

See Below for the new process

CURRENT TASK TO BE REMOVED:

1. TM - Correction/Missed Condition Request

NEW REPLACEMENT TASKS:

TM – Approval/Suspense Correction Request

- a. This task is to inform you that a correction to the approval is needed.
Examples: Updated Approval Date not completed; Value Reconciled but UW did not update Byte Pro, Pricing error, UW cleared condition but it is still needed (Example #4503, #4411), etc.
- b. When the task is completed, you will be required to update the approval and respond with the task “TM Conditions Reviewed - Revised Approval”
- c. You will be required to complete this the same day as when it was assigned. Initial approvals and HOT FILES must be corrected ASAP.

TM – Request for UW to revisit condition(s)

- a. This task is to inform you that a condition that was previously sent needs to be re-reviewed.
- b. When the task is completed, you will be required to update the approval and respond with the task “TM Conditions Reviewed - Revised Approval”
- c. You will be required to complete this task within 24 hours from when it was assigned. HOT FILES need to be addressed the same day the task is assigned.