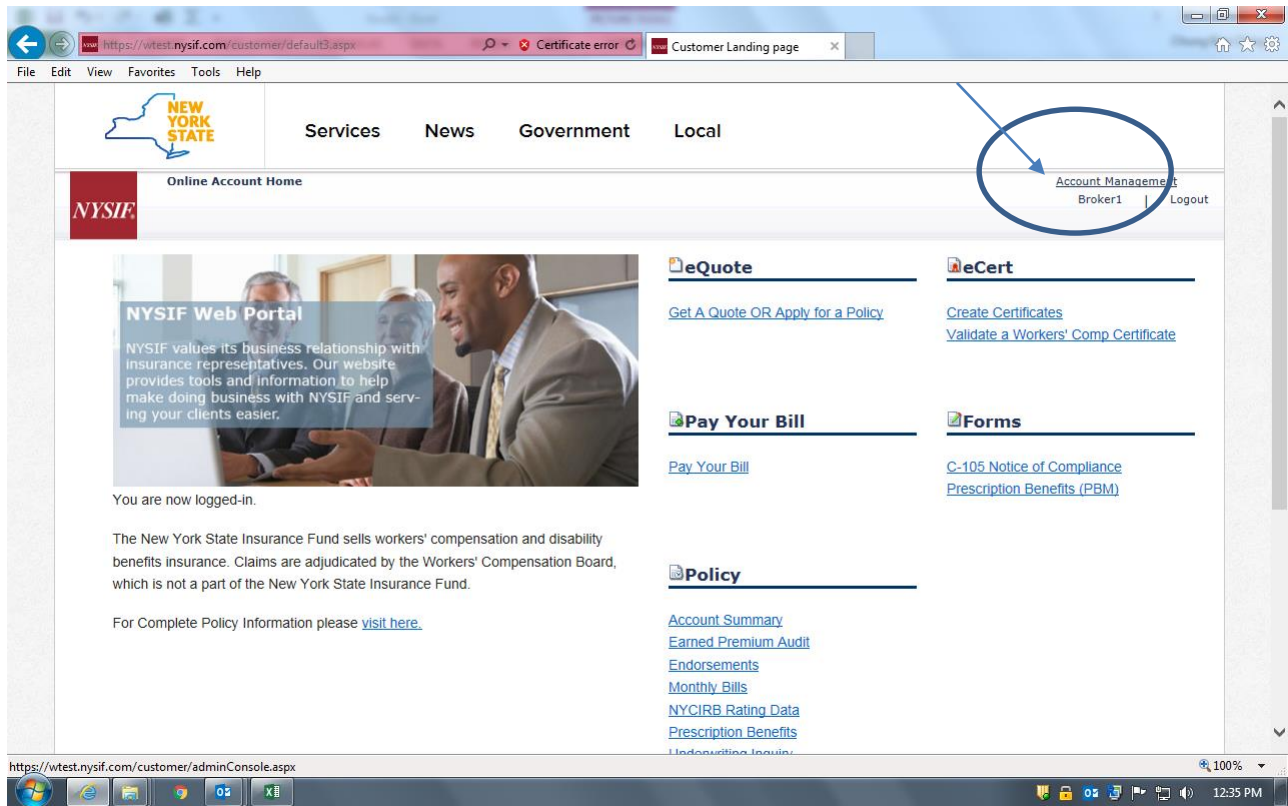


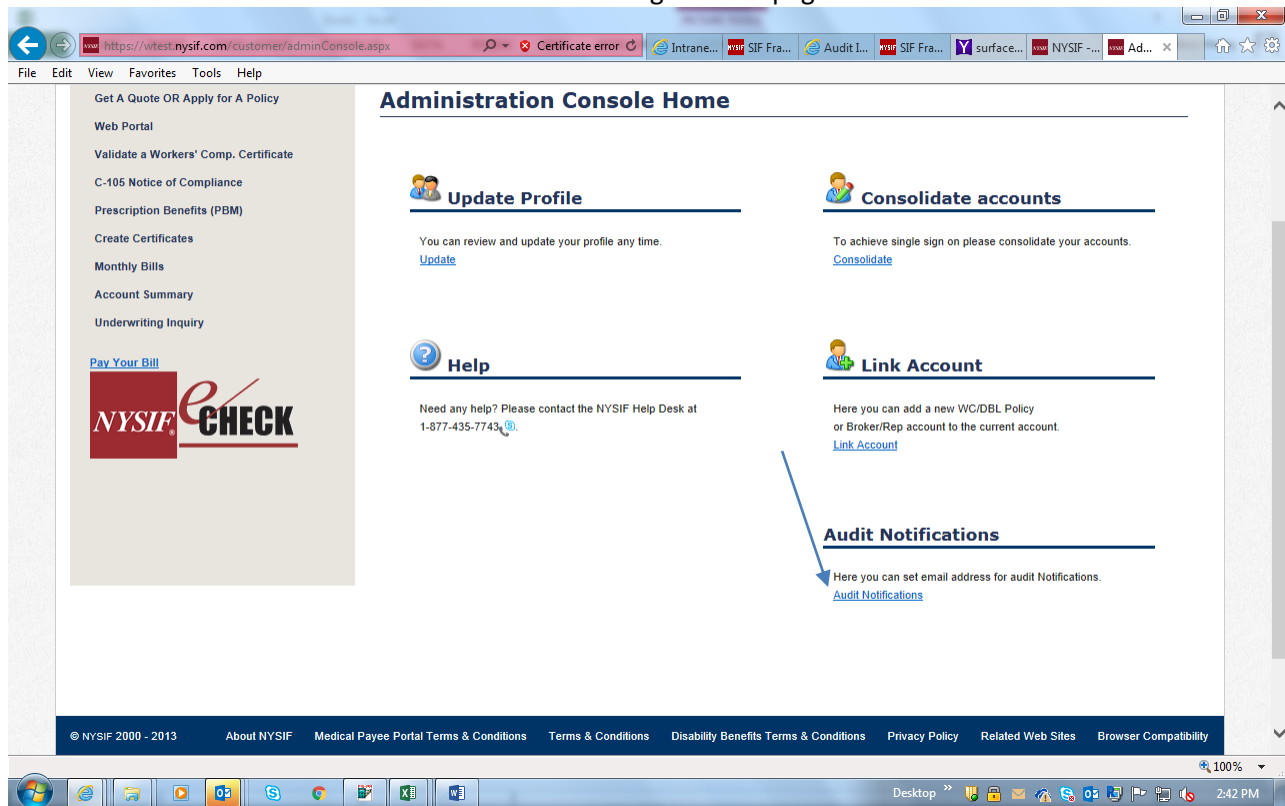
## Audit Appointment Notifications

A broker has the option of receiving e-mail notifications of scheduled audits for all policies where they are listed as the broker of record.

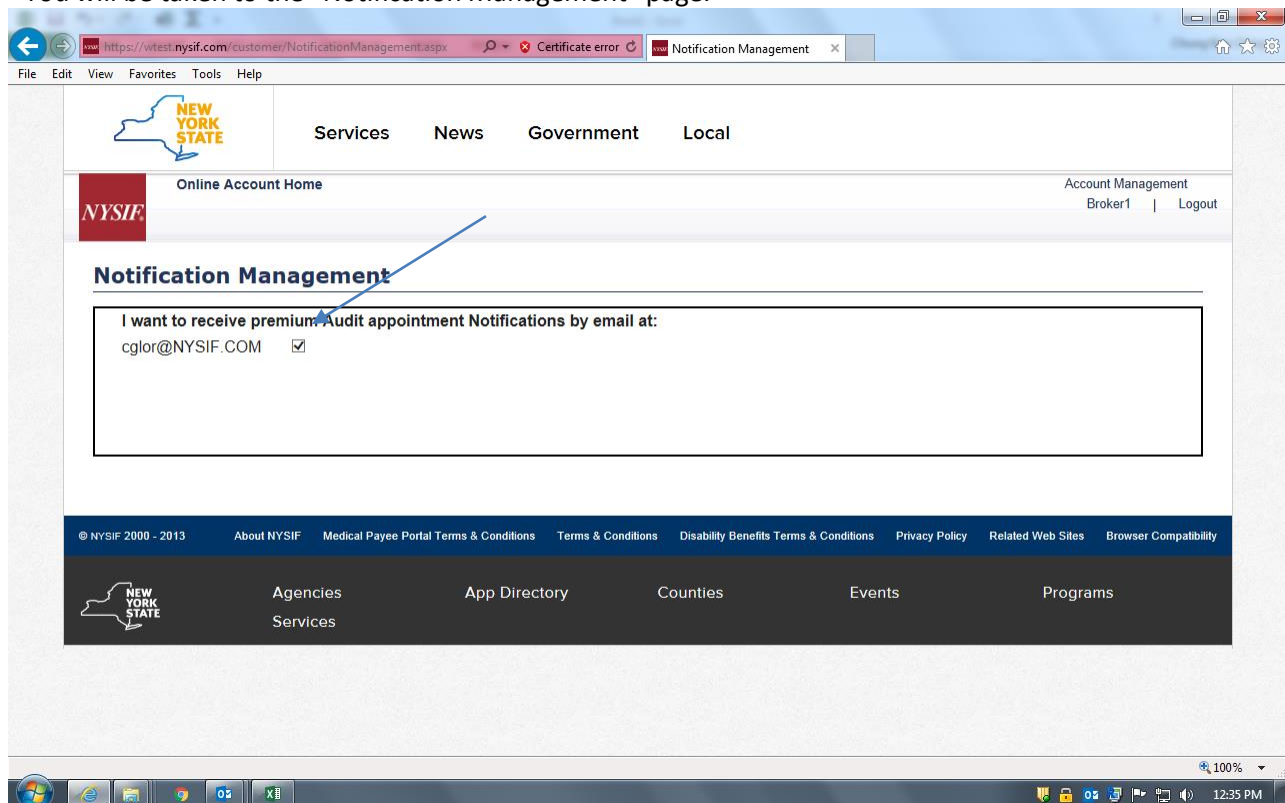
In order to access this functionality, log into your online NYSIF account, and select 'Account Management' near the top of the page:



Click the "Audit Notifications" link near the bottom right of the page.



You will be taken to the "Notification Management" page.



Please note the email address, and “Notify By Email” checkbox to the right of the e-mail address. If this box is checked, audit appointment notifications for all policies where you are the broker of record will be emailed to the e-mail address associated with your account. If the box is not checked, no audit appointment notifications will be sent for **any** of the policies. The Email address is based on the data that was given when setting up your online NYSIF account.

Email notifications can be discontinued by unchecking the box at the right of the e-mail address.

