

## Accessing Documents in BriteCore

Agents have access to certain documents in BriteCore such as receipts, declaration pages, and billing statements. Below is a view of the "Documents" tab found under a policy:

 ROOT FOLDER

Name	Date Added ▼
 Receipt	12/12/2014 10:29 AM
 Installment Billing Statement	12/12/2014 09:18 AM
 Declaration	11/17/2014 11:01 AM
 Initial Billing Statement	11/17/2014 11:01 AM
 Correspondence	11/10/2014 03:02 PM
 Policy Application	11/05/2014 02:16 PM

The "folder" image to the left of the words represents that there could be more than one document in that folder. For Example, the image below show that there are two documents in the "Receipt" folder:

 RECEIPT

Name	Date Added ▼
 Parent Folder	
 Payment made on January 26, 2015 09:59:45	01/26/2015 01:00 AM
 Payment made on December 12, 2014 09:29:57	12/12/2014 01:00 AM

As you can see, the "Date Added" for the "Receipt" folder in the top picture shows 12/12/2014, but there is also a receipt from 1/26/2015 in the folder. Therefore, if you are looking for a document, refer only to the name of the folder and not the "Date Added."

To print a copy of this receipt, click on the the title "Payment made on..." and then hit "Print" (or Ctrl+P). Agents can also pull up and print off old and active declaration pages and bills.