How to Create a WSR Fax Cover Sheet for SRM Tier Verification Documents

- On Gateway, click on **Submit WSR**
- In the **Rated State** box, select the correct state
- In the **Category** box, click on **Risk Management**
- In the **Request Title** box, click on **RMBC Documentation Fax Sheet**
- Click the **Open Form** button

- Complete the **Agent Name** & **Agent Number** fields
- In the **Policy Number/Control Number** box, select either **Policy #** or **Control #**
- Input correct policy # or control # (based on choice above)
- In the **Process** box, click on **SRM**
- In the **Insured Last Name** box, input applicant’s last name
- Click the **Print** button to generate the fax cover sheet
- Fax the WSR fax cover sheet and required documentation to **1-866-249-3420**

**IMPORTANT:** Please make sure to select **SRM** from the choices in the Process box!