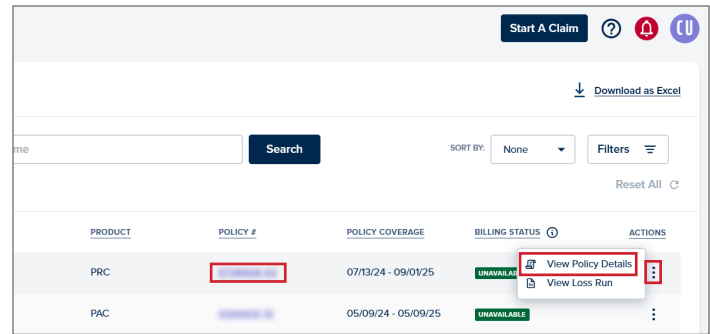# Policy Details > Policy Summary Tab
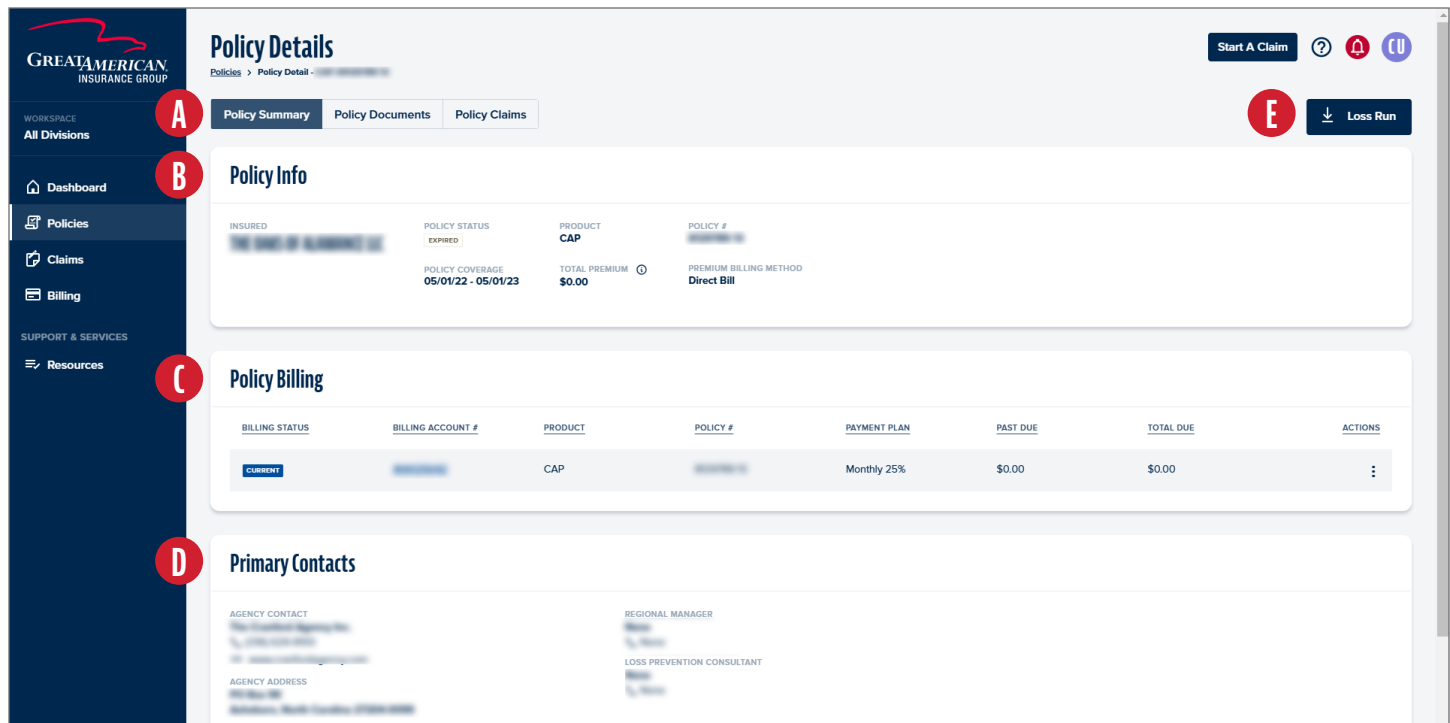
Policies in Insured Portal

Access the Policy Details Page

To access a policy's Policy Details page, click on the **Policy #** link or click the kabob (⋮) icon in the Actions column and select **View Policy Details** from the pop-up menu.

Policy Summary Tab Overview

A   Click on each tab to view the **Policy Summary** (shown), **Policy Documents**, and **Policy Claims** information.

B   The Policy Info section shows the Insured name, Policy Status, Product, Policy #, Policy Coverage dates, Total Premium, and Premium Billing Method.

C   The Policy Billing section shows the Billing Status, Billing Account #, Product, Policy #, Payment Plan, Pas Due, and Total Due.

Click on the **Billing Account #** link to access the Billing Details page for that account. You can also click on the kabob (⋮) in the Actions column and select **View Billing Details** from the drop-down menu.

D   The Primary Contacts section shows contact information for the Policy which may include email and website links.

E   Click **Loss Run** to download the Loss Run report as an Excel document.