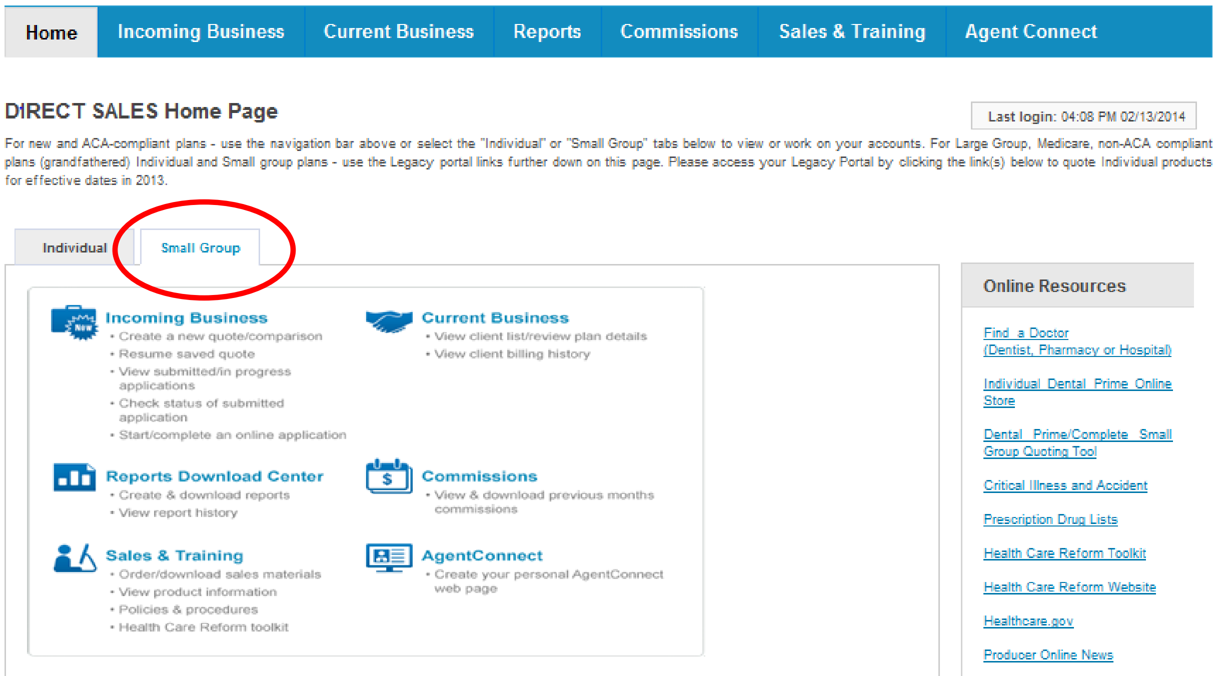
Step #1

From Producer Toolbox Home Page, select the Small Group tab



Step #2

Select the Current Business tab

Step #3

Select the Rate Actions & Renewals tab