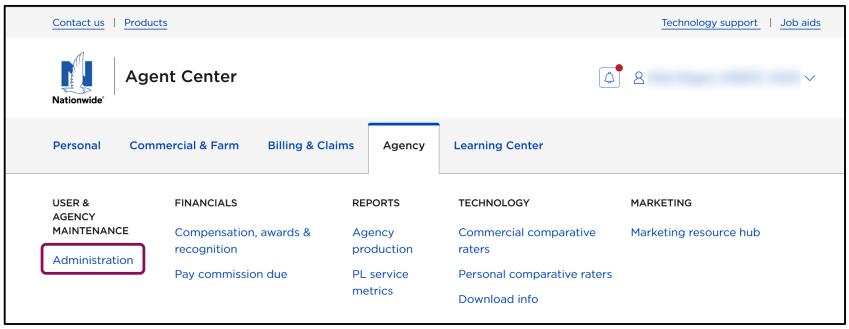
How to Remove a Producer & Transfer Renewals

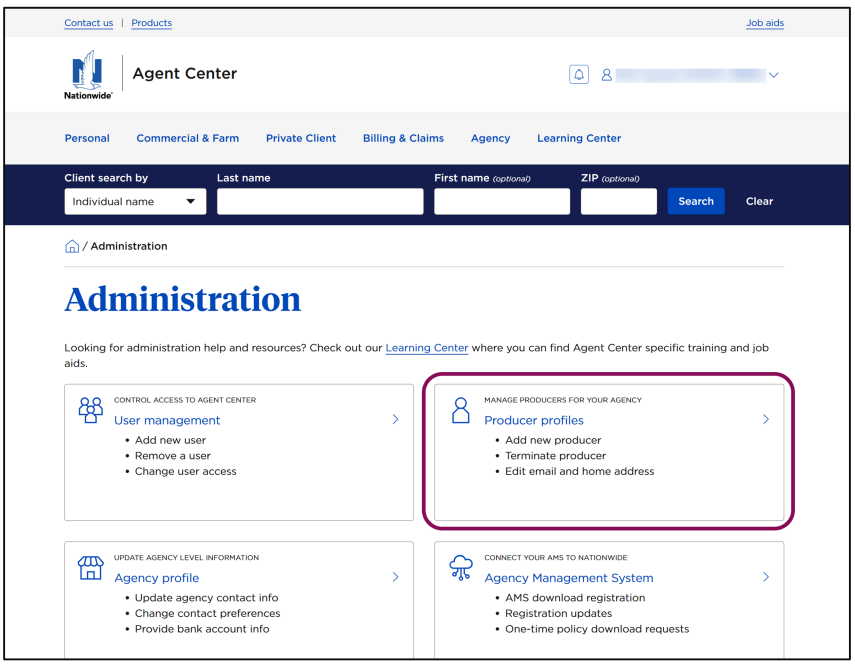
Agent Center

Note: These actions can only be performed by an Agent Center Administrator.

Step 1

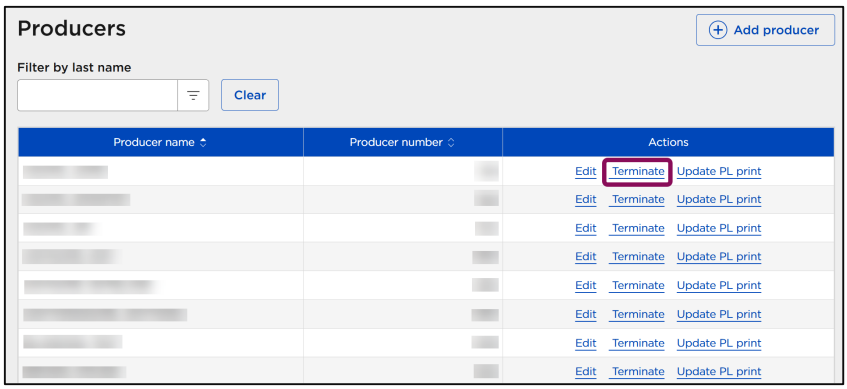
Action	Screen
From Agent Center, choose the “Agency” tab and select “Administration”.	

