

Personal Lines

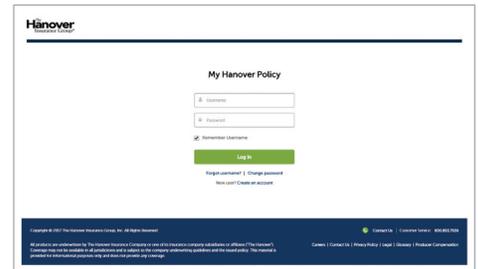
My Hanover Policy— How to enable paperless

Step 1

Log in

First, log into www.myhanoverpolicy.com with your **username and password**.

Or “Create an account” if you do not have an account yet.



Step 2

Select “My Profile & Paperless Settings”



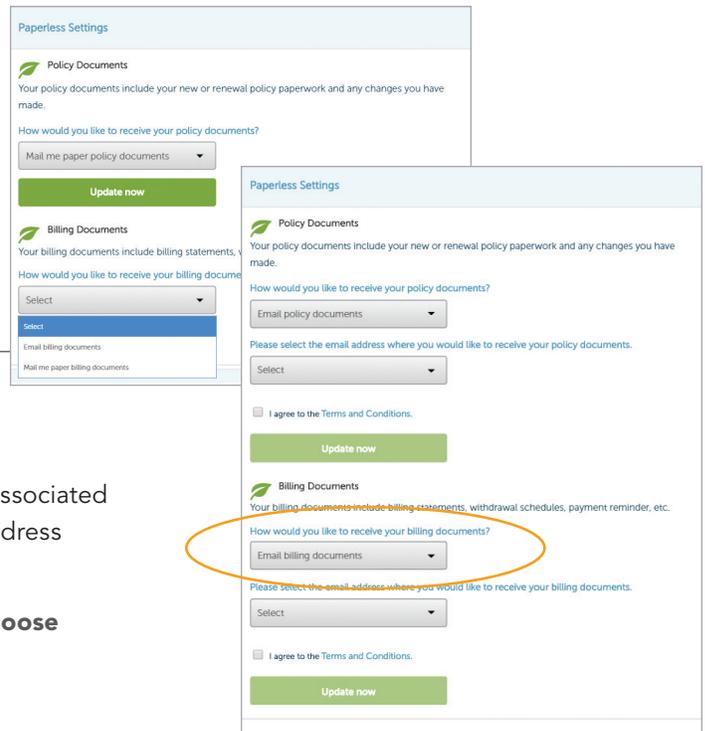
Step 3

Scroll to Paperless Settings

Select either “Policy Documents or Billing Documents” for Paperless

Select “Email me policy/billing documents”

Paperless settings are applied for all policies in your account.



Step 4

Verify the email address for policy notifications

In the second dropdown menu, you will see the primary email associated with your account. You will receive a notification at this email address each time you have a new policy document available to view.

If there is more than one email associated with your account, **choose which email address** at which you wish to receive notifications.

Only one email address can be used for notifications.

Step 5

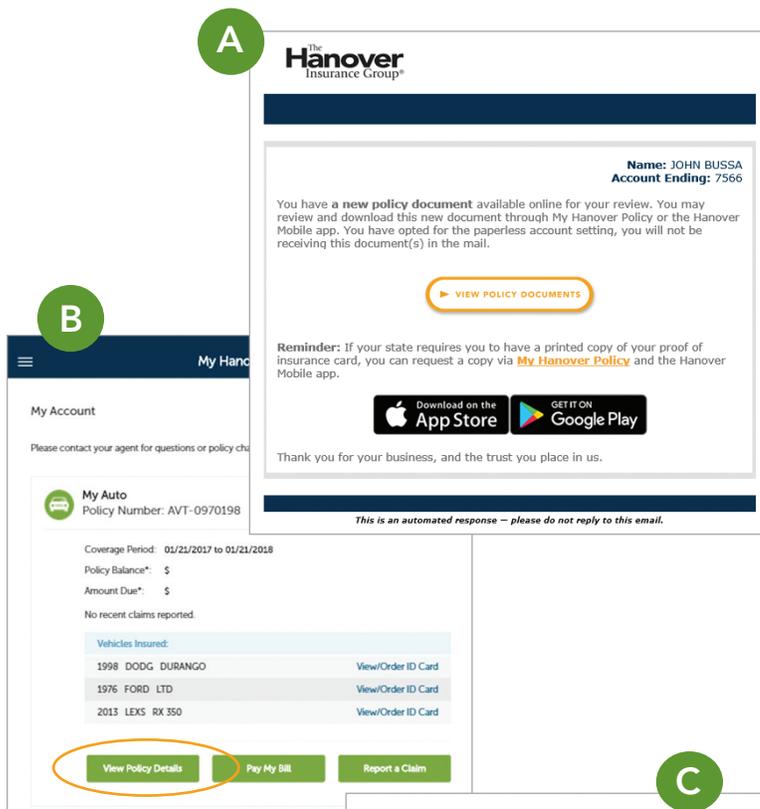
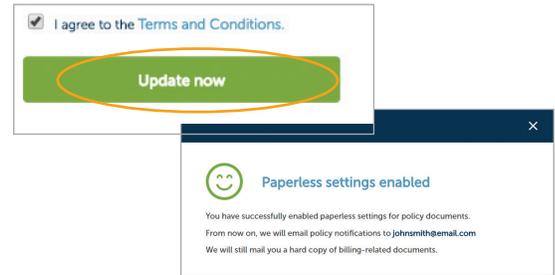
Agree to Terms and Conditions

I agree to the Terms and Conditions.

Step 6

Click "Update Paperless Settings"

A confirmation message will appear on the screen and a confirmation email will be sent to the email address you selected.



Policy Documents

Policy Effective Date	Expiration Date	Transaction Type	Change Effective Date	Change Reason	Documents
09-10-2017	09-10-2018	Renewal Policy	09-10-2017		View PDF
09-10-2016	09-10-2017	Policy Modification	09-10-2016	NEW ID CARDS FOR VEHICLE	View PDF
09-10-2016	09-10-2017	Policy Modification	10-04-2016	ADDRESS	View PDF
09-10-2016	09-10-2017	Renewal Policy	09-10-2016		View PDF
09-10-2015	09-10-2016	Policy Change			View PDF

Viewing a new policy/billing document

Each time you have a new policy/billing document available to view, you will receive an email, similar to the example to the left.

To view your new documents:

- Click on "View Policy/Billing Documents" (A) within the email.
- Click "View Policy Details" (B).
- Scroll down to "Policy/Billing Documents."
- Click "View PDF" to see each document (C).

Update settings

You can update your settings any time you're logged into My Hanover Policy, by going into "My Profile & Paperless Settings."



The Hanover Insurance Company
440 Lincoln Street, Worcester, MA 01653

Citizens Insurance Company of America
808 North Highlander Way, Howell, MI 48843

hanover.com/personalinsurance
The Agency Place (TAP)— https://tap.hanover.com

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