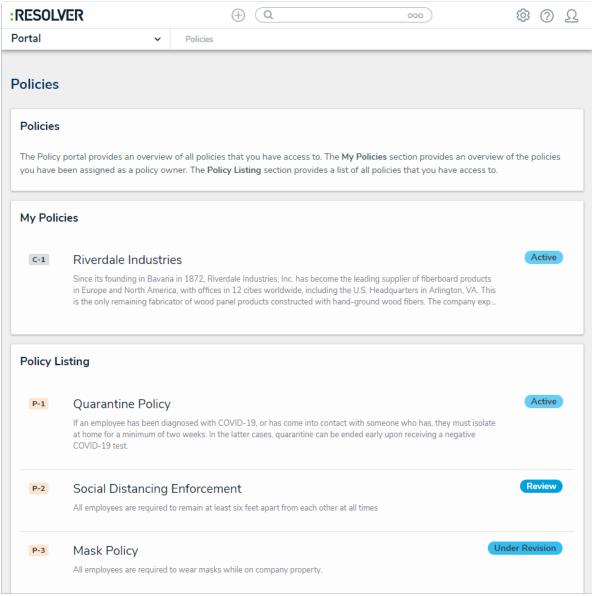


View the Portal

Last Modified on 03/05/2021 5:51 pm EST

While policies in the **Under Revision** or **Overdue** workflow state will appear in the My Tasks page, policy owners can access any assigned policy, including those in the **Active** state, in the **Policies** tab of the **Portal**. This activity contains two sections:

- My Policies: A summary report of all the policies that have been assigned to the policy owner; and
- Policy Listing: A list of all policies assigned to the policy owner.

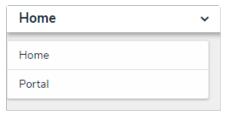


The Policies tab in Portal.

To review the Policies tab in the Portal:

- 1. Log into a user account that's been added to the **Policy Owners** user group.
- 2. Click the dropdown in the nav bar > Portal to open the Policies activity.





The nav bar.