

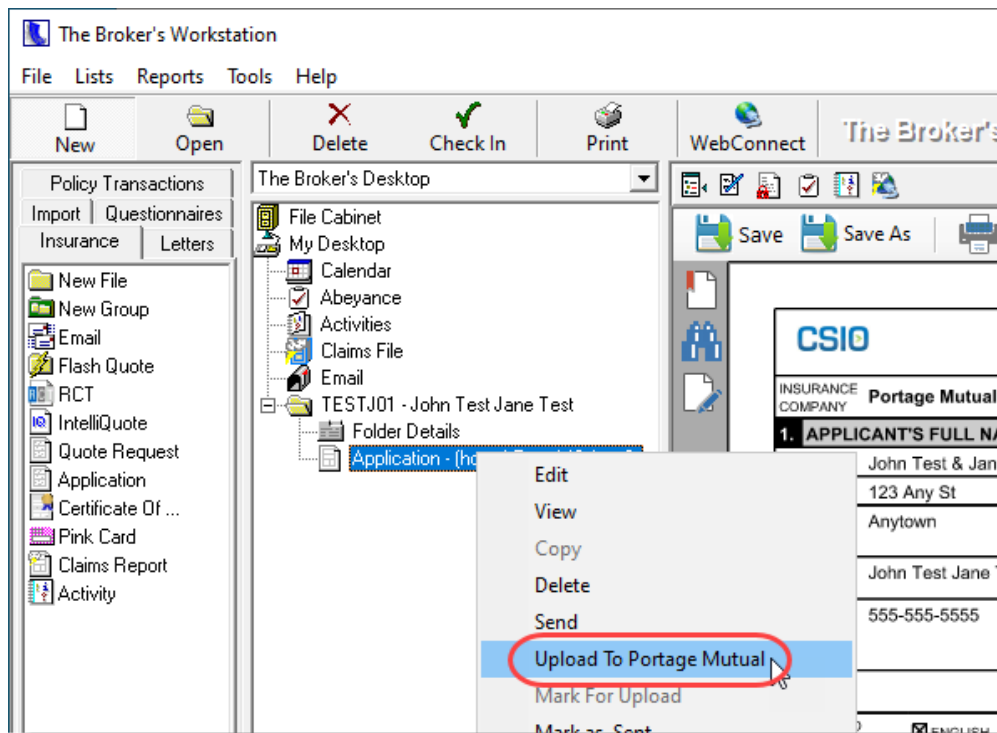
15 July 2022

Dear Valued TBW User:

## Re: Portage Mutual New Business Upload Now Available for Habitational Policies

Please be advised that new business upload functionality for Portage Mutual is once again available for Habitational applications.

Habitational applications for Portage Mutual can be uploaded in the usual way (if the required setup has been done) by right-clicking the completed application in the Desktop Tree and selecting **Upload to Portage Mutual**.



TBW will launch a web browser window that will take you to the Portage Mutual application page. Verify the details of the application, adding additional information if required. Portage Mutual will issue the policy from the information provided.

Please contact our Client Services Team at [clientservices@cssionline.com](mailto:clientservices@cssionline.com) or 1-888-291-3588 (toll-free telephone) for assistance or with any questions you may have.

Thank you for using The Broker's Workstation.

Yours sincerely,  
Custom Software Solutions Inc.