|  |  |  |
| --- | --- | --- |
| 100\_WC\_Create\_Submission | 101\_Page\_Load |  |
|  | 102\_Login |  |
|  | 103\_Click\_Create\_Submission | Login using Usename /Password |
|  | 104\_Enter\_Mailing\_Address | 4189 Hambrick Way 30083 |
|  | 105\_Select\_producer | Producer code -014340 |
|  | 106\_Select\_Product | Workers Comp or Select WC policy symbol |
|  | 107\_Save\_Submission |  |
|  | 108\_Click\_Manage\_Activities |  |
|  | 109\_Click\_Work\_Submission |  |
|  | 110\_Quote\_List | select a company of GAIC |
|  | 111\_Click\_Save |  |
|  | 112\_Location\_Schedule | Enter Total# field |
|  | 113\_Select\_Parties | Select the first name Insured listed in Available Parties |
|  | 114\_Click\_Save | will see an error message but should be able to Save successfully |
|  | 115\_Policy\_Coverage | Enter Commision % amount |
|  | 116\_Click\_Save |  |
|  | 117\_State\_Schedule | Select Georgia,Enter a number in Bureau Id Field, |
|  | 118\_Add\_Class | , |
|  | 119\_Select\_Location |  |
|  | 120\_Select\_governing\_law | Governing law -State Act,Exp Basis -Payroll |
|  | 121\_Select\_Class\_Code | Classcode 2130 |
|  | 122\_Select\_Covered\_Entity | $50000 for Exposure ,Exposure type- Exposure |
|  | 124\_Clikc\_Save |  |
|  | 125\_Rating\_Worksheet |  |
|  | 126\_Click\_Rate | Verify Premium Displayed |
|  | 127\_Billing\_Information | Billing Type -Agency Bill ,Payment Type- Prepaid ,Billing Method -Full |
|  | 128\_Click\_Save |  |
|  | 129\_Output\_Preferences |  |
|  | 130\_Click\_Save |  |
|  | 131\_Bind\_Issue |  |
|  | 132\_Enter SIC Code | Enter SIC Code 0111 |
|  | 133\_Generate\_Policy\_Number | Click Generate Button |
|  | 134\_Click\_Save |  |
|  | 135\_Bind |  |
|  | 136\_Issue |  |
| 200\_WC\_Simple Search | 201\_Page\_Load |  |
|  | 202\_Login |  |
|  | 203\_Search\_Policy |  |
| 300\_WC\_Advanced\_Search | 301\_Page\_Load |  |
|  | 302\_Login |  |
|  | 304\_Search |  |
| 400\_WC\_View\_Policy\_Report | 401\_Page\_Load |  |
|  | 402\_Login |  |
|  | 403\_Click\_Report |  |
|  | 405\_Click\_Run |  |
| 500\_WC\_Page\_Navigation | 501\_Page\_load |  |
|  | 502\_Login |  |
|  | 503\_Search |  |
|  | 504\_Open\_Policy |  |
|  | 505\_Account\_Summary |  |
|  | 506\_Customer\_Exp |  |
|  | 507\_Letters |  |
|  | 508\_Notes |  |
|  | 509\_Submission\_Info |  |
|  | 510\_Quote\_List |  |
|  | 511\_Coverage |  |
|  | 512\_Location\_Schedule |  |
|  | 513\_Rating\_Worksheet |  |
|  | 514\_Cal\_Premium\_Summary |  |
|  | 515\_Billing\_Information |  |
|  | 516\_Output\_Preference |  |
|  | 517\_Bind\_Issue |  |
| 600\_WC\_Create\_Cancellation | 601\_Page\_Load |  |
|  | 602\_Login |  |
|  | 603\_Search |  |
|  | 604\_Open\_Policy |  |
|  | 605\_Click\_Create\_Activity |  |
|  | 606\_Select\_Activity\_Type |  |
|  | 607\_Click\_Create |  |
|  | 608\_Click\_Work\_Submission |  |
|  | 609\_Cancellation\_Memo |  |
|  | 610\_Save |  |
|  | 611\_Bind\_Issue |  |
|  | 612\_Click\_Issue |  |
| 700\_WC\_Policy\_Endorsement | 701\_Page\_Load |  |
|  | 702\_Login |  |
|  | 703\_Search |  |
|  | 704\_Open\_Policy |  |
|  | 705\_Click\_Create\_Activity |  |
|  | 706\_select\_Activity\_Type |  |
|  | 707\_Click\_Create |  |
|  | 708\_Click\_Work\_Submission |  |
|  | 709\_Rating\_Worksheet |  |
|  | 710\_Click\_Rate |  |
|  | 711\_PCN |  |
|  | 712\_Save |  |
|  | 713\_Bind\_Issue |  |
|  | 714\_Bind |  |
|  | 715\_Issue |  |
| 800\_WC\_Change\_Details | 801\_Page\_Load |  |
|  | 802\_Login |  |
|  | 803\_Click\_Addtional\_Search |  |
|  | 804\_Search |  |
|  | 805\_Open\_Policy |  |
|  | 806\_Click\_Change\_Details |  |
|  | 807\_Save |  |
| 900\_WC\_Large\_Policy | 901\_Page\_Load |  |
|  | 902\_Login |  |
|  | 903\_Click\_Create\_Submission |  |
|  | 904\_Enter\_Mailing\_Address |  |
|  | 905\_Enter\_Producer\_Code |  |
|  | 906\_Select\_Product |  |
|  | 907\_Click\_Save |  |
|  | 908\_Click\_Manage\_Activities |  |
|  | 909\_Click\_Work\_Submission |  |
|  | 910\_Quote\_List |  |
|  | 911\_Save |  |
|  | 912\_Location\_Schedule |  |
|  | 913\_Select\_Parties |  |
|  | 914\_Click\_Save |  |
|  | 915\_Policy\_Coverage |  |
|  | 916\_Save |  |
|  | 917\_State\_Schedule |  |
|  | 918\_Select\_1st\_Class\_Code |  |
|  | 919\_Select\_2nd\_Class\_Code |  |
|  | 920\_Click\_Save |  |
|  | 921\_Rating\_Worksheet |  |
|  | 922\_Click\_Rate |  |
|  | 923\_Billing\_Information |  |
|  | 924\_Click\_Save |  |
|  | 925\_Output\_Preferences |  |
|  | 926\_Click\_Save |  |
|  | 927\_Bind\_Issue |  |
|  | 928\_Enter\_SIC\_Code |  |
|  | 929\_Generate\_Policy\_Number |  |
|  | 930\_Click\_Save |  |
|  | 931\_Bind |  |
|  | 932\_Issue |  |