Backing Out a Registered Transaction

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

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

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

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

5. 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:

Cancel   ⊘ Backout and Replace

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

6. 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 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 [1]	Registered	10/22/2015	$3,500.00	$125.00	$7.25	0		0
✎			Backout of Renewal [1]	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		

|◄ ◄ **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 - 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.

🗑 Delete   ☑ Submit   🖈 Resume in Wizard

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

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

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