Guide to Owner Coverage Reports

Contents
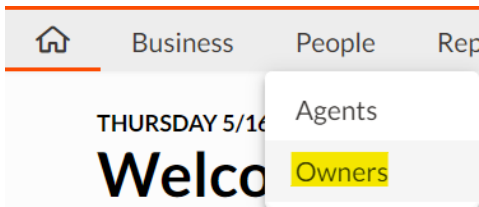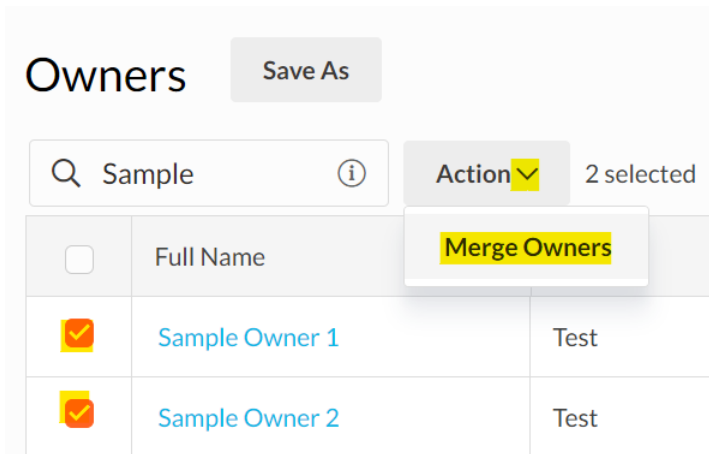
How to Generate an Owner Coverage Report
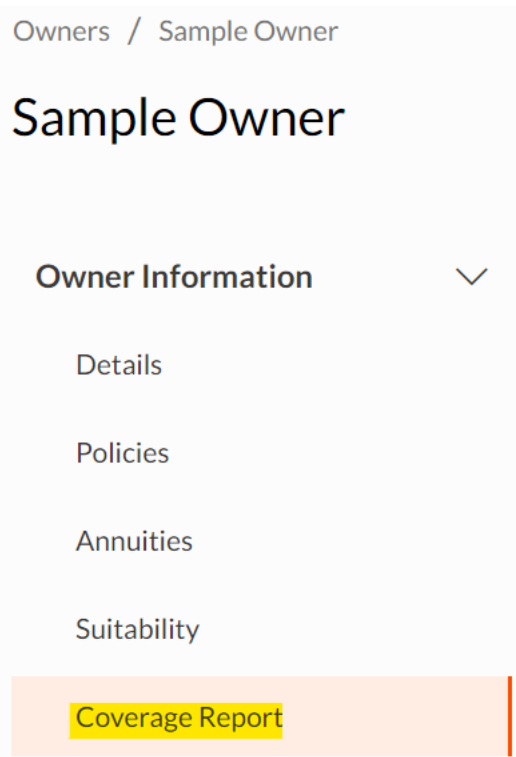
1. Navigate to **People** > **Owners**

2. **Search** for the Owner's name and double check for duplicate records. Merge the records if needed.

   To merge, select the checkbox next to each record then under **Action** select **Merge Owners**
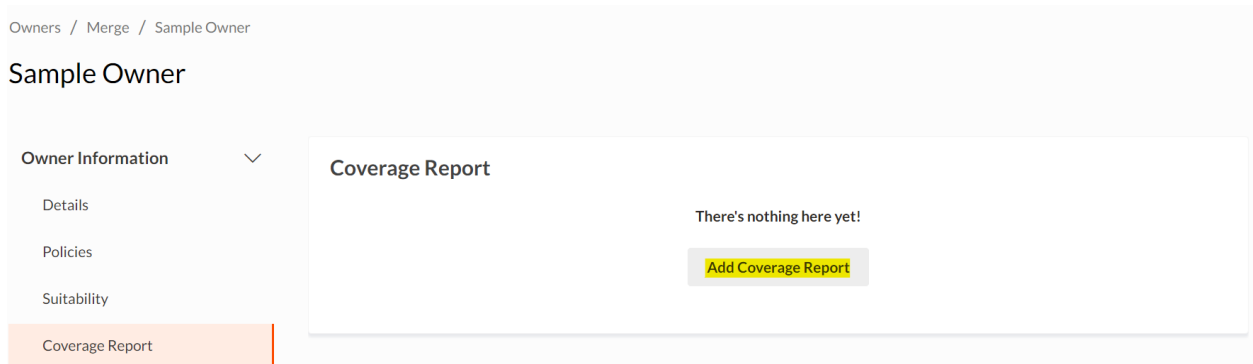

Follow the prompts to review the information and merge.

