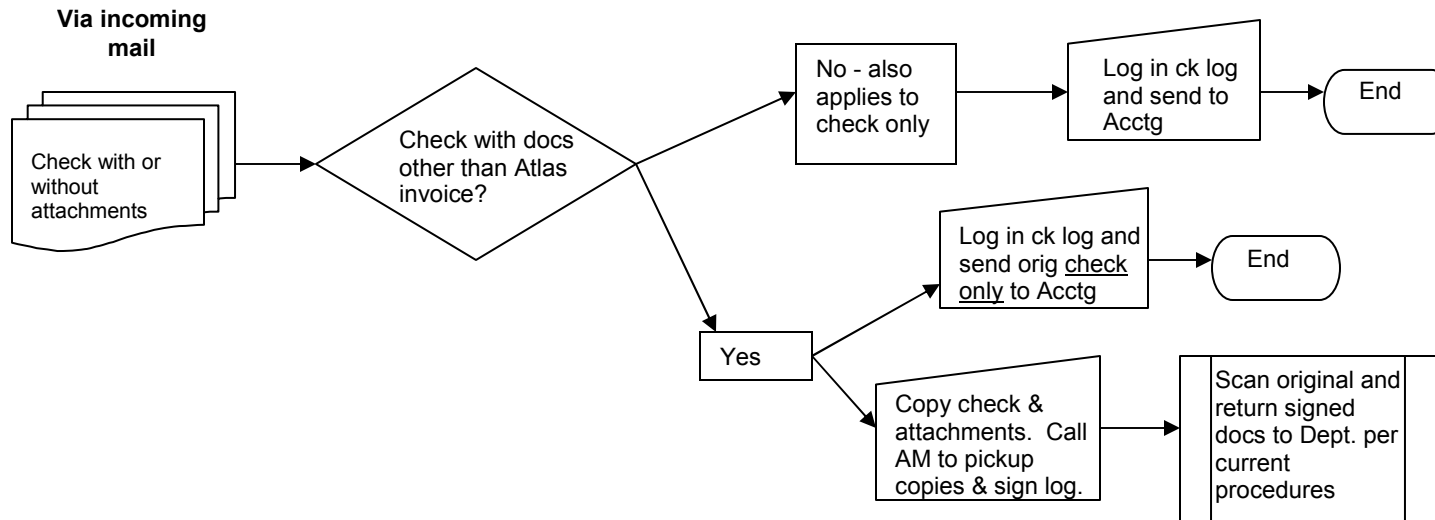


CHECK HANDLING MAILROOM/ACCOUNTING/OPERATIONS



- AM to bind coverage as required when copies are picked up. When task is received in IR, continue through workflow as needed. However, new task must be created (priority 3) for Duane (L – Z) or Delia (A – K) with task target on appropriate page to allow them to apply payment appropriately.
- Task Description:
 - If financed, task target should be on finance contract with task description: “ (name of finance co.) Finance Contract”
 - If not financed, appropriate document showing proper payee, insurer, coverage code should be task target with task description: “ (check #) ”
- Page Description: name finance contract page “(name of finance co.) Finance Contract” for ease of searching after task is completed, if needed.
- ~~Original Finance Contract for First Funding must be sent to Duane/Delia. All others will accept scanned copy.~~ **5/11/10: First funding now accepts copies. Originals not required.** AM responsible to send to Accounting. For outer island IP, CL AAs will send. For outer island House, CCG Indexer will send.
- Patti will advise Accounting staff that If documents are misdirected to them, they must call AM **immediately to potentially avoid any E&O situation of coverage not being bound on a timely basis.**
- *If AM receives check directly, AM photocopies docs needed and gives envelope with check and all other contents to Carolyn. Carolyn logs check and sends documents through the check handling process.*