

## Backing Out a Registered Transaction

1. On your homepage, select the Policies tab and enter the policy number you are searching for.

The screenshot shows the application's navigation bar with tabs: HOME, POLICIES (circled in red), SUBMISSIONS, TAGS, ACCOUNT, REPORTS, ANALYTICS, USERS, CONTACTS, HELP, SETTINGS, and LOGOUT. Below the navigation bar, a user login message states: "You are logged in as BROKERPAT, on behalf of [7050] AMWINS ACCESS INSURANCE SERVICES, LLC (0118107), STOCKBRIDGE." A red warning banner indicates: "Your search returned more than 500 results. Please narrow your search and try again." The main section is titled "Policy Search" and includes a "Create New Policy" button. Below this are three tabs: "Policy Search" (selected), "My Unsubmitted Transactions", and "Returned Transactions". The "Policy Search Criteria" form contains the following fields and options:

- Policy Number: 100 (indicated by a red arrow)
- Name of Insured: [Empty]
- SLA Submission Number: [Empty]
- Broker Reference Number: [Empty]
- Broker Reference Date: [Empty]
- Effective Date: [Empty] to [Empty]
- Submission Date: [Empty] to [Empty]
- Options:  Only Policies with Unsubmitted Transactions,  Only Policies with Alerts,  Only Policies with Returned Transactions,  Only Policies with Open Tags,  Search Previous Policy Numbers
- Buttons: Clear, Search

2. Select the transaction from the search results. Click on the Edit icon.

The screenshot shows the "Policy Details" section with the following information:

- Policy / Binder Number: 0100003596-4
- Previous Policy Number: 0100003596-3
- Policy Type: Standard
- Primary Insured Name: PEARSON PLUMBING & HEATING INC
- Insured Address: 91912 UNITED STATES
- Effective Date: 10/22/2015
- Expiration Date: 10/22/2016
- SIC Type: CONSTRUCTION
- SIC Code: [1700] SPECIAL TRADE CONTRACTORS
- Exempt Commercial Purchaser: NO
- Buttons: Edit

The "Transactions" section displays a table with the following data:

Submission Number	Submission Type	Transaction Type	Status	Effective Date	Premium	Taxable Fees	Stamping Fee	Docs	Alerts	Open Tags
2016-02-24/0029	SLIP BIF	Renewal	Registered	10/22/2015	\$3,500.00	\$125.00	\$7.25	0		0
2016-06-27/0010	SLIP	Extension	Submitted	10/22/2016	\$0.00	\$0.00	\$0.00	1		

Below the table, there are controls for "10 items per page" and "1 - 2 of 2 items". At the bottom, there are checkboxes for "Exclude Backouts" (unchecked) and "Exclude Returned" (checked), along with buttons for "Create Renewal" and "Create Endorsement". A red arrow points to the "Edit" icon in the first row of the Transactions table.

- Click on the Edit button at the bottom of the screen.

**Transaction Details**

Submission Number: 2016-02-24-0029      Submission Date: 02/24/2016      Submitted By: Unknown      Status: Registered  
 Transaction Type: Renewal      Endorsement Number:      Registered By: CHRISTINE WIEMERS      Registration Date: 03/18/2016

**Tag Summary**

Details    Layering    Certificates    Multi-State    SL1    GAP    SL2    Documents    Notes

\* Transaction Type: Renewal      \* Effective Date: 10/22/2015      Expiration Date: 10/22/2016      \* Invoice Date: 10/19/2015      Multiple Insurer: NO  
 Open Ended: NO      Multi-State: NO

**INSURER**

Insurer Name	NAIC Number	Status
KINSALE INSURANCE COMPANY	38920	Unlisted

**COVERAGES**

* Coverage Code - Description	* Premium
500 GENERAL LIABILITY - GENERAL LIABILITY	\$3,500.00

Gross Premium: \$3,500.00

**FEES**

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	YES	\$125.00
INSPECTION FEE	NO	
BROKER FEE	NO	
OTHER FEES	NO	\$200.00

Total Fees: \$325.00  
 Taxable Premium (Including Fees): \$3,825.00  
 Estimated CA SL State Tax (3%): \$108.75  
 Estimated Stamping Fee: \$7.25

Backout      Edit

- Make the correction and click the Save button at the bottom of the screen.

