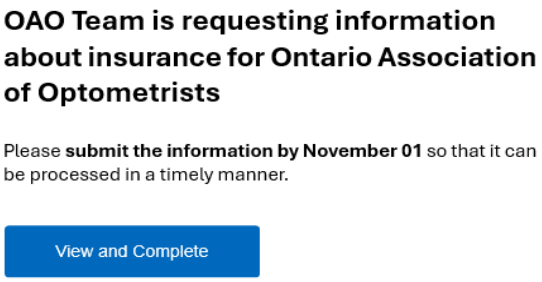
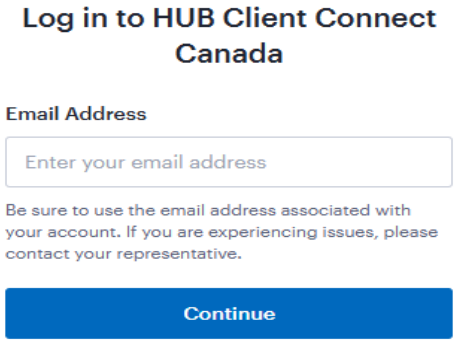
How to Renew Your OAO Clinic Policy

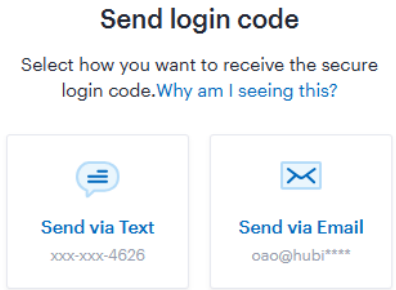
Step 1: Refer to the email you received from the OAO Team with the subject line “Insurance forms to fill out.” In that email, click the “View and Complete” button to access and fill out the application for your clinic.



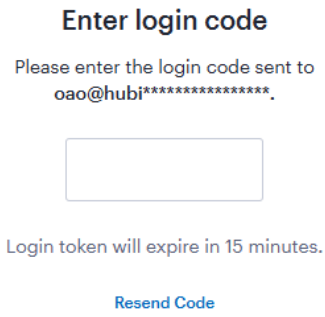
Step 2: You will be directed to the Indio platform as shown below. Please enter the email address associated with your policy and click “Continue.”



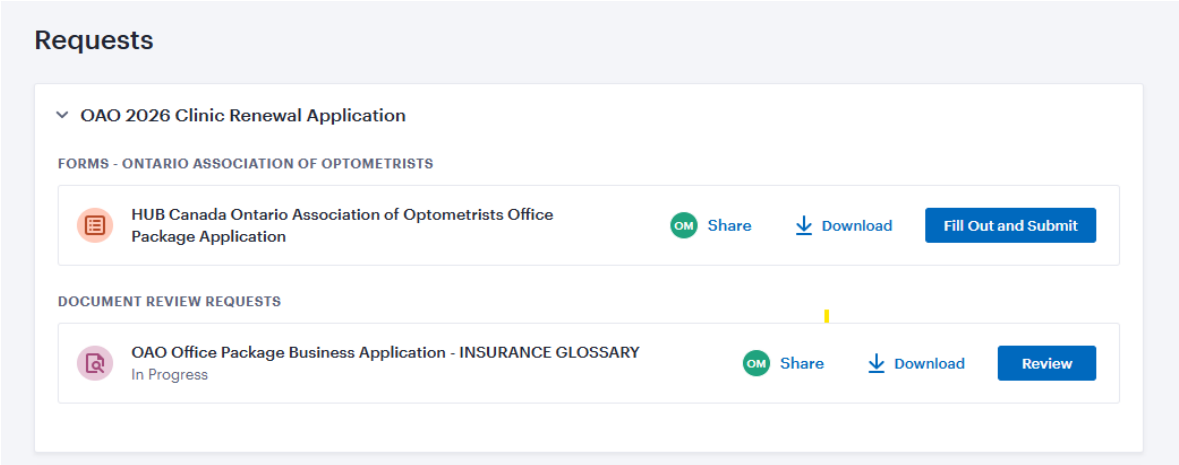
Step 3: Select how you wish to receive the security code using the contact information associated with your policy on file.



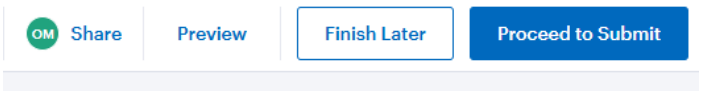
Step 4: Enter the security code you received via text or email.



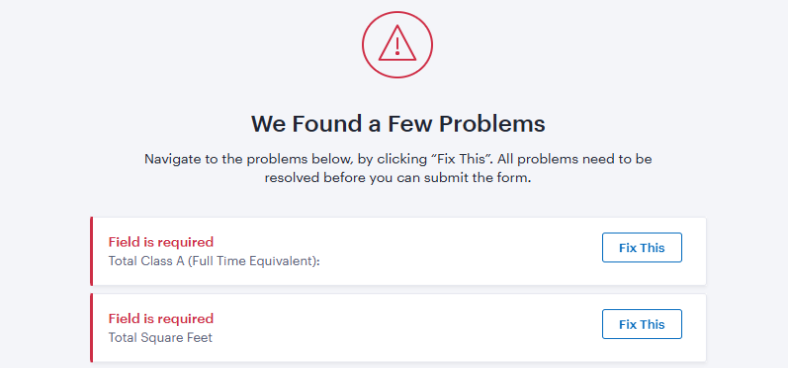
Step 5: The Renewal Application and Insurance Glossary will be available for your review/update.



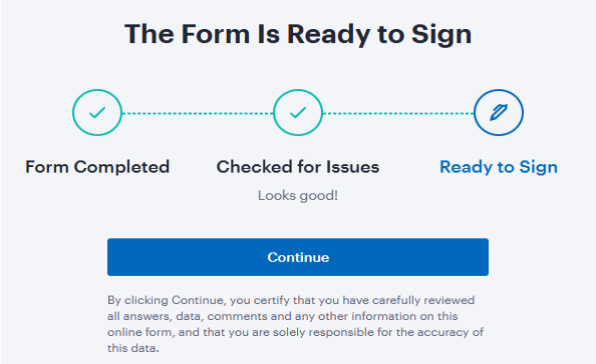
Step 6: Once the application is completed, click "Proceed to Submit" at the top right corner of the application. If the application is not ready to be submitted, you may click "Finish Later."



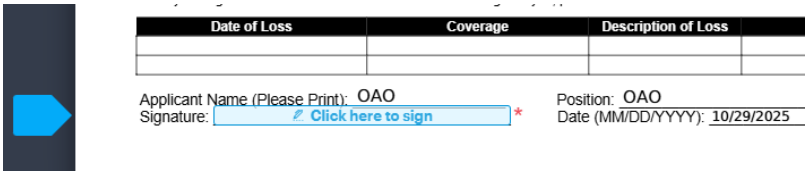
Step 7: After clicking "Proceed to Submit," the system will automatically check for any missing information. If there are issues, an alert will appear. Please click "Fix This" to update the application.



Step 9: If the application is fully completed without any issues, you will be prompted to sign the application.



Step 10: Click "Click here to sign" to sign and finalize your application.



Step 10: Please note the application is not submitted until you click on "Finish and Submit."

