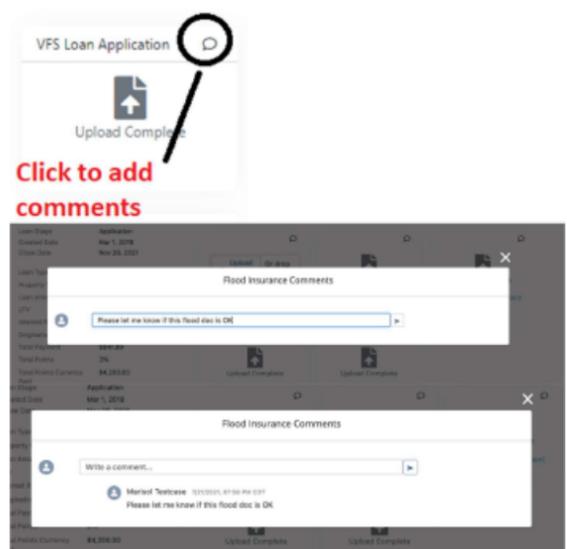


UTILIZING THE COMMENTS FEATURE

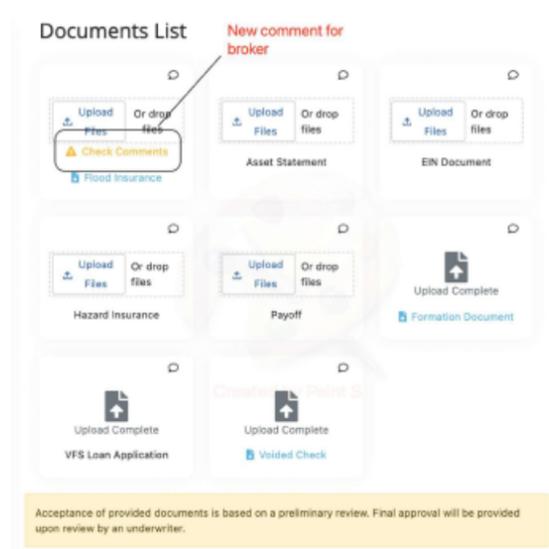
1 COMMENTS

- 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 dialogue 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 the comments.
- The broker can then make any corrections and re-upload the file for approval.
- In this case, the file got approved, but the broker can always use the the comment feature to ask questions.

