

Scanned images naming format

Code	Class name
AGR	Agribusiness/Farmowners
REC	Atv, Motorhomes
BOA	Personal Boat
BON	Bonds
BUI	Builders Risk
UMC	Commercial Umbrella
BAP	Commercial Auto
CGL	Com. General Liability
CIM	Commercial Inland Marine
CPP	Commercial Package Policy
CPR	Commercial Property
DWF	Dwelling Fire
FLO	Flood Insurance Policy
GAR	Garage Policy
HEG	Health Policy-Group
HEA	Health Policy-Individual
HOM	Homeowners
LIF	Life Policy
LIQ	Liquor Liability
MHO	Mobile Home
MCY	Motorcycle
PAP	Personal Auto
PLI	Personal Liability Policy
PPP	Personal Package
PRO	Professional Liability or Errors and Omission
PUM	Personal Umbrella
WKC	Workers Comp

Code	Transaction name
APP	Application, signed
AUD	Audit
BND	Binder
CAN	Cancellation
CLM	Claim
DEC	Declaration page
DOC	Miscellaneous Document
END	Endorsement
INV	Invoice
NOC	Notice of Cancellation
NOR	Non-Renewal Notice
PAY	Payment
PRF	Premium Finance Agreement
REI	Reinstatement
UM	Uninsured Motorist Form
UND	Miscellaneous Underwriting correspondence

FORMAT: class - transaction - date - description

Examples:
 HOM-DEC-2018-2019
 = Homeowner dec for 2018-2019 term

PAP-END-3-1-2009 - add 09 Ford F150
 =Personal auto with addition of auto
 with an effective date of 3/1/2009

MHO-NOC-10-1-2013
 =Mobile home Non-pay cancel notice
 effective 10/1/2013

Other Examples:

Underwriting reports, MVR, Drivers license, titles
 John Smith - LA DL
 John Smith - MVR
 2009 Ford F150 title
 Safeco reports - 5-1-2013

Up to 60 characters can be used.
 Date will mean either
 Term date for Dec pages
 Effective date for all other transactions