**Transaction Details**

Submission Number: 2016-02-24-0029      Submission Date: 02/24/2016      Submitted By: Unknown      Status: Registered  
 Transaction Type: Renewal      Endorsement Number:      Registered By: CHRISTINE WIEMERS      Registration Date: 03/18/2016

**Tag Summary**

Details    Layering    Certificates    Multi-State    SL1    GAP    SL2    Documents    Notes

\* Transaction Type: Renewal      \* Effective Date: 10/22/2015      Expiration Date: 10/22/2016      \* Invoice Date: 10/19/2015       Multiple Insurer  
 Open Ended      (Leave blank if Premium is \$0.00)       Multiple-State

**INSURER**

\* Insurer Name (NAIC #) - Status  
 KINSALE INSURANCE COMPANY (38920) - Unlisted

*Note: Carriers appearing on the dropdown list are only those on the LASLI and/or on the NAIC-IID Quarterly Listing of Alien Insurers. If the carrier does not appear on the dropdown list, please ensure you have determined that the carrier has met the California eligibility requirements under Insurance Code Section 1763.1.*

**COVERAGES**

* Coverage Code - Description	* Premium
500 GENERAL LIABILITY - GENERAL LIABILITY	\$3,500.00
Select Coverage Code	\$0.00

Gross Premium: \$3,500.00

**FEES**

Fee Name	Include in Premium (Subject to Tax)	Fee Amount
POLICY FEE	<input checked="" type="checkbox"/>	\$125.00
INSPECTION FEE	<input checked="" type="checkbox"/>	\$175.00
BROKER FEE	<input type="checkbox"/>	
OTHER FEES	<input type="checkbox"/>	\$200.00

Total Fees: \$500.00  
 Taxable Premium (Including Fees): \$3,800.00  
 Estimated CA SL State Tax (3%): \$114.00  
 Estimated Stamping Fee: \$7.60

Cancel    Save

- When you save the correction, you will get the following message:

**Backout Transaction** ✕

Editing a registered transaction requires that the original version be backed out and replaced with your new version. Neither the original transaction nor the backout will be editable.

Please enter a reason for editing this registered transaction:

Enter the reason you are backing out the transaction and click the Backout and Replace button.

- You will be returned to the policy details page to resubmit your corrected transaction. If there are any alerts, you will need to clear them before proceeding. Click on the Resume in Wizard button.

**Policy Details**

Policy / Binder Number: 0100003596-4	Effective Date: 10/22/2015
Previous Policy Number: 0100003596-3	Expiration Date: 10/22/2016
Policy Type: Standard	SIC Type: CONSTRUCTION
Primary Insured Name: PEARSON PLUMBING & HEATING INC	SIC Code: [1700] SPECIAL TRADE CONTRACTORS
Insured Address: 91912 UNITED STATES	Exempt Commercial Purchaser: NO

[Edit](#)

**Transactions**

Submission Number	Submission Type	Transaction Type	Status	Effective Date	Premium	Taxable Fees	Stamping Fee	Docs	Alerts	Open Tags
2016-02-24/0029	SLIP BIF	Renewal	Registered	10/22/2015	\$3,500.00	\$125.00	\$7.25	0		0
		Backout of Renewal	Unsubmitted	10/22/2015	(\$3,500.00)	(\$125.00)	(\$7.25)	0		
		Renewal	Unsubmitted	10/22/2015	\$3,500.00	\$300.00	\$7.60	1	0	
2016-06-27/0010	SLIP	Extension	Submitted	10/22/2016	\$0.00	\$0.00	\$0.00	1		

