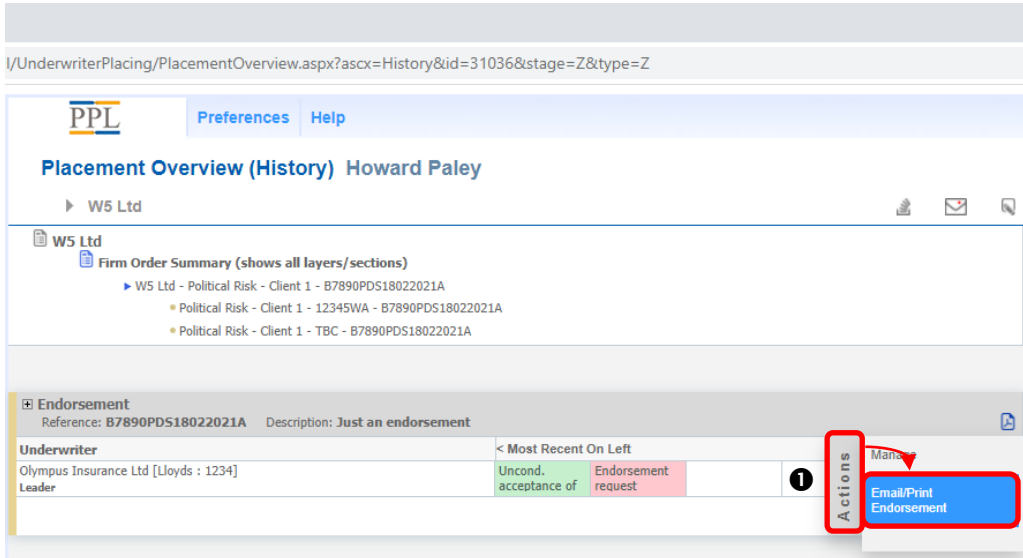


# Email / Print endorsements Guidelines (carriers)

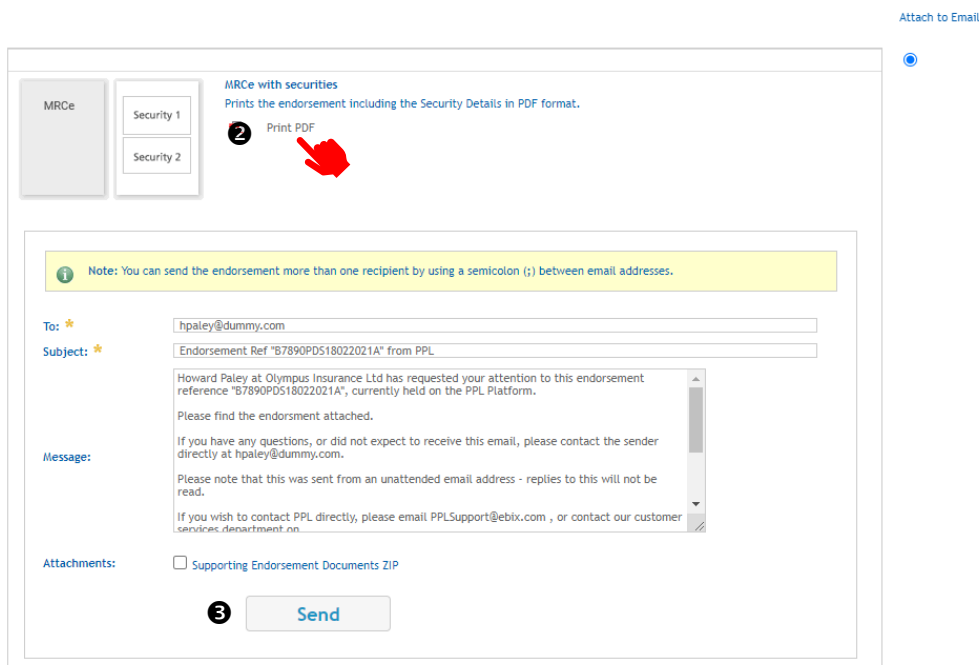
- 1 In the *Placement Overview* page, select *Actions / Email/Print Endorsement*



- 2 **Print:** Click on Print PDF and the endorsement will download in pdf format; and/or
- 3 **Email:** Click on “send” to send endorsement to listed recipients

## Printing / Email Options

### Print Endorsement



The screenshot shows the 'Print Endorsement' options page. It includes a 'Print PDF' button (highlighted with a red arrow and a '2' in a circle) and a 'Send' button (highlighted with a red circle and a '3' in a circle). The page also displays a note about sending to multiple recipients and a preview of the email content.

**Print PDF**

**Send**

**Note:** You can send the endorsement more than one recipient by using a semicolon (;) between email addresses.

**To:** hpaley@dummy.com

**Subject:** Endorsement Ref "B7890PDS18022021A" from PPL

**Message:**

Howard Paley at Olympus Insurance Ltd has requested your attention to this endorsement reference "B7890PDS18022021A", currently held on the PPL Platform.

Please find the endorsement attached.

If you have any questions, or did not expect to receive this email, please contact the sender directly at hpaley@dummy.com.

Please note that this was sent from an unattended email address - replies to this will not be read.

If you wish to contact PPL directly, please email PPLSupport@ebix.com , or contact our customer services department on

**Attachments:**  Supporting Endorsement Documents ZIP

If you need more information, please refer to the PPL User Guide or contact [PPLSupport@ebix.com](mailto:PPLSupport@ebix.com)