

Paperless Agent Reports in MyBilling

In an effort to be more efficient and environmentally friendly, agent copies of all Insured output will be completely paperless after Friday, June 30. You can still access these documents electronically through MyBilling, or sign up to have excel formatted reports sent to the email address of your choice.

The three reports currently available are:

- **Current Delinquent Policies as of Today** – lists all of the policies for your master producer number that are in delinquent status. Daily, weekly or monthly subscription options are available.
- **Day Delinquent Policies as of Today** – lists **only** policies that have moved to delinquent status that day. A daily subscription is available for this report.
- **NOCs (Notice of Cancellations) Generated Today** – lists all NOCs that have been issued that day for your master producer number. A daily subscription to this report is available.

To Create an Email Report Subscription

1. Log in to MyBilling
2. Select Agent Reports from the toolbar
3. Select the report type using the drop down arrows
4. Select the billing method to run the report
5. Specify a frequency to receive the reports, if available. Some reports have a set frequency.
6. Enter the email address that the excel report should be delivered to. This does not have to be the same email address you use to login to MyBilling.
7. Click Submit

Please allow up to three business days for the report subscription to be activated. You will receive an email from sqlserver@gaig.com, which will include an Excel file attachment of the MyBilling report(s) requested.

If you have any questions, please email us at MyBilling@gaig.com or call 800-847-4357.