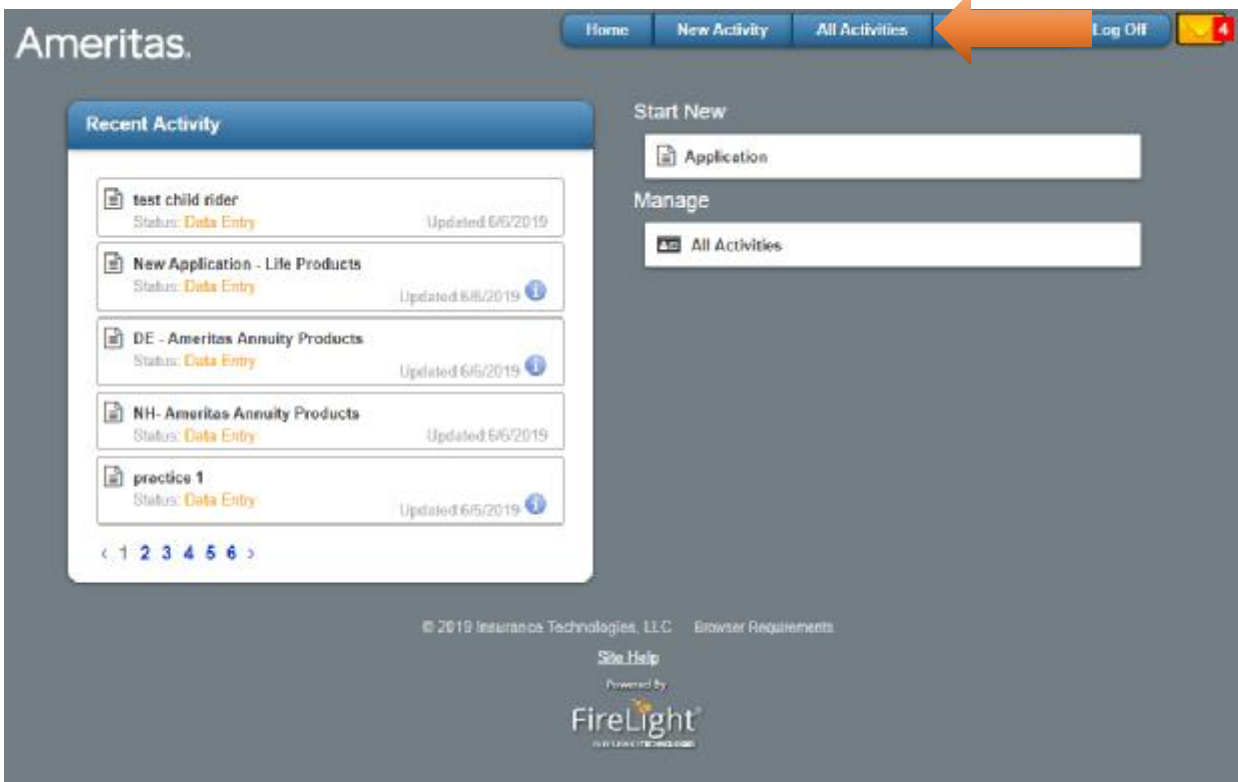


# How to copy application and get updated signatures but DO NOT need to submit application

eApply Home Page

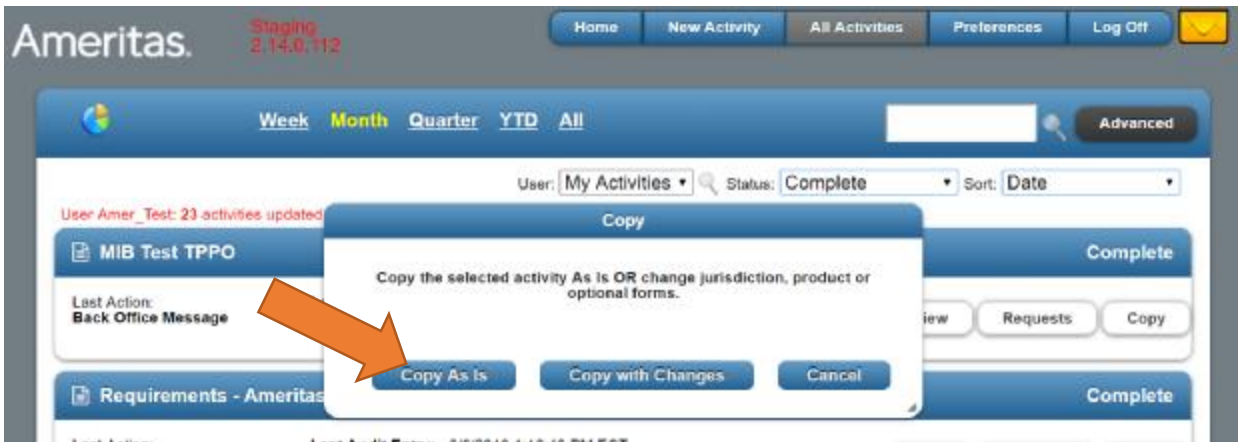
Step 1: Click on "All Activities"



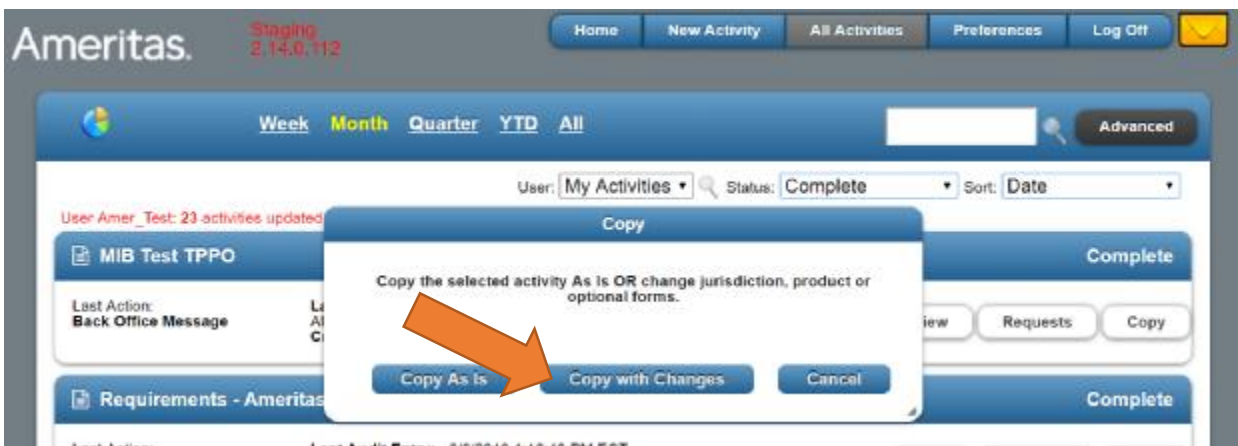
Step 2: Click "Copy" on the application that needs to be copied