3. Continue to the Owner's Details page and select the **Coverage Report** tab

Owners / Sample Owner

Sample Owner

Owner Information ⌄

    Details

    Policies

    Annuities

    Suitability

    Coverage Report

4. Click **Add Coverage Report**

Owners / Merge / Sample Owner

Sample Owner

Owner Information ⌄

    Details

    Policies

    Suitability

    Coverage Report

Coverage Report

There's nothing here yet!

Add Coverage Report

5. Select a **Template** from the drop-down list

Select a Book of Business Tempate to run

Template   Default Coverage Report   ⌄

                          Default Coverage Report

Include All Policies

6. If desired, check **Include All Policies** or Include All Annuities (this will only be visible with the Annuities module)

Template   Default Coverage Report   ⌄

Include All Policies   ☑

Include All Annuities   ☐

Note: By selecting a checkbox, the generated pdf will show a table extract of all associated Life Policies and/or Annuities at the bottom of the pdf.

Want to change the All Policies table? It cannot be directly edited, but you can create a new policy report to use in place of the default All Policies table extract. This new report would allow you to add/rename/remove/move columns around as you would like to have them displayed on the Owner Coverage Report. Be sure to add your policy report to your template and unselect Include All Policies.

7. When a template is selected, a preview of the report(s) associated with that template will be displayed with a table(s) of policies that fit the criteria.

Default Upcoming Premium Due Dates

🔍 Search

Policy Nur	Policy Stat	Product Ty	Product N	Issue Date	Carrier	Annualize	Insured	Death Ber	Agent(s)	Premium I
123243	In Force	Indexed Life	--	--	All Ameri...	$6,00...	Matth... Smith	$500,...	Martin Matth...	5/23/...

|◀ ◀ **1** ▶ ▶| 10 ∨ rows   1 - 1 of 1 policies

If no policies meet any of the report criteria, the following message will be displayed:

No data exists for template.

However the final report, will show an Overview and All Policies (if selected) populated based on the information available in your account:

Coverage Report
Sample Owner
Prepared On: 5/16/2024

Overview

Policy Count	Death Benefit	Annualized Premium	Cash Value	Contract Count	Contract Value
4	$50,000.00	$0.00	$0.00	0	$0.00

All Policies

All Policies assigned to Sample Owner

Policy Number	Policy Status	Product Type	Product Name	Issue Date	Carrier	Annualized Premium	Owner(s)	Death Benefit
123243	In Force	Indexed Life			All American		Sample Owner	
32432	In Force	Term			ACDA		Sample Owner	
3254352	Rescinded	Indexed Life			Banner		Sample Owner	$50,000.00
345345043	In Force	Indexed Life			AIG		Sample Owner	

8. Review the reports/policies and add a Recommendation if that section is available on your template by clicking **Edit**. Remember to **Save** your changes.

Recommendation   Edit

9. Click **Next** at the bottom of the page

Next

10. If desired, edit the Cover Page and Disclosure by clicking **Edit** in either section. Remember to **Save** your changes.

Verify Cover Page and Disclosure

Cover Page   Edit

[[Logo]]

Owner Coverage Report

[[OwnerName]]
[[PreparedOn]]

Disclosure   Edit

The information contained in these reports is collected from sources believed to be reliable, however the accuracy and completeness of the information is not guaranteed. Always rely on statements you receive directly from the carriers, whose valuation shall prevail in the event of any discrepancy. The values represented in this report may not reflect the true original cost of the client's initial investment. Calculations and data provided should not be relied upon for tax purposes, use original confirmations and carrier statements instead.

Note: To apply a global default Cover Page, Disclosure, and/or Recommendation that must be setup at the template level. Please refer to How to Create/Edit Owner Coverage Report Templates.

