Farmers Mutual Hail
Insurance Company of Iowa

DOCUSIGN IN THE
FMH AGENT CENTER

Request Signatures, Track Signature Status, and More!

FMH agents can send and track multiple policy forms for signature using the new Docusign™ features in the FMH Agent Center.

WHAT'S **NEW?**

Docusign Administration Screen in FMHA

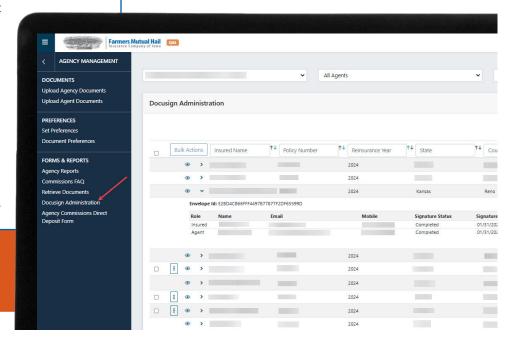Ability to route certain MPCI forms for Docusign signature

FMHA ELIGIBLE **DOCUSIGN FORMS**

FMH offers these policy forms, reports, and applications for Docusign in FMHA:

- Combo Report (PR/APH/AR)
- Map-Based Combo & Production Reports
- MPCI Application/Change/Cancel/Transfer Form
- Acreage & Production Reports
- Standalone Hail Application
- Whole Farm Revenue Protection Application
- PRF Application & Acreage Report
- Apiculture App/Change/Cancel/ Transfer Form & Acreage Report
- Annual Forage Application & Acreage Report
- Livestock Applications & Forms
- Substantial Beneficial Interest (SBI) Reporting Form
- Application for Assignment of Indemnity
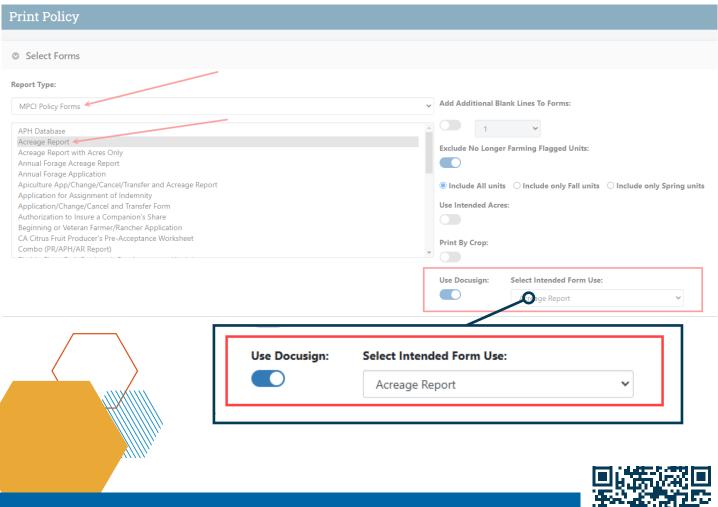- High-Risk Land Exclusion Options

WHY USE **DOCUSIGN IN FMHA?**

- **Stay organized** with the ability to track unsigned forms with each "Envelope ID"
- **Process forms faster** by voiding, viewing, or resending envelopes one or multiple at a time
- **Save time** with automatic form uploads to FMHA
- **Get FMH support** with underwriter access to forms in FMHA

HOW **IT WORKS**

1. Within the Print Policy screen in FMHA, an agent initiates MPCI Policy forms for electronic signature using the Docusign toggle on the lower righthand side.

2. The insured will then receive a notification email from Docusign with the FMH logo included for verification.

3. Insureds will receive default reminder emails every 3rd and 6th day, until the "Docusign Envelope" expires after 7 days.

4. Agents can track, void or resend new Docusign Envelopes individually or multi-select from the Docusign Administration screen in FMHA under Agency Management > Forms & Reports > Docusign Administration.

5. Using the dropdown carrot, agents can see which Docusign Envelopes have been signed.

6. Signed forms are automatically uploaded to the FMHA Documents tab.

Print Policy

◎ Select Forms

Report Type:

MPCI Policy Forms

APH Database
Acreage Report
Acreage Report with Acres Only
Annual Forage Acreage Report
Annual Forage Application
Apiculture App/Change/Cancel/Transfer and Acreage Report
Application for Assignment of Indemnity
Application/Change/Cancel and Transfer Form
Authorization to Insure a Companion's Share
Beginning or Veteran Farmer/Rancher Application
CA Citrus Fruit Producer's Pre-Acceptance Worksheet
Combo (PR/APH/AR Report)

Add Additional Blank Lines To Forms:

◯ 1

Exclude No Longer Farming Flagged Units:

◉ Include All units ◯ Include only Fall units ◯ Include only Spring units

Use Intended Acres:

Print By Crop:

Use Docusign: **Select Intended Form Use:**

Acreage Report

Use Docusign: **Select Intended Form Use:**

Acreage Report

FOR MORE DETAILED STEPS ON HOW TO USE OUR
HANDY NEW FEATURES, PLEASE VISIT FMH ONLINE HELP.