Step 3a: Click "Copy as is" (if no changes need to be made to application)



Step 3B: Click "Copy with changes" (if need to change Jurisdiction or Product type)



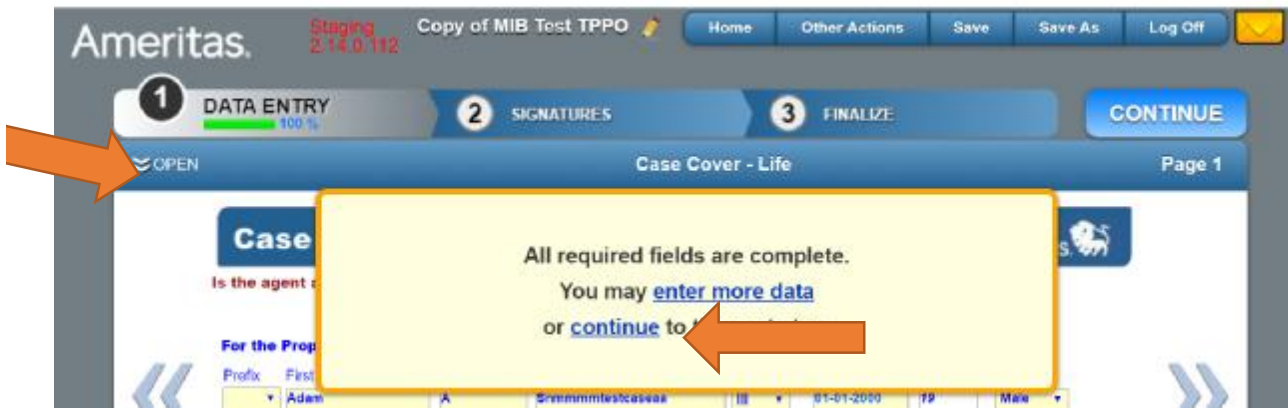
Step 4: Need to name application (default is Copy of xxxxxx) and then click "OK"