11. Click Generate

Previous   **Generate**

Note: The pdf will be automatically downloaded and also saved within Proformex for future reference under the Coverage Report tab of the owner
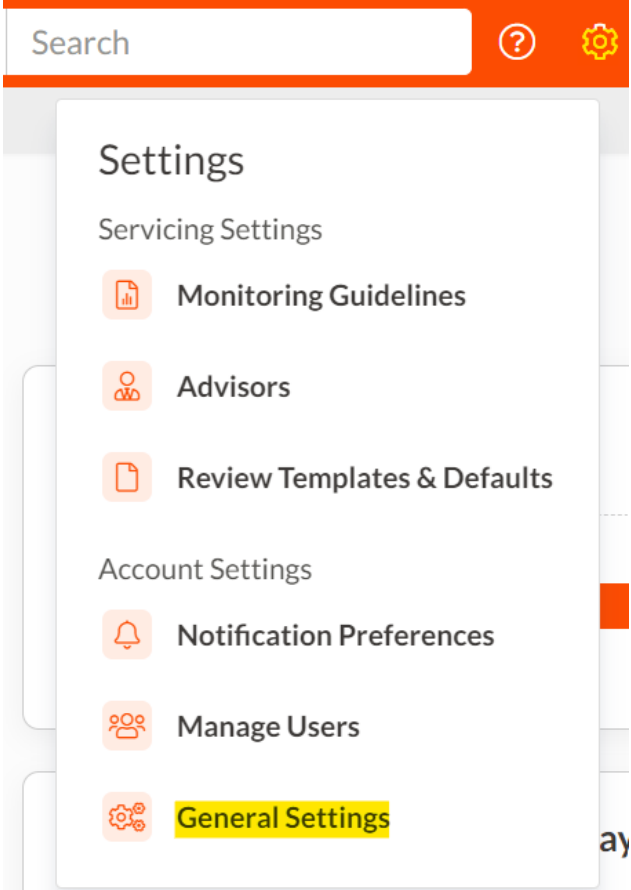
Coverage Report

Add Coverage Report

Q Search

Actions	Document Name	Create User Email	Create Date
🗑	SampleOwner20241605.pdf	support@proformex.com	05/16/2024

|◄ ◄ **1** ► ►| 10 ⌄ rows   1 - 1 of 1 documents
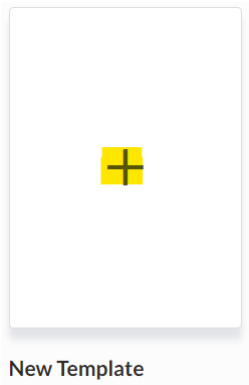
How to Create/Edit Owner Coverage Report Templates

1. At the top right of the page, click **Settings** followed by **General Settings**
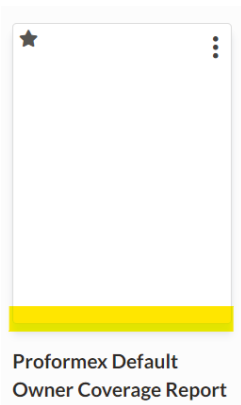

2. Select **Owner Coverage Report Templates**
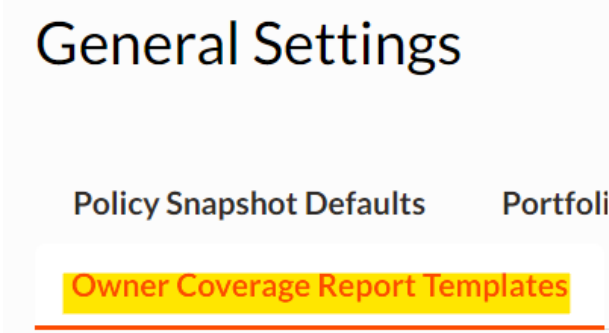
3. Click **+** to create a **New Template**

New Template

OR

Simply **click an existing Template to Edit**

Proformex Default
Owner Coverage Report

Note: The star indicates it's the default template
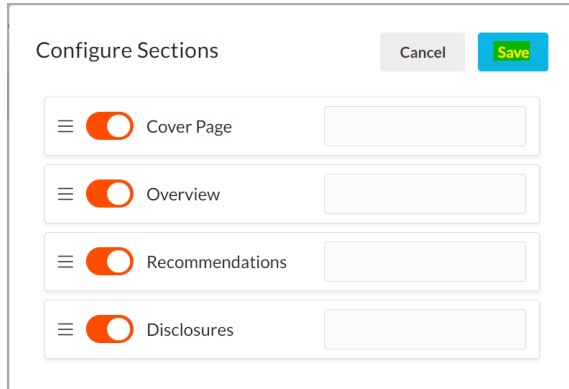
4. If creating a New Template, input a **Name** and click **Create**

