

# Generate EOI 10.24.25



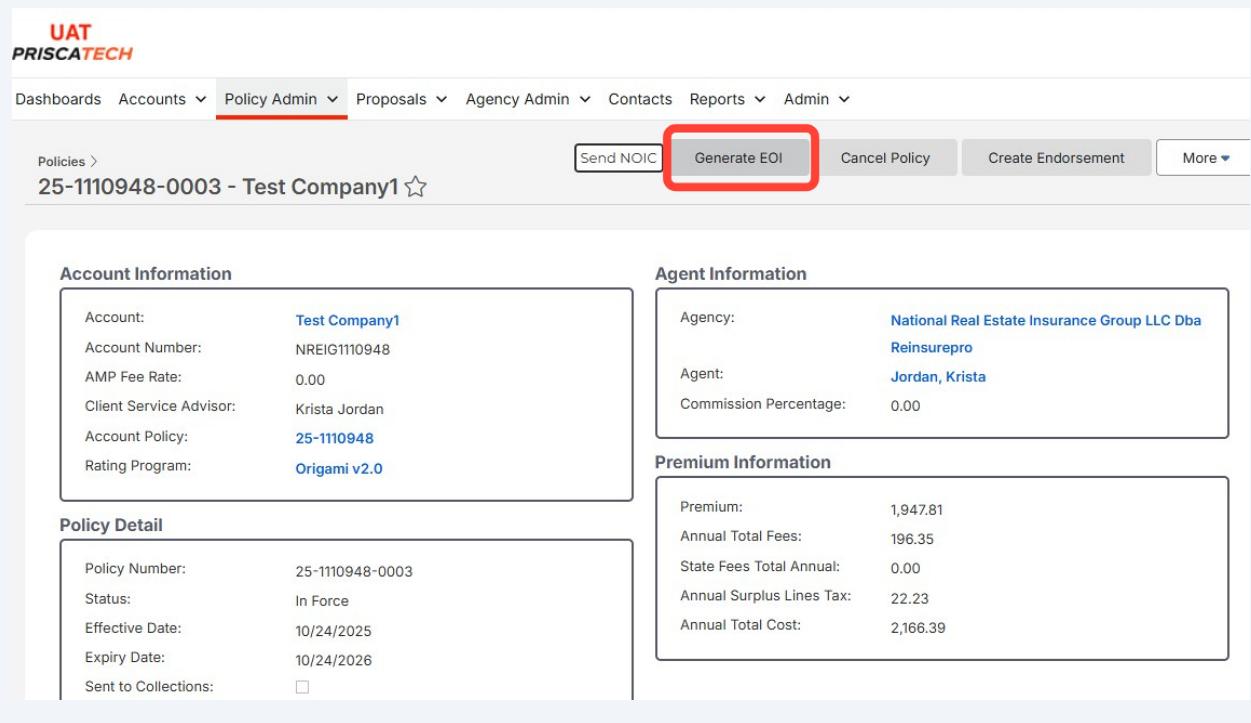
This guide provides a straightforward process for generating an Evidence of Insurance (EOI) document, ensuring you can quickly access and share important insurance information.

- 1 To generate the Evidence of Insurance (EOI) document, navigate the account page. Scroll down to the Policies section, and click the appropriate Policy Number.

Policy Company 1										
Policy Number	Effective Date	Status	Address	City	State	Zip	Policy Type	Policy ID	Policy Number	Policy Description
0003	10/24/2025	In Force	8117 Summit St	City	MISSOURI	64114	04114	0003-8117	0003 - 8117	Summit St: 25-26
1110948-0004	10/24/2025	In Force	24 W 78th Ter	Kansas City	Missouri	64114	185,700.00	980.50	83.00	1,164.63 25-1110948-0004 - 24 W 78th Ter: 25-26

