



## **FAST TRACK TO GUARANTEED SUCCESS** **WITH OUR CLIENT ACCESS WEBSITE**

### **To Log-In:**

Website Address: <http://reporting.simonsagency.com>  
Client ID 1234  
User Name JANE  
Password JD2016

### **To Send Placements:**

Click on tab labeled “UPLOADS”

- 1 Select (File) *...from your desktop or computer folder*
- 2 Select Client
- 3 Upload Files

*\*\*you may also drag and drop to upload a file. [Click here](#) for detailed instructions.*

### **To Send Secure Email Messages:**

Click on tab labeled “Messages”

To **Retrieve** a message FROM Simon’s Agency, simply click on the envelope icon.

To **Create** a message TO Simon’s *Client Services*, click on the “New” button just under the Inbox Label and send to [clientservices@simonsagency.com](mailto:clientservices@simonsagency.com)

### **To Check the Status of a Single Account:**

Click on tab labeled “Inquiry”

Select Inquiry Option from choices indicated just below the Simon’s logo.

- Your Account Number
- Last Name of Debtor
- Debtor’s Social Security Number
- Debtor’s Phone Number

*To Sign-up for our Monthly Webinar, [click here](#) or to get personalized training on the CAW Features, please contact [clientservices@simonsagency.com](mailto:clientservices@simonsagency.com)*

*For additional client resources please visit: [www.simonsagency.com/resources](http://www.simonsagency.com/resources)*