

Tasks are outstanding items that need to be completed by your agency

Go to **GAINSCOconnect.com**
Choose **Reports > Tasks**

Tasks can include missing prior coverage proof, proof of not at fault accident, or other needed items.

REPORTS
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Tasks

Due Date	Title	Policy/Quote #
1/6/2023	Esign Completed	PAPA00106264
1/6/2023	Policy Activity	PAPA00107143
View All Tasks		

View All Tasks lets you see all tasks for your agency, pick up tasks, or work your personal My Tasks list.

Tasks will only appear when assigned to the logged in user.

Most tasks must be resolved within 3 days to avoid adverse policy action—set a calendar reminder to check tasks throughout the week.

How To Work Tasks

Step 1: Pick up the task

Choose Tasks to see unassigned tasks.

Queue	Category	Title	Status	Reference #	Created	Due Date
A90051	General	POP Review Agency	Open	VAPA00088663	12/16/2021 10:23 AM	12/16/2021
A90051	General	POP Review Agency	Open	VAPA00073001	1/21/2022 11:58 AM	1/22/2022
A90051	General	POP Review Agency	Open	VAPA00073950	1/31/2022 03:44 PM	2/1/2022

- ▶ Click the title of the task to open it.
- ▶ In Task Details, click **Pick Up** to move the task to your personal My Tasks list, which contains tasks assigned to you.

Queue	Category	Title	Status	Reference #	Created	Due Date
MGA Independent...	General	POP Review Agency	Open	GAPA00066443	10/7/2021 07:50 AM	10/10/2021
MGA Independent...	General	POP Review Agency	Open	A29FA0000293	4/12/2022 09:22 AM	4/13/2022

Step 2: Address concern for task

Locate the reason for the task in the description.

Resolve the task by either uploading the requested document through **Document Upload** or by completing the necessary changes on the policy.

Title:	POP Review Agency
Policy/Quote #:	VAPA00073001
Task Type:	General
Due Date:	1/22/2022
Status:	Open
Created:	1/21/2022 11:58 AM
Created By:	
Description:	Proof of prior coverage could not be verified. Proof documentation must be submitted via Document Upload.
Queue:	A90051
Task Owner:	

Step 3: Complete task

Once action has been taken to resolve the task, click **Complete**

After selecting Complete, you will be asked to select **Yes** to confirm you want to finalize your submission.

Confirm

Are you sure you wish to mark this task as complete?

Yes **No**

Please note that further edits will not be enabled once the task has been marked as complete.