



TSG Premium Finance, LLC.

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Printing a new Finance Agreement

1. Log on using your **Agent Code, Username and Password**.
2. Enter the policy number of the insured
3. Click **Utilities** on the bottom of the screen.
4. Click on **Print Finance Agreement**.
5. Enter all required information in the finance agreement utility. If something is not applicable enter 0. The minimum down payment will be calculated for you. Here, you will have the option to increase the amount of the down payment if needed.
6. Click on **Go** and **Print** when the new finance agreement is generated.
7. Have your insured sign and date the agreement and return to TSG Premium Finance by fax or email to Veronica Alcala 1-800-714-7110 or veronica@txsecgen.com.

If you have any questions, please feel free to contact us at 1-800-714-6789.