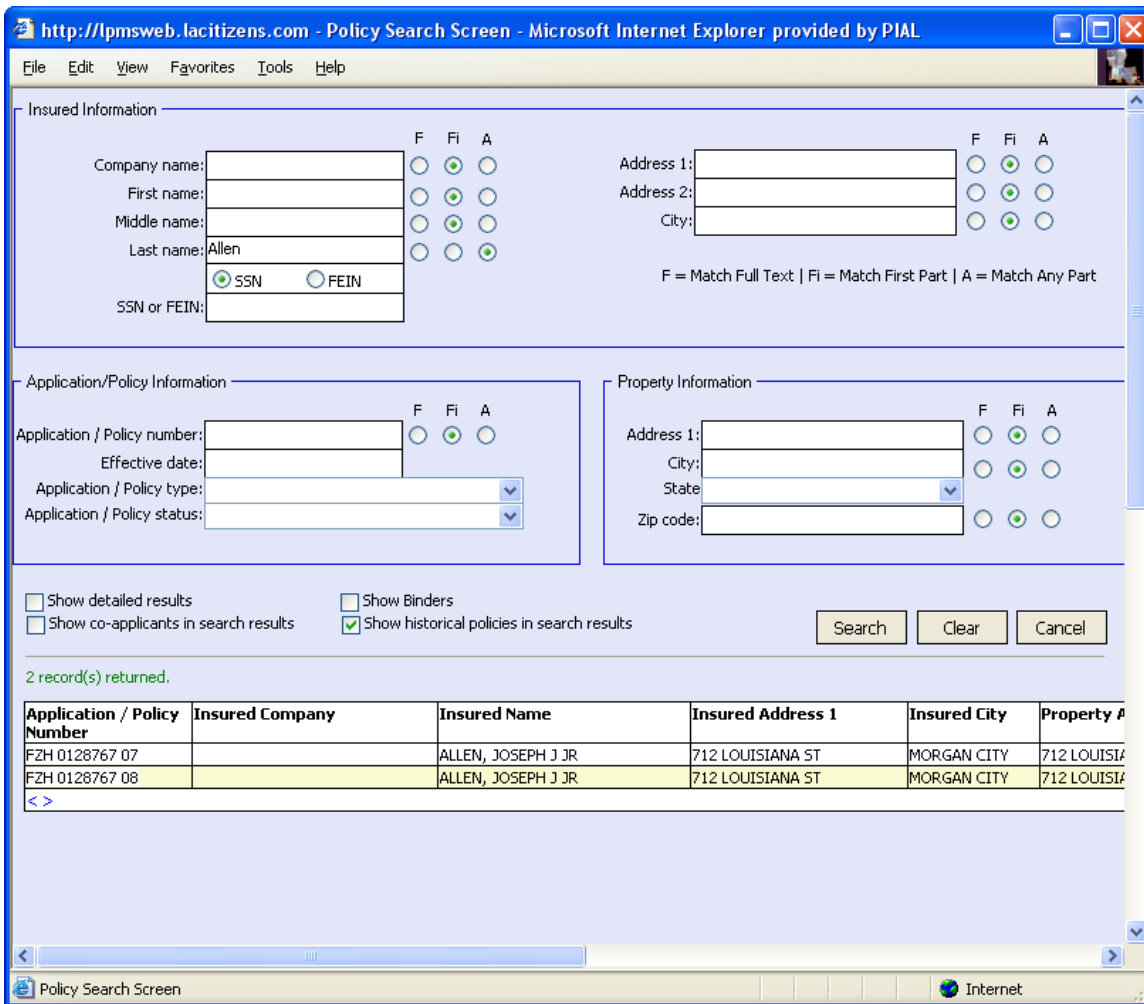
Select the appropriate one for your needs.



Click the Preview button.

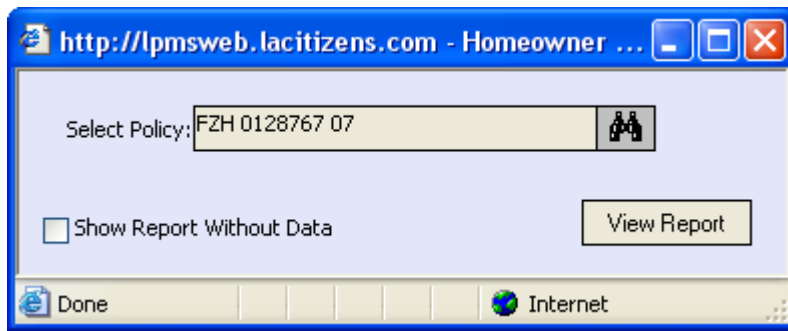


You must *search for* and *activate* a policy at this point by clicking the binoculars and bringing up the Policy Search Screen.



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.



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