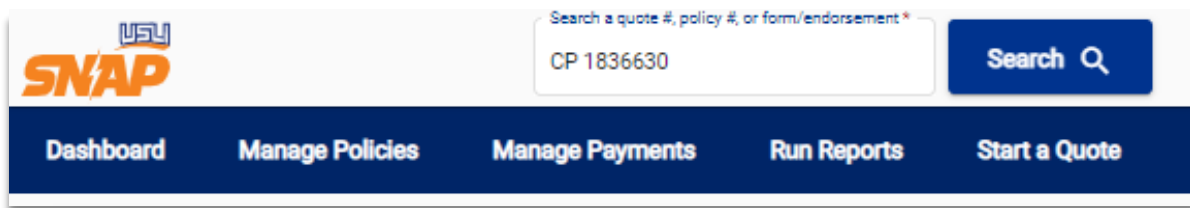


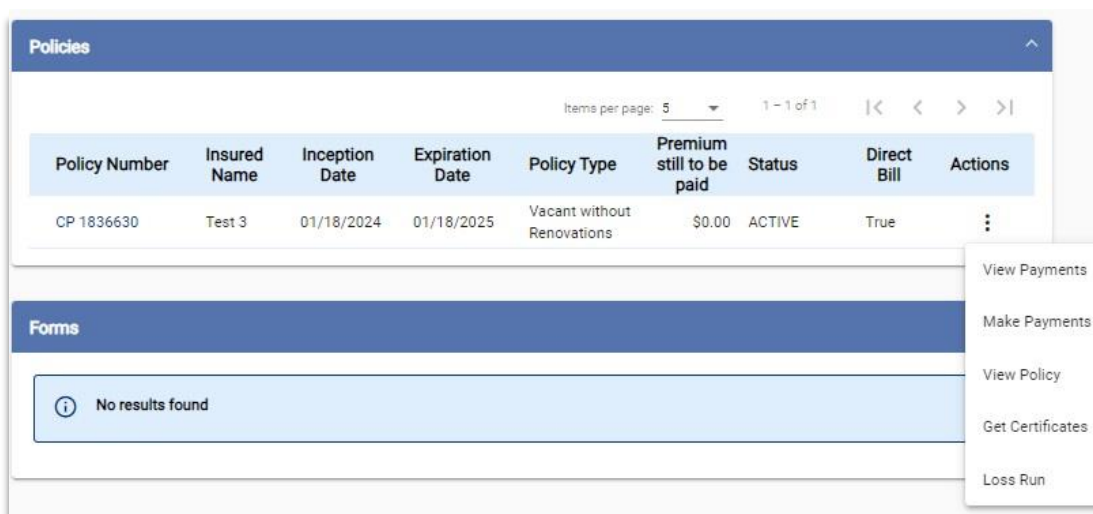
# USLI-SNAP: Accessing Direct Bill Information

1. Log into [USLI-SNAP](#) and type in the policy number or named insured into our global search at the top of the page and hit **Search**:



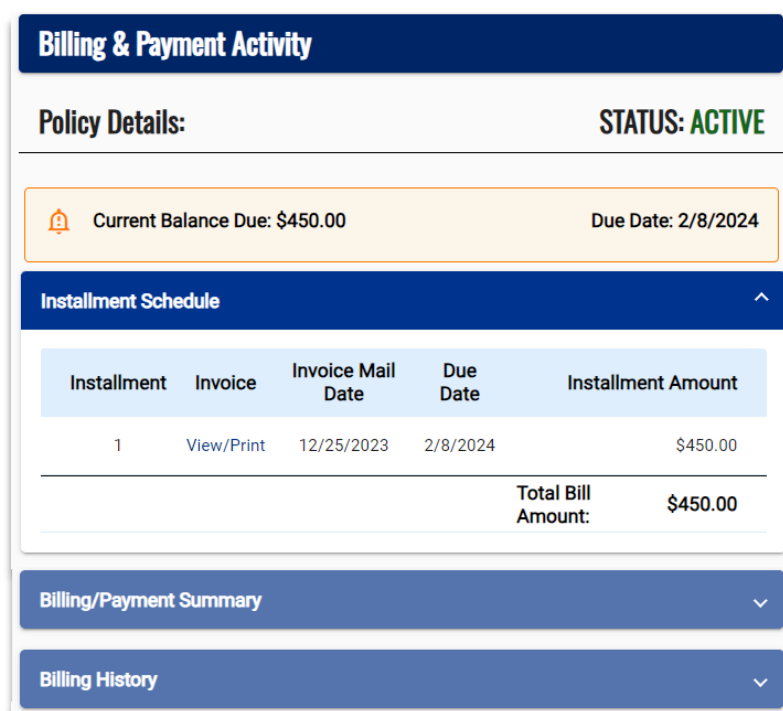
The image shows the top navigation bar of the USLI-SNAP system. On the left is the USLI-SNAP logo. To its right is a search bar with the placeholder text "Search a quote #, policy #, or form/endorsement \*". The search bar contains the text "CP 1836630". To the right of the search bar is a blue button with the text "Search" and a magnifying glass icon. Below the search bar is a dark blue navigation bar with white text links: "Dashboard", "Manage Policies", "Manage Payments", "Run Reports", and "Start a Quote".

2. Under Policies, click the three dots under **Actions** and then select **View Payments**.



The image shows a screenshot of the "Policies" section in the USLI-SNAP system. At the top is a blue header with the word "Policies" and a dropdown arrow. Below the header is a table with the following columns: "Policy Number", "Insured Name", "Inception Date", "Expiration Date", "Policy Type", "Premium still to be paid", "Status", "Direct Bill", and "Actions". The table contains one row with the following data: "CP 1836630", "Test 3", "01/18/2024", "01/18/2025", "Vacant without Renovations", "\$0.00", "ACTIVE", "True", and a three-dot menu icon. Below the table is a blue header with the word "Forms" and a dropdown arrow. Below the header is a light blue box with a message icon and the text "No results found". To the right of the table and forms is a dropdown menu with the following options: "View Payments", "Make Payments", "View Policy", "Get Certificates", and "Loss Run".

3. Access real-time billing information: Installment Schedules, Invoices and Billing History



The image shows a screenshot of the "Billing & Payment Activity" section in the USLI-SNAP system. At the top is a dark blue header with the text "Billing & Payment Activity". Below the header is a white box with the text "Policy Details:" on the left and "STATUS: ACTIVE" on the right. Below the white box is a yellow box with a bell icon, the text "Current Balance Due: \$450.00", and "Due Date: 2/8/2024". Below the yellow box is a blue header with the text "Installment Schedule" and a dropdown arrow. Below the header is a table with the following columns: "Installment", "Invoice", "Invoice Mail Date", "Due Date", and "Installment Amount". The table contains one row with the following data: "1", "View/Print", "12/25/2023", "2/8/2024", and "\$450.00". Below the table is a white box with the text "Total Bill Amount:" and "\$450.00". Below the white box is a blue header with the text "Billing/Payment Summary" and a dropdown arrow. Below the header is a blue header with the text "Billing History" and a dropdown arrow.