



McClelland and Hine, Inc.

Accounting Department
2200 Thousand Oaks #100
PO Box 700930
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Phone No#: (210) 366-2500
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Dear Agent:

AGENCY ACCOUNTING INFORMATION ON THE WEB

For your agency to gain access to accounting information, please have the agency principle submit the following information to Willie Flowers (willie@mhi-tx.com)

Agency Name:

Agency Number:

Agency Accountant Contact Information

First Name:

Last Name:

Email Address:

Principle's Signature: _____

The request submitted must be from the agency principle.

Once your agency has gained access to the agency accounting section, your agency will have the ability to view and/or print the following information:

- Agency statements
- Policy invoice – (search capabilities by policy number or by effective dates)
- Overdue policy report
- Policy renewal list.