



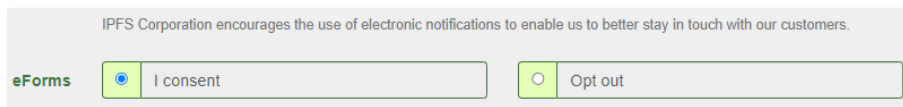
eForms allows you to receive notices electronically.

Register for eForms

Upon initial registration on ipfs.com, select

I consent from the pop-up window.

If you are already registered on ipfs.com, go to **Settings > eForms Preferences**.



Yes, I would like to enroll in eForms.

Are you interested in receiving eForms by eForm type or by each IPFS insured account?

Download the agreement and click **I consent**.

[Click here to download a copy of the eForms Disclosure and Consent agreement.](#)

I Consent



HELPFUL TIP

Only a Web Admin will have access to eForms Preferences.

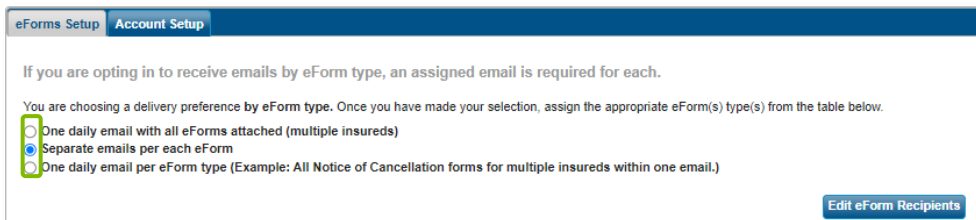
eForms Options

There are several options for receiving eForms.

- By eForm type – one email, multiple insured accounts.
- By each insured account(s) – one email per account.
- Manage Email Addresses - add or remove users.
 - o All ipfs.com users will appear in the address book.
 - o Add users that are not in the address book by selecting **Add New User**.
 - o Select **Apply Changes to Save**.
- Choose your delivery preference.

- By eForm type (multiple insureds).**
- By each insured account(s).**

[Manage Email Addresses](#)



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.

eForms Setup

Select the eForm type(s). Each eForm selected must have an email address to Save.

<input type="checkbox"/> eForm Type	Email Address(s)
All Cancellation eForms	
<input checked="" type="checkbox"/> NOTICE OF INTENT TO CANCEL	agent2@agency.com; agent@agency.com
<input checked="" type="checkbox"/> NOTICE OF CANCELLATION	agent@agency.com
<input type="checkbox"/> NOTICE OF REQUEST FOR REINSTATEMENT	
<input type="checkbox"/> #1 CANCELLATION FOLLOW UP	
<input type="checkbox"/> #2 CANCELLATION FOLLOW UP	
<input type="checkbox"/> MEMO OF INTENT TO CANCEL	
<input type="checkbox"/> REINSTATEMENT BALANCE DUE	
Other eForms	
<input type="checkbox"/> NOTICE OF ACCEPTANCE AND ASSIGNMENT	
<input type="checkbox"/> PENDING POLICY REQUEST	
<input type="checkbox"/> NOTICE OF APPLIED PAYMENT	
<input type="checkbox"/> PAYMENT REVISION LETTER	
<input type="checkbox"/> NOTICE OF RESCISSION	
<input type="checkbox"/> ACH PAYMENT LETTER	

More than one user can receive the eForm.

Account Setup

eForms by account are automatically assigned to the **logged in** user when creating a quote.

[Save Setup](#)

Select a delivery preference.

Select the **Set Default** button to add a user to receive eForms on IPFS generated quotes.

Select **Edit eForm Recipients** button to assign or remove recipients.

eForms Setup Account Setup

If you are opting in to receive emails by IPFS account, an assigned email is required for each. You must also supply a default email address for future accounts.

You are choosing a delivery preference by each insured account(s). Once you have made your selection, assign the appropriate account(s) from the table below.

One daily email with all eForms (multiple insureds)
 One daily email per account (Example: Notice of Finance Premium and Pending Policy Request for Account #123456)
 One daily email per eForm type (Example: All Notice of Cancellation forms for multiple insureds within one email.)
 Separate emails per each eForm

Please input an email address to receive eForms for IPFS accounts: [Set Default](#)

[Edit eForm Recipients](#)

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<input type="checkbox"/>	Insured Name	Email Address(s)	IPFS Account # ^	Status	Current Balance
<input type="checkbox"/>	DEMO INSURED	agent2@agency.com	B46509	CURRENT	\$4,370.00
<input type="checkbox"/>	ESIGN TEST	agent2@agency.com	B46898	CURRENT	\$3,507.50

Save Setup.

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