



**Shipment Reporting
BEST PRACTICES**

Follow these tips and suggested timeline to avoid late or rejected shipments and *keep your coverage in place!*

- Set a reminder to prepare a list of the prior month’s shipments — try the **15th of each month.**
- Access Ex-Im Online (EOL) to input the shipment details and submit your shipment report by the **20th of each month.**
- Pay your premiums at the same time as you submit your shipment report (if possible) — OR — pay your premiums by the **25th of each month** to avoid any delays in payment.
- Pay your premiums by credit card, wire transfer, or ACH for the fastest processing time.
- Sign up to receive TAG’s monthly reporting reminder!!

For questions, please feel free to contact us directly:

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