New Template

Name *

Name

Cancel   Create
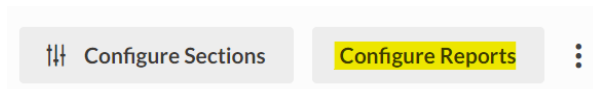
5. Click **Configure Sections** to add/remove/rename sections

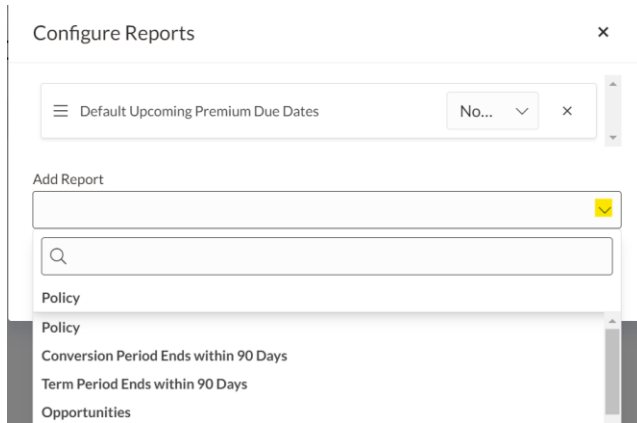╫ Configure Sections   Configure Reports   ⋮

6. Make your changes (toggle sections on/off, rename, drag to reorder) and click **Save**
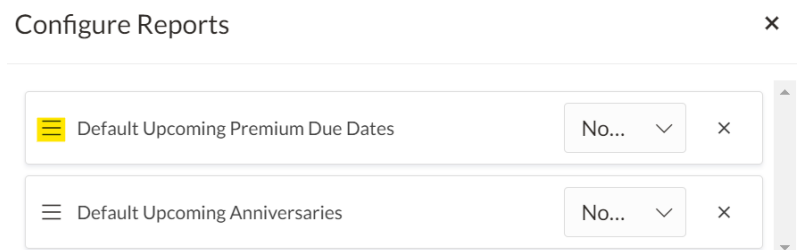

7. Click Configure Reports to add/remove existing Policy Reports (up to 10 reports)

8. Select the **drop-down arrow** under **Add Report** to search and add an existing Policy Report (click to add)

9. **Drag** to reorder policy reports

10. If desired, apply the categorization Medium or High to the policy report. It will default to None

This categorization will apply as a color-coding system to the respective policy report title/section.

None = Grey, Medium = Yellow, High = Red

Default Upcoming Premium Due Dates

Policy Number	Policy Status	Product Type	Product Name	Issue Date	Carrier	Annualized Premium	Insured	Death Benefit	Agent(s)	Premium Date
123243	In Force	Indexed Life		8/15/1980	All American	$6,000.00	Matthew Smith	$500,000.00	Martin Matthews	5/23/2024

Default Upcoming Anniversaries

Policy Number	Policy Status	Product Type	Product Name	Issue Date	Carrier	Annualized Premium	Insured	Death Benefit	Agent(s)	Anniversary Date
345345043	In Force	Indexed Life		5/31/2023	AIG		Chris Staple		Martin Matthews	May 31

Term Period Ends within 90 Days

Default report containing policies approaching the conclusion of the level term period within the next 90 days. This report is limited to policies where the coverage period date is available within the application.
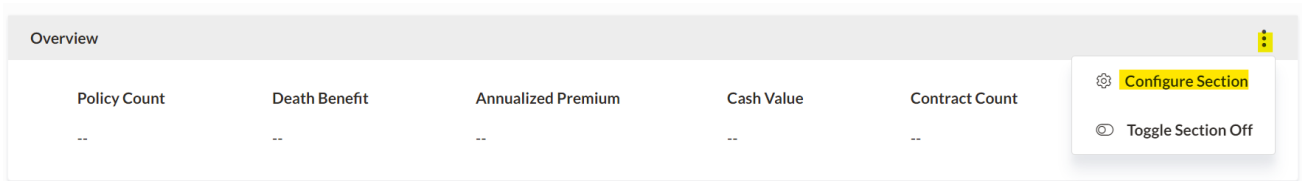
Note: The policy report description will also be displayed on the final report. Navigate to that Policy Report to rename it, remove/change the description by clicking Save next to the report title.

