

Cancelling a TFPA Policy

This job aid demonstrates the steps needed to cancel a policy.

1. Open the TFPA policy you would like to work with and then select "Documents."

A Residential (TFPH070) (Mrore)										
Summary	Image: Summary Image: Open Activities Image: Open Activitie									
Documents	Documents									
Please Select Document Type										

 Next select the document type you want to upload to the policy from the drop-down menu. In this example, we are choosing to upload a "Cancellation Documentation" document to initiate a policy cancellation. Next, select "+Upload Documents."

ount: Michael Scott Residential (TFPH070)										
E Summary	Contacts	O Open Activities	O Notes	9 Documents	O Claims	Billing	Commission			
Documents										
Cancellation Do	ocumentation	click the "+ Upload Docum	+ Upload Docu	pad documents. After yo	rch documents u upload a document,	please update the de	escription and click the S	ave button. Contact TF	PA if you need to delete a do	ocument

3. The system will take you to your documents screen to select the document you would like to upload. Click on the document's name and then select "Open."

Videos 🖈	PDF	Vert Cloud Microsoft Word Document 13.0 KB
	TFPA New Submission Cloud 2025 Microsoft Word Document 2.51 MB	PDF
File	name:	✓ Custom files ✓
		Upload from mobile Open Cancel



4. Next enter the document description where indicated and then save the document.

Summary Contacts Open Activities	0 10 0 Documents Claims	Billing Commission								
Documents	Documents									
Cancellation Documentation										
Do not upload files containing illegal content or copyrighted informati	ion without the permission of the copyright owner. File names mu	st not exceed 60 characters (including the file type extension). Files m	ust not exceed 20MB.	SAVE						
Test Cloud.docx		Cancellation Documentation	4/14/2025		8					

5. Your document requesting the cancellation of the policy has been uploaded.

Account: Michael Scott	Residential (TFPH070 Second										
	Contacts	O Open Activities	0 Notes	10 Documents	0 Claims	Billing	Commission				
Documents	Documents										
Cancellation Doc	Cancellation Documentation										
Please select the D Do not upload files	Please select the Document Type and click the "4 Upload Documents" button to upload documents. After you upload a document, please update the description and click the Save button. Contact TFPA If you need to delete a document. Do not upload files containing illegal content or copyrighted information without the permission of the copyright owner. File names must not exceed 60 characters (including the file type extension). Files must not exceed 2048.										
NAME	NAME DESCRIPTION DOCUMENT TYPE DATE UPLOADED - SAVE								SAVE		
Test Cloud.docx	Text Cloud docs annealisation proof Cancellation Documentation 4/14/2015										

