

# Producer Toolbox tips & training

The Producer Toolbox is your go-to tool for selling new business and managing clients. With 24/7 access, you'll always have the critical information you need. Whether you're new to the toolbox or need a refresher, the videos and how-to guides below will fill in the gaps and help make your job easier. Just choose the link for what you want to view:

## How-to guides

[Message Center How to Guide](#)

[Reporting How to Guide](#)

[SG Renewals How to Guide](#)

[IND Renewals How to Guide](#)

[Setting Up Quick Links How to Guide](#)

[Setting Up Default LOB How to Guide](#)

[Assigning Delegates How to Guide](#)

[Application Status How to Guide](#)

[Find Existing Client How to Guide](#)

[Find Payment Information How to Guide](#)

[View Client Bill How to Guide](#)

[Create Quote/Compare New Client How to Guide](#)

[Create Quote/Compare Existing Client How to Guide](#)

[View/Print ID Card How to Guide](#)

## Video tutorials

[Message Center tutorial](#)

[Reporting tutorial](#)

[Renewals SG IND tutorial](#)

[Quick Links & LOB setup tutorial](#)

[Creating delegate users tutorial](#)

[Application status & enrollment tutorial](#)

[Client payment status tutorial](#)