Term Period Ends within 90 Days   Save

Shared With: All Users   Report Creator: Default

11. Within the template, to configure the Overview section, click the three dots followed by **Configure Section**

Overview					⋮
Policy Count	Death Benefit	Annualized Premium	Cash Value	Contract Count	⚙ Configure Section
--	--	--	--	--	⭘ Toggle Section Off

12. Within the template, edit the **Cover Page, Recommendations, or Disclosure** by clicking **Edit** in either section. Remember to **Save** your changes. These changes will only apply to the selected template. Please refer How to Create/Edit Owner Coverage Report Defaults on how to apply global defaults to all Owner Coverage Report templates.

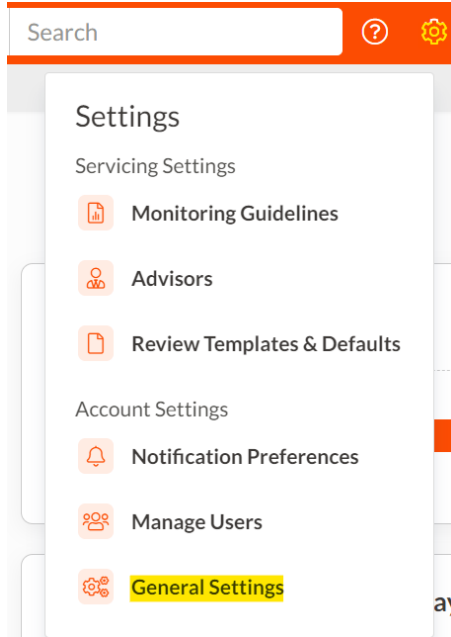| Recommendations	⭘
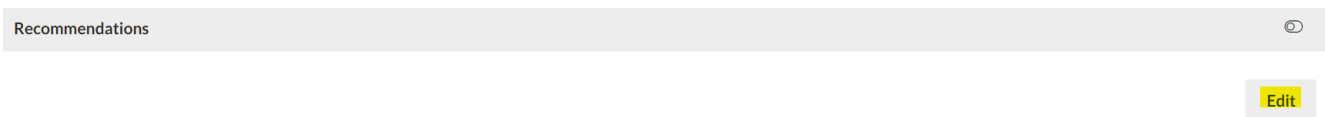
Edit

13. To Rename, Set/Remove Default, or Delete the template, click the three dots at the top right of the template

Configure Reports ⋮

✎ Rename Template

⇄ Remove Default

🗑 Delete Template
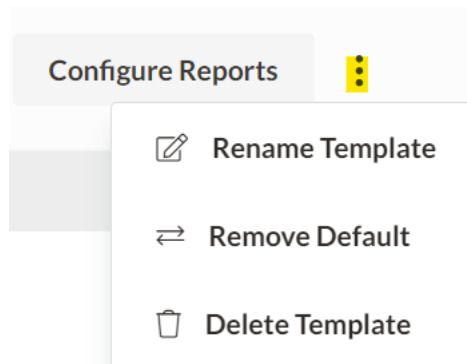
How to Create/Edit Owner Coverage Report Defaults

1. At the top right of the page, click **Settings** followed by **General Settings**

2. Click **Owner Coverage Report Defaults**

General Settings

Policy Snapshot Defaults	Portfolio Review Defaults	Agent Book Of Business Defaults	Agent Book Of Business Templates	Owner Coverage Report Defaults
Owner Coverage Report Templates	Report Summary Defaults	Report Summary Templates	Owner Report Summary Defaults	Owner Report Summary Templates

3. Edit the **Cover Page, Recommendations, or Disclosure** by clicking **Edit** in either section. Remember to **Save** your changes.

Cover Page	Edit

Recommendation	Edit

Disclosure	Edit