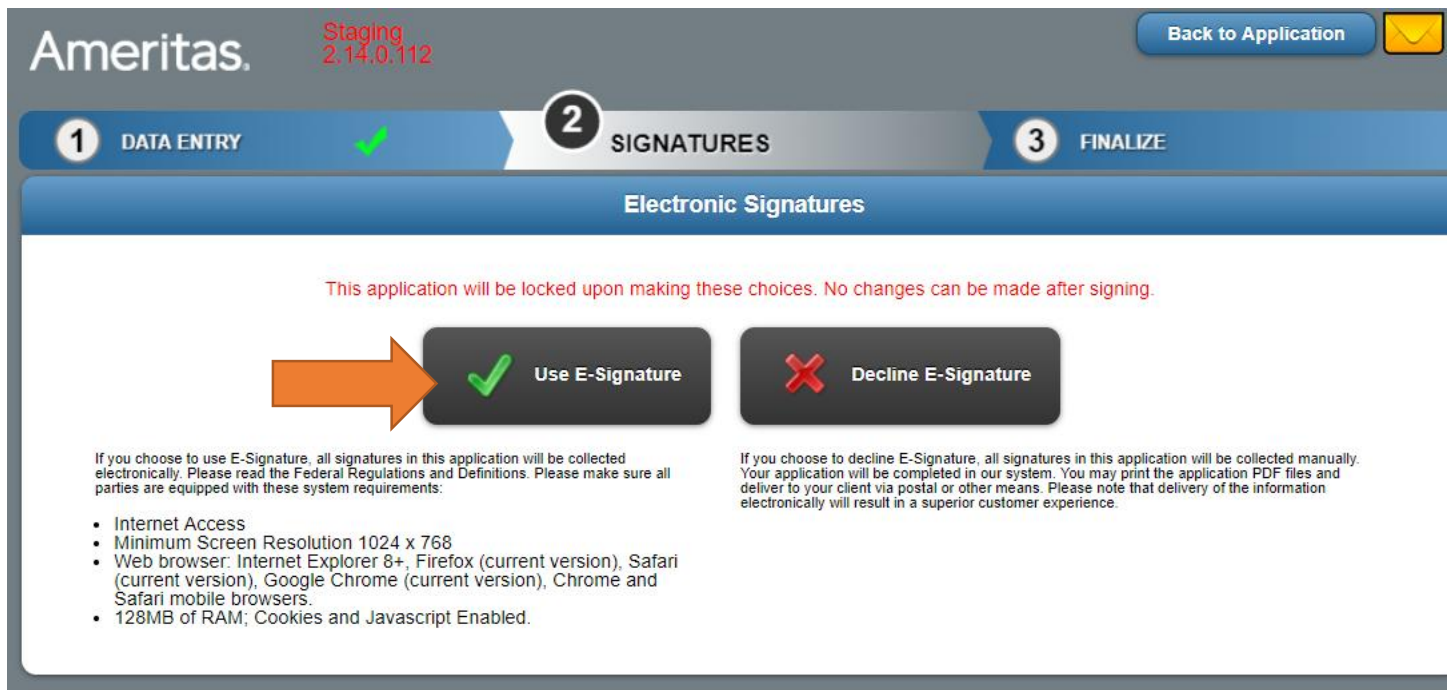
Step 5:

Option 1: If Data Entry shows 100% then able to click "Continue" to move to signature process

