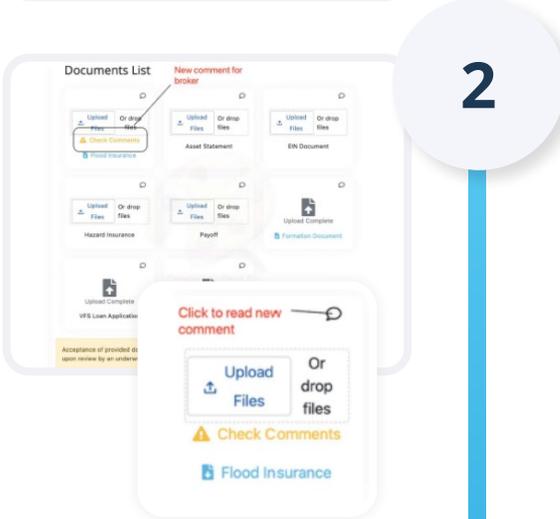


1

Comments

The comments icon allows brokers to exchange messages with Visio staff.



2

Checking Comments

Visio account executives and processors monitor a document queue for new file changes or comments.

Click on the dialog icon to read and reply to any comments.



3

Example of Comments

In this scenario, an underwriter noted a document was not approved and explained why via comments.

The broker can then make any corrections and reupload the file for approval.

In this case, the file got approved, but the broker can always use the comment feature to ask questions.

