



Add coverage to an existing policy or add a new policy(s) to a current and pre-existing account on ipfs.com.

★ The account must have at least three payments remaining, with due dates at least 5 days in the future (based on today's date).

Create AP Quote from Quote Screen

1. Enter the Insured Name or the Account # you want to add coverage to.
2. Account Selection
 - a. Select the Policy Number if adding to an existing policy.
 - b. Select Add New Policy if adding a new policy to the account.

Accounts available for Renewal			
There are no accounts eligible for Renewal			
Accounts available for AP: Please select an account and all applicable policies and/or add a new policy			
<input checked="" type="radio"/> Acct. # E71707	<input checked="" type="checkbox"/> Policy #:PENDING	Eff Date:03/12/2025	Coverage:GL
	<input checked="" type="checkbox"/> Premium:\$42,232.00		
	AIG SPECIALTY INSURANCE COMPANY		
	<input type="checkbox"/> Policy #:PENDING	Eff Date:03/12/2025	Coverage:INLMAR
	<input type="checkbox"/> Premium:\$8,580.00		
	AIG SPECIALTY INSURANCE COMPANY		
	<input type="checkbox"/> Add New Policy		

3. Select OK to return to the quote screen to enter the policy details.
4. Save Policy or select Save & Edit Next if multiple policies.
5. Verify underwriting information and click Save Quote. The quote number will display.

The information contained herein is confidential and proprietary. Recipients will respect the confidentiality of this material and not disclose to any third party any of the contents of this document without first obtaining written approval from Imperial PFS.



Create AP Quote from the Account Status Screen

1. Access account details via the Account Status screen.
2. Select the AP button.
3. The quote screen opens.
4. Program, Coverage Type, and Expiration Date are **read only**.
5. Enter the policy details.
6. Save Policy or select Save & Edit Next for multiple policies.
7. Verify underwriting information and click Save Quote. The quote number will display.

Account Data Display ➔ [AP](#) [Hold](#) [Pay Now](#)

Acct #: [REDACTED]	Current: \$12,593.00	First Pymt: 04/25/2025
Status: CURRENT	Principal: \$11,869.30	Next Pymt: 05/25/2025 *
Accepted: 03/24/2025	Unearned: \$723.70	Maturity: 02/25/2026
APR: 13.180 %	Credit: \$0.00	Received: 1 of 11
		Installment Amt: \$1,259.30
Bill: Recurring ACH	Late Charge: \$0.00	Broker Fee: \$0.00
Type: Commercial	NSF Charge: \$0.00	Check Charge: \$0.00
Cancel Date:	Default Charge: \$0.00	

* Payments must be made by 5:00 PM Central Time on the due date to avoid late fees.

eSign the Agreement

1. The insured email address will default if entered on the quote screen. It is required to continue with eSign.
2. Select a down payment option. Options are based on your agent settings.

eSign

Electronically Sign the Agreement

Insured Email Address
test@ipfs.com

Separate multiple addresses with a comma.

How is the down payment being handled?

I have collected the down payment

I want to pay now using IPFS payment options

Existing Policy AP

1. View PFA disclosures.
2. Submit PFA for Processing – sends quote to IPFS for processing. Signature is not required. Available if authorized and allowed by the state.

[Submit PFA for Processing](#) [View PFA Disclosure](#) [1st Invoice](#) [Pay Schedule](#) [Financed per Policy](#)

Add New Policy AP

1. View the PFA – available when adding a new policy to an existing account.
2. Submit PFA for insured signature.

[Submit PFA](#) [View PFA](#) [1st Invoice](#) [Pay Schedule](#) [Financed per Policy](#)

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