Creating Florida Data Call Reports
From REPORTTRAX

- Go to www.agenttrax.com and log into your agentTRAX account

- Scroll down to the reportTRAX module and click the icon

- Two reports in reportTRAX will help you with the FL Data call:

  o Florida Schedule C By Remittance Period

  o Detail Policy Listing (Excel)
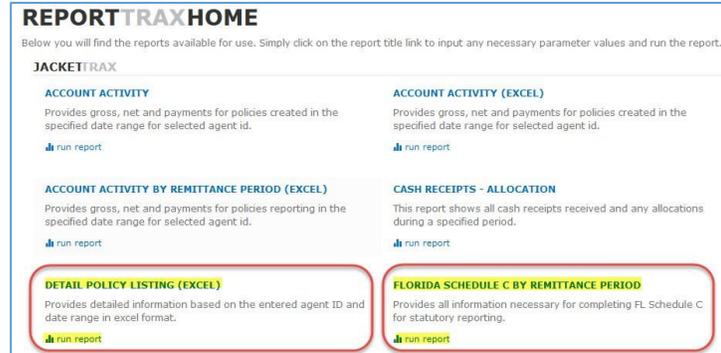
- Enter your agency/firm name in the Customer Info field

- Select the Start Remittance Period and the End Remittance Period

- Click the blue **Run Report** button

- Once the report is displayed, you can either print the report or export to a different file format.
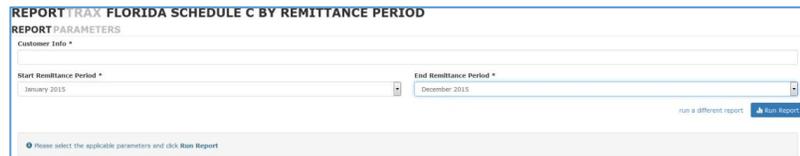
- If you need the Detail Policy Listing (Excel) report select it from the reportTRAX menu and enter your agency/firm name in the Customer Information field

- Select a Start Date and End Date, select either Create Date or Policy Effective date, then select the "ALL" button for Policy Status

- Click the blue **Run Report** button

- Once the report is displayed on your screen select the export icon and then select Excel 97-2003 as the export file. The report will open in Excel as a worksheet for your use
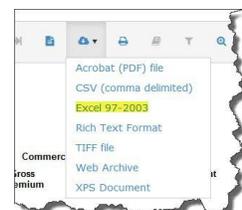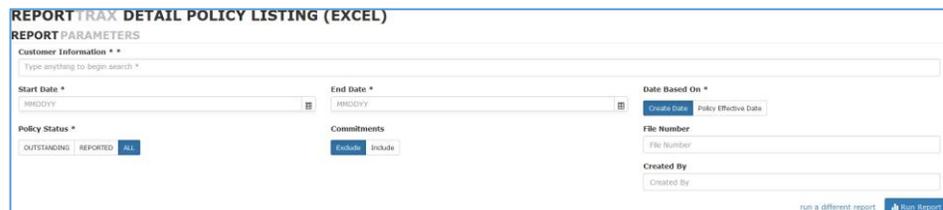
If you need assistance with creating these reports please contact the
FNTG Florida Product Support Team at 877-947-5483 or fntgflorida@fnf.com