Within the Work Queue box there may be several drop downs available. All work queue results can be filtered by selecting a Division (such as Vehicle Loans or Mortgage Loans), Branch (if your portfolio is set up within the Allied Solutions system that way) and/or Property Type (such as vehicle, real estate, boat, etc.).

The Verify Data work queue contains work items where:
- Loan or collateral information needs to be verified
- Missing information must be provided

To work the items in the queue, either enter the updated information for the records displayed or verify the information shown is correct. To verify the information shown is correct, check the “No Change” box on the line. To update the information, simply type the correct information in the field provided. Fields with red asterisks are required including those listed in the Other section which will be specific questions from the Lender Administrator.

Use the comments section to add any additional notes that you would like to send back to Allied Solutions.

If you’d like to view the details of a particular loan, click the loan number or the borrower name on the left. Property Detail will open in a separate tab.

After you’ve completed the work items you intend to submit, select the check box on the left of those work items and click “Submit”.

A confirmation message appears. You may print it for your records. Close the confirmation message to return to the UniTrac page.

NOTE: For security reasons, the session times out after 20 minutes, unless you are actively submitting work items in the system. Prior to your session timing out, you will be given the option to extend your session through a pop-up box.
The Premium Accounting work queue contains loans that have gone through the notice cycle and have premium due to Allied Solutions. The Premium Accounting work queue should be submitted once every cycle and all work items must be submitted together. There are several options available in the dropdown for each loan. An explanation of each of the options available is listed on the next page. Depending on your selection premium may or may not be due for the loan. For example, if you select “Paid Off” you would then be prompted to enter the pay-off date, and premium payment would not be submitted for that record. Because all Premium Accounting work items need to be submitted together, you have the ability to save your work and come back to it at a later time.

NOTE: For security reasons, the session times out after 20 minutes, unless you are actively saving the items already worked in the system. Prior to your session timing out, you will be given the option to extend your session through a pop-up box.
Once you have completed all of the work items in the group, select “Submit” and you will receive a confirmation page which you can print for your records. If you are set up for ACH payment with Allied Solutions, hitting “Submit” will initiate the accounting transaction. If you submit payment by check, you can print the summary screen and mail it with your payment.

### Action/Status Options

1. **Bankruptcy/Do Not Fund** – Select this action if the borrower has filed for bankruptcy and you do not wish to add coverage. If the borrower reaffirms later on, you may do a Bankruptcy Release Action Request to reactivate insurance tracking on that collateral.

2. **Charge Off** – Use this option if the loan has been charged-off and you wish to waive coverage on the collateral.

3. **Fund** – Select this action if you wish to fund the premium and add coverage to the collateral.

4. **Other** – If you do not wish to fund the premium or resolve it using the available actions, select Other and explain your intentions in detail.

5. **Paid Off** – If the loan is paid off, enter pay off date after selecting this option.

6. **Release Collateral** – For multi-collateral loans, the financial institution can choose to release one of the collateral from coverage requirements. Note that CPI cannot be added at a later date once the collateral has been released.

7. **Repo without damage** – Select this option if the vehicle has been repossessed and you do not intend to file a CPI claim.

8. **Storage Layup** – If the vehicle was or is in storage and maintained comprehensive coverage during that time, enter storage dates after selecting this option.

9. **Submit Insurance** – If the borrower has/had insurance coverage on the collateral, select this option. Your internet browser will open QuickPoint in another window so you can submit additional insurance information to Allied Solutions if needed.

10. **Waive Loan** – Select this option if the financial institution decides to waive coverage on the loan. Note that CPI cannot be added at a later date once the loan has been waived.