

# American Modern® Policy Documents

Seven simple steps to finding the policy documents we send your customers.

- 1 In both AMsuite® and modernLINK®, go to the **Reports** tab. Then in the navigation on the left side of the screen, click on **Policy Documents**.
- 2 A new window like this sample shows will open. The most recent documents are automatically presented for you. On your first time using the tool you will be asked if you want to receive email alerts when new documents are available.
- 3 The default view is for today's date. To jump ahead or back, change the date on the calendar or use the buttons.
- 4 To open all the documents listed as one file, click the **pdf icon group** at the top. You can print or save from your pdf viewer.
- 5 To open a single document, click on the **pdf icon**.
- 6 To select several documents, check each box. Then click the **Go** button which will appear just above when you check a box.
- 7 To do a more detailed search, click the **Search Documents** tab. You can select additional search criteria by simply clicking the **plus (+)** button.

