Viewing TSGPF loans in ISI

1. Log on using your **Agent Code, Username and Password.**

2. Enter the policy number of the insured and click on **Lookup Policy**. If you do not know the policy number and you know the loan number go to step 3, otherwise see step 4.

3. Click on **Lookup Loan** and enter the Loan ID in the specified field. With this feature you can also look up Commercial Loans with TSGA. You are now on the Finance Information Screen. Continue to Step 5.

4. Click on **Finance** in the upper right hand corner of the screen. Please note – this will not work if the loan has not been financed or if it is paid in full.

5. To see all payment and invoice information, click on **Loan Activity**.

6. To see all documents printed for this loan, click on **Documents**.

7. To go back to the policy, click on the **Policy Number**. This will take you back to the Personal Lines Policy.

If you have any questions, please feel free to contact us at 1-800-714-6789.