Option 2: If Data Entry shows 99% then click "Open" to see what needs to be completed to get to 100%



Step 6: Need to select "Use E-Signature" to continue to signature process



Step 7: Select Insured from the list of Required Signers

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Unlock Application Back to Application

1 DATA ENTRY 2 SIGNATURES 3 FINALIZE

Federal Regulations and Definitions

- [ELECTRONIC SIGNATURES IN GLOBAL AND NATIONAL COMMERCE ACT \(ESIGN\)](#)
- [UNIFORM ELECTRONIC TRANSACTIONS ACT \(UETA\)](#)
- [Implementation of the Government Paperwork Elimination Act](#)

List of Required Signers

- Insured
- Producer

Completed Signatures

Step 8: Choose how the Signer will sign

Option 1: Sign now - To be used when Signer is with Agent

Option 2: Send email request - To be used when Signer is not with Agent

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Back to Application

1 DATA ENTRY 2 SIGNATURES 3 FINALIZE

Client Signature Choice

Please indicate below the method you would like to use to obtain the client signature.

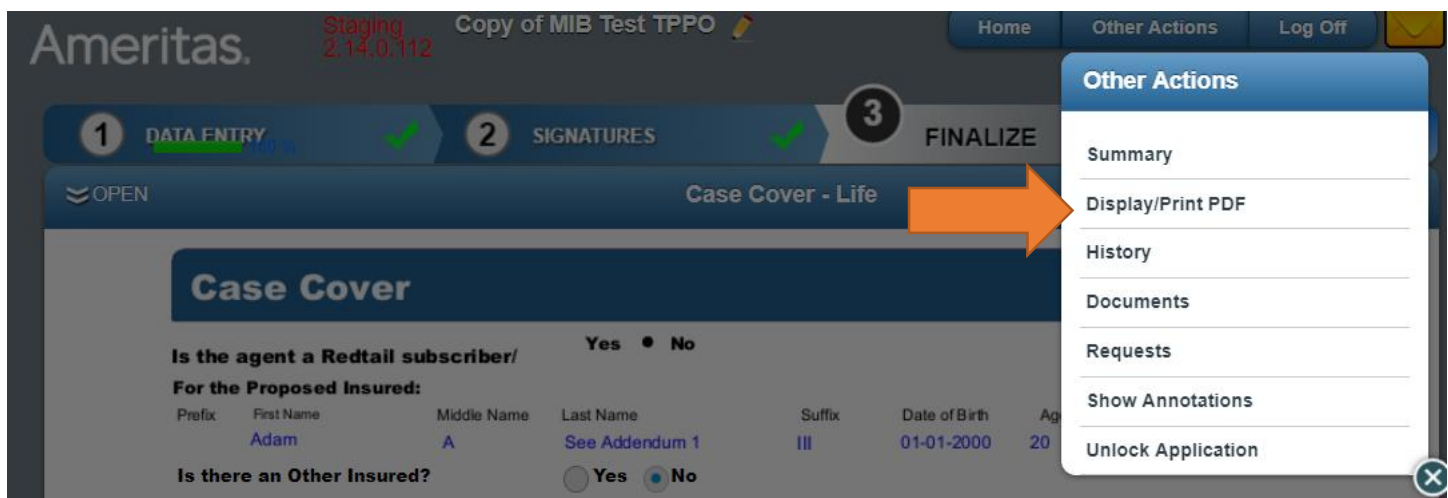
Sign Now Send Email Request

Step 9: Once all Signer have completed the Signing Process **DO NOT FINALIZE** by clicking Continue  
You will want to Print completed Application to give to New Business Representative so a new policy number is not created

1. Click "Other Actions"










2. Click "Display/Print PDF"



3. Click "Print Selected Documents"

Select Documents to Print

  **Print Selected Documents**       **Back to Application**

<input checked="" type="checkbox"/>	Application	***** APPLICATION PREVIEW PAGES BELOW *****		
<input checked="" type="checkbox"/>	Application	APPLICATION: Notice of Insurance Info Practices		

4. PrintPDF will produce with your application. You will want to save this and then send to your New Business Rep s

