

## Notify Underwriting of Potential Misclassification

Policies that have been issued are subject to post-issuance review. As a matter of process, biBerk Underwriting will conduct post-issuance review that can result in:

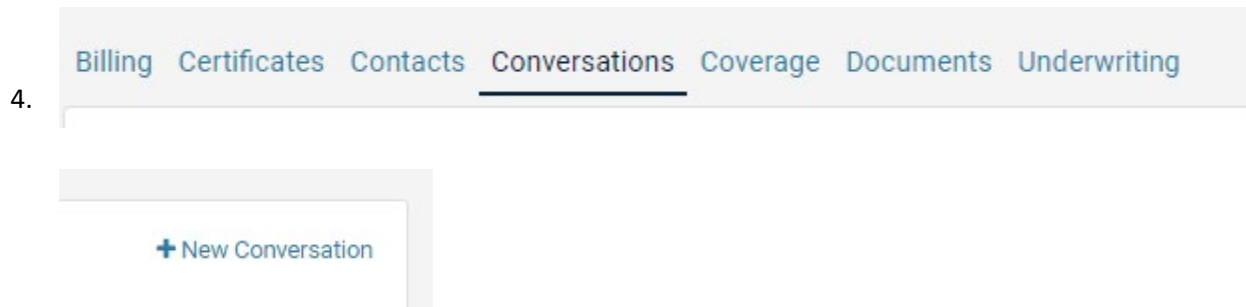
- Additional Underwriting Questions
- Endorsements to the Policy
- Non-renewal
- DNOC

In addition to this Underwriting review, discovery can be made through servicing of the account or by quality control. This can be done internally or by a biBerk Partner.

If discovery is made outside of biBerk Underwriting, the following process should be followed:

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1. Login to [www.biberk.com/partners](http://www.biberk.com/partners).
2. Pull up the policy in the biBerk Service Portal.
3. Select the Conversations tab.



5. Create a new Conversation
  - a. Subject: Post-Issuance Review
  - b. Category: Post-Issuance Review Additional UW question – High Alerts
  - c. Messages: This should contain the discovery that was made.
6. Select Post



7. Underwriting will review the Conversation and determine the appropriate action.

**Helpful Tip:** Copies of Conversations go to the e-mail address of the Producer of Record. If you are not the Producer, you should set a task for yourself (in your CRM or e-mail system), to check for an underwriting response within 2-3 business days.