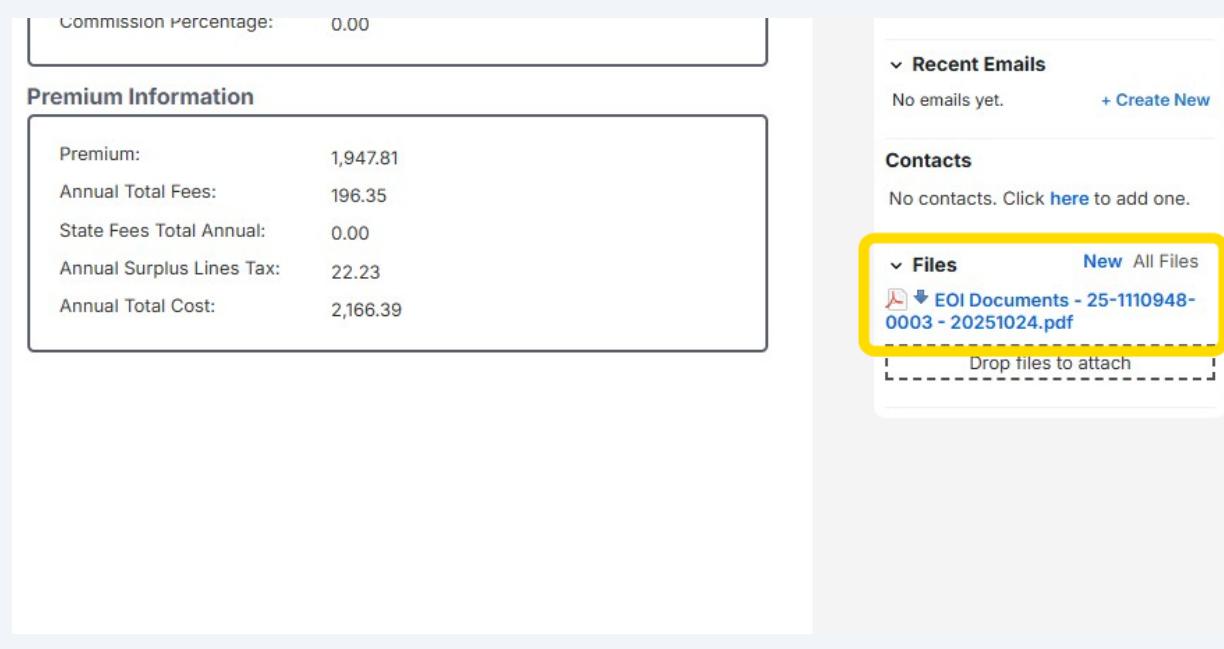
Policies										
Effective Date	Policy Number	Account Policy	Attach#	Description	Policy Display Status	Account	Monthly Cost Before Payment Processing	Total Cost	All Policies	
10/24/2025	25-1110948-0004	No	1297811	24 W 78th Ter: 25-26	In Force	Test Company1	109.92		1,319.05	
10/24/2025	25-1110948		1297810	24 W 78th Ter: 25-26	In Force	Test Company1	101.96		1,223.57	
10/24/2025	25-1110948-0003	No	1297809	8117 Summit St: 25-26	In Force	Test Company1	180.53		2,166.38	
10/24/2025	25-1110948		1297808	8117 Summit St: 25-26	In Force	Test Company1	180.53		2,166.38	
10/24/2025	25-1110948-0001		1297807	9501 Wornall Rd: 25-26	In Force	Test Company1	170.12		2,046.45	
10/24/2025	25-1110948	Yes	1297806	Test Company: 25-26	In Force	Test Company1	170.12		51.50	
10/24/2025	25-1110948		1297805	9501 Wornall Rd: 25-26	In Force	Test Company1	170.12		2,097.95	

2 Click the 'Generate EOI' button at the top of the page.



The screenshot shows the PRISCA TECH UAT interface. At the top, there is a navigation bar with links: Dashboards, Accounts, Policy Admin (which is highlighted in red), Proposals, Agency Admin, Contacts, Reports, Admin, and a More dropdown. Below the navigation bar, the page title is "25-1110948-0003 - Test Company1". On the right side of the title, there are buttons for "Send NOIC", "Generate EOI" (which is highlighted with a red box), "Cancel Policy", "Create Endorsement", and "More". The main content area is divided into several sections: "Account Information", "Agent Information", "Policy Detail", and "Premium Information". The "Generate EOI" button is located in the top right corner of the main content area.

3 Once the EOI document has been generated, it will appear in the Files section on the right side of the page, ready for you to download and send as needed.



The screenshot shows the PRISCA TECH UAT interface. On the left, there is a "Commission Percentage: 0.00" field. In the center, there is a "Premium Information" section with the following data: Premium: 1,947.81, Annual Total Fees: 196.35, State Fees Total Annual: 0.00, Annual Surplus Lines Tax: 22.23, and Annual Total Cost: 2,166.39. On the right, there is a sidebar with sections for "Recent Emails" (No emails yet, + Create New), "Contacts" (No contacts. Click [here](#) to add one), and "Files". The "Files" section is highlighted with a yellow box and contains a link to "EOI Documents - 25-1110948-0003 - 20251024.pdf". Below the link, there is a dashed box for "Drop files to attach".