

# Answers to DocFast®

## Frequently Asked Questions



### Contents

- [Who do I contact for assistance with DocFast?](#)
- [How do I access my dashboard?](#)
- [How do I access my dashboard after a time-out error?](#)
- [When I use the link, I am denied access. What can I do?](#)
- [I am trying to send the policy to my customer, but when I select the Send button, I receive a "Please Wait" message and nothing happens.](#)
- [My customer is locked out of the policy. Can the link be refreshed?](#)
- [My customer entered the last four digits of his Social Security number \(SSN\) and was denied access. What can I do now?](#)
- [I received notification that my customer has successfully logged in to the policy. Does this mean the policy is in force?](#)
- [How do I print a policy for delivery if the customer does not wish to receive the policy electronically?](#)
- [I am able to select "Print and Hand Deliver" but the document window does not open.](#)
- [The document opened without the watermark, but when I try to print it, nothing prints.](#)
- [I selected "Print and Hand Deliver" from "Actions," but the file has the watermark.](#)



For assistance with DocFast, please email:

[DocFast@standard.com](mailto:DocFast@standard.com)

*We are always happy to help you.*

**For producer use only.**  
Not for use with consumers.

### 1. Who do I contact for assistance with DocFast?

For technical support, please email [support@pipeline.com](mailto:support@pipeline.com) or phone 800.641.6557. Technical support staff are available 5 a.m. to 5 p.m. Pacific Time Monday through Friday.

### 2. How do I access my dashboard?

If you received a notification email with a link to a policy, select that link and it will take you to the log-in page. If you do not have an active link for a specific policy, click on [Policy Delivery With DocFast](#) on The Standard's [producer website](#).

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[standard.com/di](http://standard.com/di)

DocFast Answers to FAQs  
17152 (10/19) SI/SNY

### 3. How do I access my dashboard after a Time-Out Error?

You should be redirected to the log-in page when you try to take action. If you are not automatically taken to the log-in page, use the [Policy Delivery With DocFast](#).

### 4. When I use the link, I am denied access. What can I do?

- Close all your browsers.
- Open your email notification and use the link in that email.
- If you continue to receive error notices, please contact DocFast support (see #1 above).

### 5. I am trying to send the policy to my customer, but when I select the Send button, I receive a “Please Wait” message and nothing happens.

Reset your view by selecting Filters and choose “**All**” next to “Display document with activity in.”

Choosing “**All**” policies in the dashboard view usually resolves the “Please Wait” issue and you can then e-deliver the policy to your customer.

Status	Delivery Expiration Date	Carrier	Case Manager	Consumer	Policy Number	Documents	Actions
Change Requested by Carrier 1 of 2 signatures, 0 issues	4/30/2013	The Standard	Shackton, Jane	DOE, JOHN	00CCETT ST1		Actions
Sent to Consumer 1 of 2 signatures, 0 issues	4/30/2013	The Standard	Shackton, Jane	Doe, Joan	00CEFFTS T1		Actions
Sent to Consumer 1 of 2 signatures, 0 issues	4/30/2013	The Standard	Shackton, Jane	DOE, JANE	PEC1234T X4		Actions
Sent to Consumer 1 of 2 signatures, 0 issues	11/11/2013	The Standard	Shackton, Jane	Merrill, Melissa	00CCPAYD OC4		Actions
Received by Agent 0 of 2 signatures, 0 issues	11/15/2013	The Standard	Shackton, Jane	Test Agent	00C ST		Actions e-Sign and e-Deliver to Consumer Change Request Decline Offer Request Extension Print and Hand Deliver

### 6. My customer is locked out of the policy. Can the link be refreshed?

Once a consumer is locked out of a policy, you must send a new link. To resend a policy link, use the Action button and select “**Resend Policy**.”



If your customer has already signed, confirmed or declined acceptance electronically, no further action is possible. Please contact your Customer Management Specialist at The Standard or email [DocFast@standard.com](mailto:DocFast@standard.com).