10 items per page      1 - 4 of 4 items

Exclude Backouts  Exclude Returned      [Create Renewal](#) [Create Endorsement](#)

**Transaction Details**

**Tag Summary** +

Details   Layering   Certificates   Multi-State   SL1   **GAP**   SL2   Documents   Notes

All submitted Renewals must contain a Declarations Page/Binder/Cover Note/Certificate as well as a completed SL1 Form. Some New Business Policies may also require an SL2 Form or GAP Form or other associated documents. You may complete and submit SL1, SL2, and Gap Forms online or you can upload any required forms as well as other supporting documents from your computer. Please select from the following options.

**Transaction Documents**

File Name	Document Types	Upload Date	Uploaded By	File Size	Pages
2017_Calendar.pdf	Declarations Page or Binder or Certificate, SL1 Form, SL2 Form	08/11/2016	BROKERPAT	132 KB	

1 - 1 of 1 items

Upload a document

Select file ...      Note: Files must be less than 10MB in size and in one of the following formats: TIFF, PDF, PNG, PDF/A, or JPG/JPEG.

- Review the new revised summary at the top of the screen and if everything looks fine, click on the Submit to SLA button.

**Create Renewal Wizard**

1: Options | 2: Policy Details | 3: Transaction Details | 4: Documents | 5: Verify and Submit

Policy / Binder Number: 0100003596-4  
 Previous Policy Number: 0100003596-3  
 Policy Type: Standard [Change](#)  
 Primary Insured Name: PEARSON PLUMBING & HEATING INC  
 Insured Address: 91912 UNITED STATES  
 Transaction Type: Renewal  
 Effective Date: 10/22/2015  
 Expiration Date: 10/22/2016  
 Invoice Date: 10/19/2015  
 Insurer: KINSALE INSURANCE COMPANY (38920) - Unlisted  
 Coverage Codes: 500 GENERAL LIABILITY - GENERAL LIABILITY \$3,500.00

Multi-State Policy: NO [Change](#)  
 Multiple Insurers: NO [Change](#)  
 Exempt Commercial Purchaser: NO [Change](#)  
 SIC Type: CONSTRUCTION  
 SIC Code: [1700] SPECIAL TRADE CONTRACTORS  
 Insurer Name: KINSALE INSURANCE COMPANY (38920) - Unlisted  
 Total Premium: \$3,800.00  
 Estimated CA SL State Tax: \$114.00  
 Estimated Stamping Fee: \$7.60  
 Document Summary: One file included

Review the policy and transaction details for accuracy.  
 Please review the details shown above and ensure they accurately reflect the data you wish to submit. When satisfied, click the Submit to SLA button below to submit this transaction to the SLA. If you need more time, you can click the Save for Later button to save your progress without submitting.  
 \* Indicates fields that are required for submission to the SLA.

[Back](#)  Save for Later  **Submit to SLA**

- If the filing is an old filing, you will need to complete the \*Late Filing Explanation field which will enable the Submit button.

**Submit to SLA**

Please review and enter any additional information for this submission if necessary. When ready, press the Submit button to submit these transactions to the SLA for review.

Policy Number	Name of Insured	Transaction Type	Effective Date	\$ Premium	\$ Stamping Fee	\$ State Tax
<a href="#">0100003596-4</a>	PEARSON PLUMBING & HEATING INC	Renewal	10/22/2015	\$3,800.00	\$7.60	\$114.00
<a href="#">0100003596-4</a>	PEARSON PLUMBING & HEATING INC	Backout of Renewal	10/22/2015	(\$3,625.00)	(\$7.25)	(\$108.75)
<b>Total Transactions: 2</b>				<b>\$175.00</b>	<b>\$0.35</b>	<b>\$5.25</b>

Broker Reference Number:

Broker Reference Date:

Submission Notes:

\* Late Filing Explanation:

- If the submission is successful, the transaction will be at the top of the Submission List page.