

## View a daily list of cancellations for your agency on our portal

You can now see a list of your agency's cancellations for the last ten days on the homepage of our agency portal at [www.mbgagents.com](http://www.mbgagents.com).

To locate this new feature, look on the right side of the homepage just beneath the list of pending transactions. There you'll see the number of cancellations.

The screenshot shows the Mutual Benefit Group portal homepage. At the top right, it says "Operating Agency: M9948" and "Home | agenttest, Logout". Below the logo and tagline "Let Our Experience Benefit You", there is a navigation menu with buttons for Home, Quote, Policy Docs, Commercial Lines, Personal Lines, Claims, Billing, Marketing, Library, Contact, About MBG, and Help. A "User Admin" button is also present. On the left side, there are logos for CLIR, MBGPRO, and MBG easy PAY. On the right side, there is a sidebar with sections: "Pending Transactions (30 Days)" (None), "Cancellations (Last 10 Days)" (All: (2)), "Returned Payments (Last 14 Days)" (New: (0), All: (0)), and "Recent Reports". A red arrow points to the "Cancellations (Last 10 Days)" section.

The cancellation feature works the same way as the pending transactions feature. Click on the number of cancellations showing on the screen, and you'll be taken to a screen showing the policy information for each cancellation (see the example below). If you want to view an account directly, click on the account number.

The screenshot shows the Mutual Benefit Group portal with the "Cancellations" section highlighted. The table below lists the cancellation details:

Agent	Account Number	Suffix	Insured Name	Effective Date	Expire Date	Cancel Pend Date	Print Date
M9948	<a href="#">HO12345678</a>		JOHN A DOE	2/22/2021	2/22/2022	12/31/2021	11/29/2021
M9948	<a href="#">HO98765432</a>		JANE M DOUGH	5/26/2021	5/26/2022	1/2/2022	12/1/2021

At the bottom of the page, it says "PO BOX 577, HUNTINGDON, PA 16652 • PHONE: ((814) 643-3003 OR (800) 283-3531" and "©2021 MUTUAL BENEFIT GROUP | TERMS & CONDITIONS | SITE MAP".

We're pleased to add this information to our agent portal and hope it will prove helpful in your efforts to retain accounts.