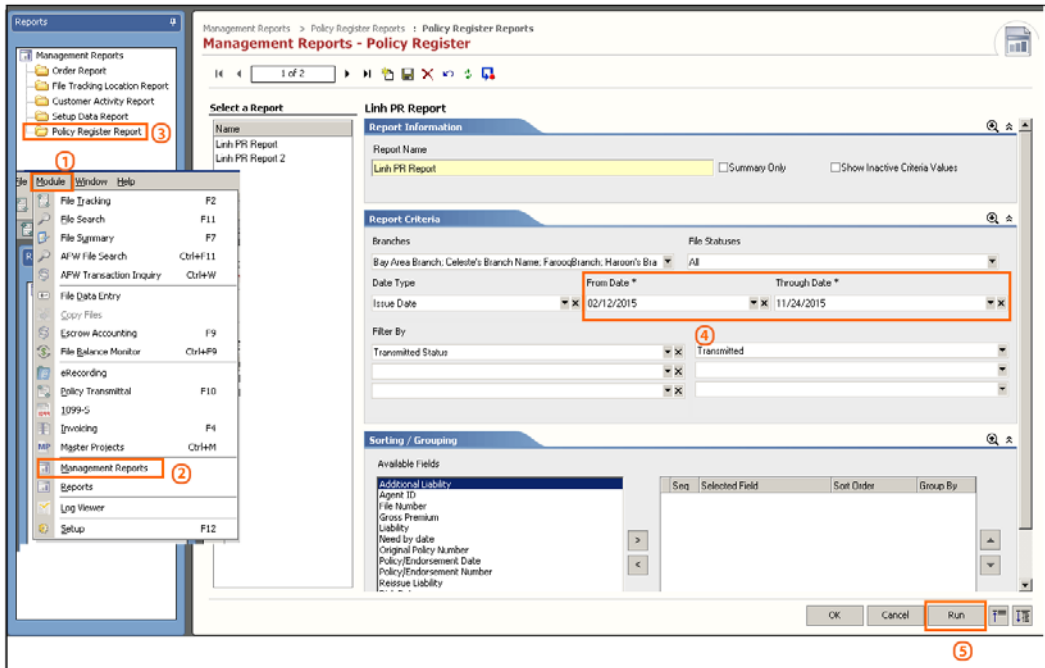




Generate AIM+ Policy Register Report

Steps to Complete:

1. Login to **AIM+** as an Agent user and navigate to the **Module** tab.
2. Select **Management Reports**.
3. Click **Policy Register Report**.
4. In the **Report Criteria** section, enter the date range in the **From Date*** and **Through Date*** fields.
5. Click **Run**.



6. The Policy Register Report will display.

File Number	Trans. Type	Policy Number	Original Policy Number	County Code	State	Policy Date	Liability	Additional Liability	Reissue Liability	Gross Premium	Risk Rate	Underwriter Remittance	Premium Tax	Trans. Codes	Prop. Type	Treaty Reins. Code	Auth. Codes
LP-QA-AI M48 POL 01	New	M-2202-0 00000005		201	TX	11-24-2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
LP-QA-AI M48 POL 01	New	M-2202-0 00000007		201	TX	01-03-2013	1.00	0.00	0.00	1.00	0.00	0.20	0.00				

7. Click **Export** to save the **Register Image**. Clicking **Print** will allow you to print the **Register Image**.





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AIM+: Applying Checks at File Level

Quick Reference Card

Remitting Payment for a File or Files

The process below outlines the steps to take for remitting payments for Files:

Steps to Complete:

1. Run the **AIM+ Policy Register** report and print a copy to include with your payment.
2. If the payment is not for the entire total on the Register, circle the file number(s) the payment is covering.

The screenshot shows a software window titled "Policy Register Report - Detail" with the subtitle "AIM SA Test All Branches". The window displays a table with the following columns: File Number, Trans. Type, Policy Number, Original Policy Number, County Code, State, Policy Date, Liability, Additional Liability, Reissue Liability, Gross Premium, Risk Rate, Underwriter Remittance, Premium Tax, Trans. Codes, Prop. Type, Treaty Reins. Code, and Auth. Codes. The table contains four rows of data:

File Number	Trans. Type	Policy Number	Original Policy Number	County Code	State	Policy Date	Liability	Additional Liability	Reissue Liability	Gross Premium	Risk Rate	Underwriter Remittance	Premium Tax	Trans. Codes	Prop. Type	Treaty Reins. Code	Auth. Codes
LP-QA-AI M48 POL 01	New	M-2202-0 00000005		201	TX	11-24-2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
LP-QA-AI M48 POL 01	New	M-2202-0 00000007		201	TX	01-03-2013	1.00	0.00	0.00	1.00	0.00	0.20	0.00				
KA-Policy Test	New	O-6501-0 00000505				01-26-2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
KA-Policy Test	New	E-1111-0 00000006	O-6501-0 00000505			01-26-2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

3. If you are remitting payment for any **Additional Charges**, write the total amount of the additional charges you are paying anywhere on the Register report as long as it is clearly noted. **Additional Charges** may include but are not limited to the following:
 - Municipal Charge (KY)
 - Search Fees (CT and RI)
 - Surcharge (FL)
 - State Fee (IL)
 - TIEFF Fee (IN)
 - Additional Chain of Title (LA)
4. Send the **Register** report with your check to **Policy Services**:

By USPS mail:

Stewart Title Guaranty Company
 P.O. Box 30105
 College Station, TX 77842

For overnight or expedited deliveries:

Stewart Title Guaranty Company
 211 Quality Circle
 College Station, TX 77845
 (800) 729-1905

Please Note: For questions about this process or any payment related issues, please contact your **Stewart Agency Service** representative or **Stewart Policy Services Customer Care Center** at psccc@stewart.com.