

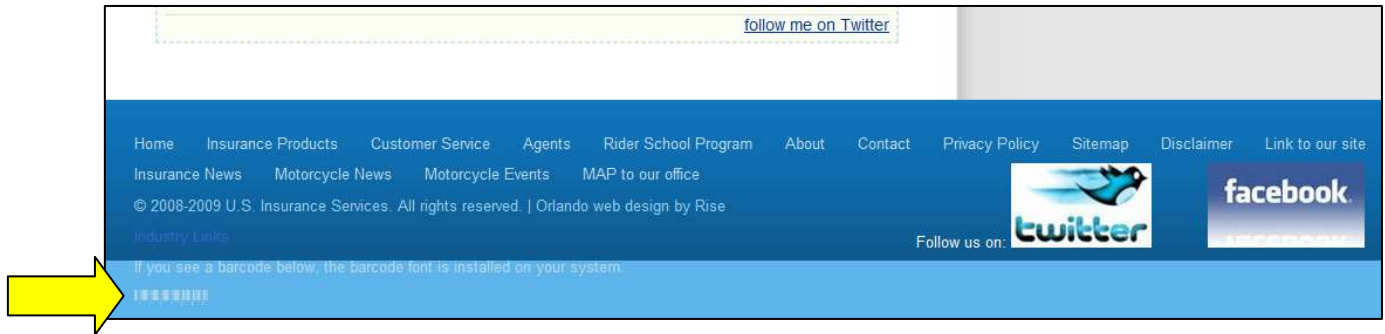
BARCODE FONT INSTALLATION

When printing a new policy a cover page also prints along with the application. This cover page is a unique page assigned to the policy your agency sold. The cover page should display a UPC bar code enabling us to properly scan it when faxed to our office.

Below are simple instructions in the event your computer does not have barcode font installed.

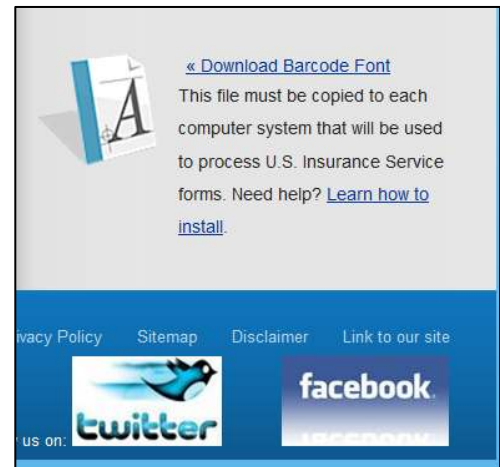
How do I determine if my computer needs the barcode font installed?

At the bottom of each page on our website you should see barcode font. If not, you need to download the font.



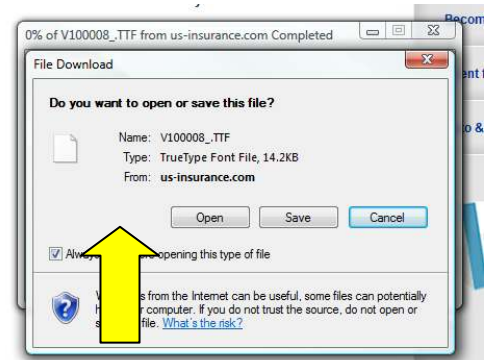
How do I install barcode font?

From the homepage click on the agents tab. Next, click onto the barcode link

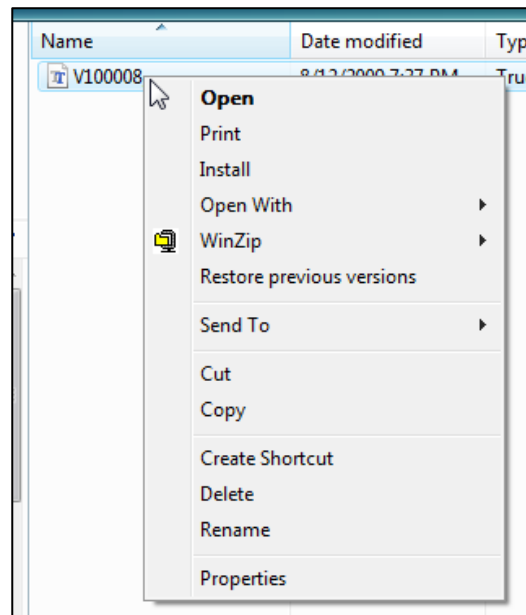


Installation Instructions - Windows Vista Systems

Click the **save** button on the file download dialog box. Save the font at a location where you can easily locate and retrieve the file. Once downloaded you will need to locate the font so that you can install it.



Finally, using the right button on your mouse click on the font and select install. Installation is now complete.



Installation Instructions - Windows Systems – Other than Vista)

You will need to save the file in fonts folder on your computer.

To locate:

When downloading double click (open) your “C” drive, double click on the windows folder then double click and open your fonts folder. Save the font in the fonts folder.

Once download is complete click on the “open folder” Button. Font is now installed.

