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 FMHA forms for Docusign signature

Upload feature for fillable or scanned forms

FMHA ELIGIBLE **DOCUSIGN FORMS**

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

- Acreage Report
- Acreage Report with Acres Only
- Acreage Report with CLU
- Acreage Report with CLU with Acres Only
- Annual Forage Acreage Report
- Annual Forage Application
- Apiculture App/Change/Cancel/Transfer and Acreage Report Application for Assignment of Indemnity
- Application, Cancellation, and Change Form
- Application/Change/Cancel and Transfer Form
- Combo (PR/APH/AR Report)
- DRP Application
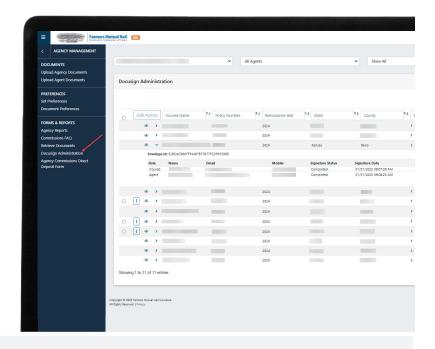- DRP Quarterly Coverage Endorsement

- ECO+/SCO+/RAMP Application
- Forage Production Underwriting Report & Acreage Report
- Hail and Fire Exclusion Option (Continuous)
- High-Risk Land Exclusion Option
- LGM Application
- LGM Specific Coverage Endorsement
- LRP Application
- LRP Specific Coverage Endorsement
- Map-Based Combo (Production, Acreage Report & APH Summary) Map-Based Production Report
- PACE Application
- PRF App/Change/Cancel/Transfer and Acreage Report

- PRF Application Cancellation Change Transfer and AR Form Producer's Pre-Acceptance Worksheet
- Producer's Pre-Acceptance Worksheet for Fruit Trees
- Production Report
- Production Report with Trigger Yield
- Standalone Crop Hail Application
- Standalone Crop Hail Application/Amendment
- Substantial Beneficial Interest (SBI) Reporting Form
- Whole-Farm Revenue Protection Application

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 Docusign forms for electronic signature using the Docusign toggle on the lower righthand side. For fillable or scanned forms, use the Create New Envelope button in the Docusign Admin screen to route it via Docusign.

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.

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