



AMTEX AGENT PORTAL TABLE OF CONTENTS

TRAINING VIDEO

PASSWORD **AMTEXNow#2020**

TRAINING PACKAGE 2020

UPDATED VERSION.....

HOW TO PRINT CARRIER CALLS

*Select
Sea Harbor
Progressive
American Access
Empower*

*Acc Underwriting
Aspen
Acc Payment
Texas Ranger
United*

*Lonestar
Gainsco
Aggressive-Tejas
Connect
Lamar*

CARRIER CHEAT SHEET

*Progressive Allinsco
Highlights Acc Tx
Reference Guide
Aggressive Insurance
American Agencies
Allinsco (Empower)
Hallmark Auto
Select General
Infinity
Kemper
Aspen*

*Falcon
Gainsco
Dairyland
Connect
SGA
Allinsco (Empower)
American Access
Lonestar Maverick
Apollo
Hallmark Renters
Lamar General Agencies*

*Lamar General Agencies
Texas Ranger
Venture
Western General
NSD Guide
Jubilee
United
Tejas Seguros
Sea Harbor
Multi State*

ACCOUNTING FORMS

DAILY REPORTS FORMS FOLDER

*Sales Report
Sales Report Excel
Cash Out Sheet*

*Daily Breakdown
Credit Card Log
Refund checks Questions*

Memo Merge Profiles

ACCOUNTING FORM FOLDER.....

*Store Correction References
Amtext NSF Receipt*

*Cancellation Request Forms
Amtext Expense Receipt*

*Customer Refund Receipt
Change Location*



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AMTEX FORMS & COVERAGES.....

AMTEX FORMS

<i>Spanish No Loss</i>	<i>English Disclosure</i>	<i>English Rejections</i>
<i>English No Loss</i>	<i>Homeowners Rejections</i>	<i>Spanish Rejections</i>
<i>Amtext Fax Cover</i>	<i>Spanish Disclosure</i>	<i>Endorsement</i>

AMTEX COVERAGES.....

<i>Spanish Auto Insurance Coverage</i>	<i>English Auto Insurance Coverage</i>
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QQ CATALYST & ITC.....

QQ CATALYST

<i>Credit Card or Debit Card on Time</i>	<i>Create Cash/Check Payment on time</i>	<i>Create a Credit/Debit Late Payment</i>
<i>Create Cash/Check Late Payment</i>	<i>Change Location</i>	

ITC

UPDATED VERSION

DAILY TASK

<i>Agent Mandatory Schedule</i>	<i>Customer Service</i>	<i>Phone Script</i>
<i>Daily Mandatory Calls Per...</i>	<i>Agency Fee</i>	
<i>Mandatory Office Schedule</i>	<i>Audit Checklist</i>	