Step 2

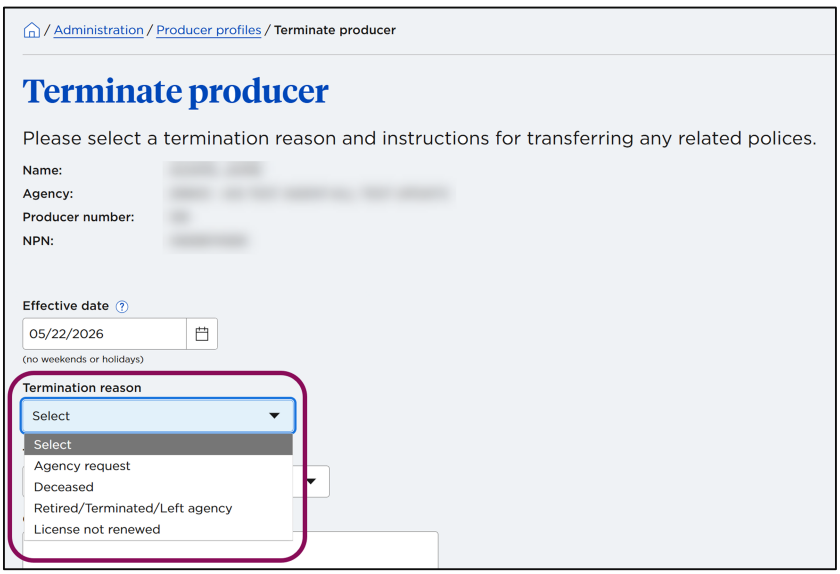
Action	Screen
Within the “Administration” section, select “Producer profiles” page link.	

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Step 3

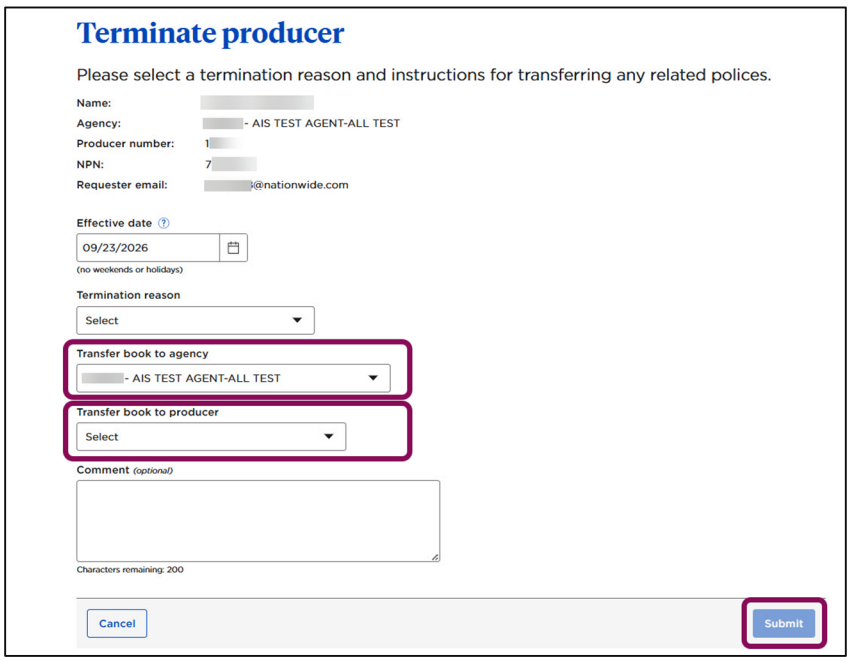
Action	Screen
If needed, filter the list by entering the producer's last name in the "Filter by last name" field and select the "Filter" button (the three lines next to the field). Select "Terminate" under the "Actions" column.	

Step 4

Action	Screen
Select the "Termination reason" from the dropdown.	

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Step 5

Action	Screen
To move policies from that producer to you (or anyone else you choose as the producer) at renewal, select the appropriate agency in the “Transfer book to agency” dropdown. Next, select the desired producer in the “Transfer book to producer” dropdown. Enter a comment (optional). Select “Submit”. **IMPORTANT NOTE: If you are the admin of only one agency, you will not see the “Transfer book to agency” field and will only need to select the desired producer from the “Transfer book to” field.**	

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