

Register for eForms

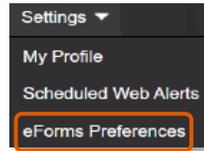
When first registering at ipfs.com, select “I consent” from the pop-up window.

IPFS Corporation encourages the use of electronic notifications to enable us to better stay in touch with our customers.

eForms I consent Opt out

OR

If registered, select [Settings](#) > [eForms Preferences](#) from the toolbar.



Only the [Web Admin](#) will have access to eForms Preferences.

Check “[Yes I would like to enroll in eForms](#)”.

To **unsubscribe**, [uncheck](#) “Yes, I would like to enroll in eForms.”

Yes, I would like to enroll in eForms.
Are you interested in receiving eForms by eForm type or by each IPFS insured account?

[Download](#) the agreement and click [I Consent](#).

Choose [Continue](#).

[Click here to download a copy of the eForms Disclosure and Consent agreement.](#)

I Consent

[By eForm type](#) - one email, multiple insureds accounts.

[By each insured account\(s\)](#) - one email per account.

[Manage Email Addresses](#) – add or remove users.

All ipfs.com users will appear in the [Address Book](#).

By eForm type (multiple insureds).
 By each insured account(s).

[Manage Email Addresses](#)

Add users **that are not** in the Address Book by selecting the [Add New User](#) button.

User(s) added to the Address Book can be selected as eForms recipients.

Select [Apply Changes](#) to [save](#).

Address Book			
	First Name	Last Name	Email
<input checked="" type="checkbox"/>	amanda	Training	demo@email.com
<input checked="" type="checkbox"/>	test	test	testfing123@gmail.com
<input type="checkbox"/>	tester	test	test@email.com

[Add New User](#) [Delete User](#) [Apply Changes](#) [Close](#)



When quoting and setup eForms by account, the [user who is quoting](#) will default as the eForm recipient.

The information contained herein is confidential and proprietary. Recipients will respect the confidentiality of this material and not disclose to any third party any of the contents of this document without first obtaining written approval from Imperial PFS.

eForms Setup

Displays when “By eForm type” is selected.

Select the delivery preference.

Check the forms you would like to assign to a user.

Select **Edit eForm Recipients** button to assign or remove recipients.



Each eForm must have an **email address** to **Save the Setup**.

If you are opting in to receive emails by eForm type ONLY, an assigned email is required for each.

You are choosing a delivery preference by eForm type. Once you have made your selection, assign the appropriate eForm(s) type(s) from the table below.

One daily email with all eForms attached (multiple insureds)
 Separate emails per each eForm
 One daily email per eForm type (Example: All Notice of Cancellation forms for multiple insureds within one email.)

<input type="checkbox"/>	eForm Type	Email Address(s)
All Cancellation eForms		
<input checked="" type="checkbox"/>	NOTICE OF INTENT TO CANCEL	testuser@agency.com
<input checked="" type="checkbox"/>	NOTICE OF CANCELLATION	testuser@agency.com
<input type="checkbox"/>	NOTICE OF REQUEST FOR REINSTATEMENT	testuser@agency.com
<input type="checkbox"/>	#1 CANCELLATION FOLLOW UP	testuser@agency.com
<input type="checkbox"/>	#2 CANCELLATION FOLLOW UP	testuser@agency.com
<input type="checkbox"/>	MEMO OF INTENT TO CANCEL	testuser@agency.com
<input type="checkbox"/>	REINSTATEMENT BALANCE DUE	testuser@agency.com
Other eForms		
<input type="checkbox"/>	NOTICE OF ACCEPTANCE AND ASSIGNMENT	testuser@agency.com
<input type="checkbox"/>	PENDING POLICY REQUEST	testuser@agency.com
<input checked="" type="checkbox"/>	NOTICE OF APPLIED PAYMENT	testuser@agency.com
<input type="checkbox"/>	PAYMENT REVISION LETTER	testuser@agency.com
<input checked="" type="checkbox"/>	NOTICE OF RESCISSION	testuser@agency.com
<input type="checkbox"/>	ACH PAYMENT LETTER	testuser@agency.com

Edit eForm Recipients

More than one User can be selected.
Choose the user(s) and select **Add User**.

Add User(s) **Remove User(s)** **Close**

Account Setup

eForms by account are **automatically** assigned to the **logged in** user when creating a quote.

Displays when “By each insured account” is selected.

Select a delivery preference.

Select the **Set Default** button to add a user in the Email field to receive eForms on **IPFS generated** quotes.

Select **Edit eForm Recipients** button to assign or remove recipients.



Existing accounts must have an **email address** to **Save the Setup**.

If you are opting in to receive emails by IPFS account ONLY, an email address for future accounts.

You are choosing a delivery preference by each insured account(s). Once you have made your selection, assign the appropriate eForm(s) type(s) from the table below.

One daily email with all eForms (multiple insureds)
 One daily email per account (Example: Notice of Finance Premium and Notice of Cancellation)
 One daily email per eForm type (Example: All Notice of Cancellation forms for multiple insureds within one email.)
 Separate emails per each eForm

Please input an email address to receive eForms for IPFS accounts. **Set Default**

Edit eForm Recipients

Address Book

Check the boxes for the email addresses you would like as defaults on new quotes. Multiple email addresses can be listed on each account. ***Email Address to be used on quotes completed by IPFS.

<input type="checkbox"/>	First Name	Last Name	Email
<input checked="" type="checkbox"/>			testuser@agency.com

Apply Changes **Cancel**

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<input type="checkbox"/>	Insured Name	Email Address(s)	IPFS Account # ^	Status	Current Balance
<input type="checkbox"/>	PRECISION MARINE &	testuser@agency.com	28221	GRACE	\$350.56

Select **Save Setup** button to complete enrollment.

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