



# View Recent Policy Transactions & Submissions

This job aid describes how to quickly navigate to a recent Policy Transaction or Policy Submission. The **Policy** tab is available on every PolicyCenter screen. The **Policy** drop-down menu contains a list of the last-accessed submissions.

## Step 1

Action	Screen
<ol style="list-style-type: none"> <li>1. Policy Tab – Click the <b>Policy</b> tab to access the most recently-worked Policy Transaction.</li> <li>2. Policy drop-down menu – Click the arrow to the right of the <b>Policy</b> tab to view a list of the last policies and submission worked.</li> <li>3. Click on the appropriate <b>Policy</b> or <b>Submission #</b> to go to the Policy Transaction.</li> </ol>	

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