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## 7. My customer entered the last four digits of his Social Security number (SSN) and was denied access. What can I do now?

- Verify that your customer is using the same last four numbers of the SSN as those on the application.
- If the SSN on the application is incorrect, give your Customer Management Specialist the correct SSN. The Standard will then make the correction and reissue the policy.
- If the SSN on the application is correct, please contact your Customer Management Specialist to verify the number in The Standard's records.
- If the SSN on the application is correct, but the customer entered a different number, resend the policy to your customer to refresh the link and restore access to the policy.

## 8. I received notification that my customer has successfully logged in to the policy. Does this mean the policy is in force?

You will receive notifications whenever customers access policies, until the point when customers complete the signature and acceptance process.

Once the customer signs and accepts the policy, verify that the signature and acceptance process is complete:

- Locate the policy on your dashboard and open the policy's .PDF file.
- Scroll to the end of the document to view the signatures and the Certificate of Completion.

At this point, the policy may not be in force. The Standard receives notification when a policy is accepted and then processes the delivery requirements. The policy is usually placed in force within one or two business days, provided everything is in order, including valid account information for the initial premium draft, if required. When there is an issue with a delivery requirement, the writing producer is advised if further action is required.

## 9. How do I print a policy for delivery if the customer does not wish to receive the policy electronically?

Select **"Actions"** and **"Print and Hand Deliver."** (*Do not click* on the .PDF icon in the dashboard or summary view. That opens a file with a watermark.)

## 10. I am able to select "Print and Hand Deliver" but the document window does not open.

Make sure the pop-up blocker in your browser is turned off.

Confirm that the document did not open behind a window open on your desktop.

Close all browsers.

Use the email link to reopen the policy.

Use the **"Actions"** button to find the printing option. (*Do not click* on the .PDF icon.)

The policy should now open without the watermark.



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## 11. The document opened without the watermark, but when I try to print it, nothing prints.

Check your print server connection, computer print settings and the status of your printer. You may wish to consult with your agency's IT staff.

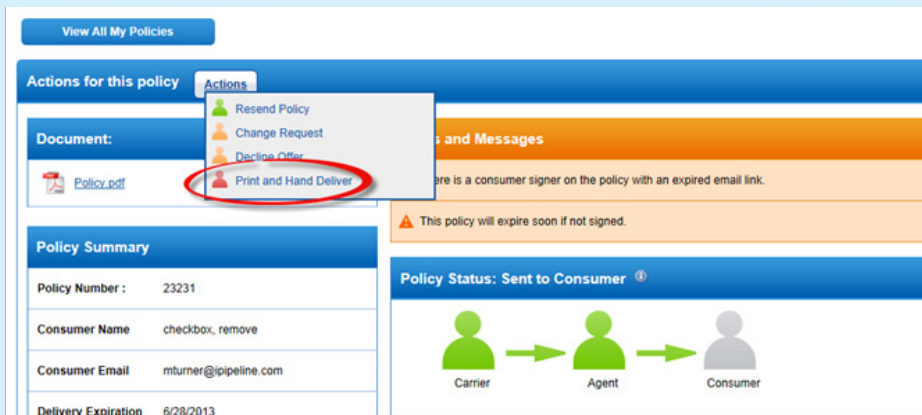
## 12. I selected "Print and Hand Deliver" from "Actions," but the file has the watermark.

This can happen if you opened a .PDF of the policy (with the watermark) and it is open on your desktop.

Close all versions of the policy file including the .PDF and/or the one from which you are trying to print.

Select "**Actions.**"

Select "**Print and Hand Deliver.**"



Once printing is complete, the policy status is updated on the dashboard to "**Printed for hand delivery**" and you will not be able to deliver the policy electronically.

If you see a watermark on the opened file, you are not printing from "**Actions.**"

If you continue to experience the problem, follow these steps:

Close all browsers, including the browser you used to access the policy.

Open the notification email and use its link to the policy.

*Do not click* on the policy .PDF.

Select "**Actions.**"

Select "**Print and Hand Deliver.**"