



Internal Email Distribution List

General Distribution Lists		
Team Granite & E-COMP	All of Team Granite & E-COMP	granite@graniteins.com
Accounting	Forwards to Shawn, Debra, Diane	accounting@graniteins.com
Certificate Requests	Forwards to Patra Cert Request Team: gincertrequest@patracorp.net	certificates@graniteins.com or certrequest@graniteins.com or certificates@goecomp.com
Claims	Forwards to Mark Musa	claims@graniteins.com
Granite Franchise	Forwards to Shawn	franchise@graniteins.com
Granite Insurance Brokers - Info	Forwards to Shelly Timm	Info@graniteins.com
Instant Coverage - Granite	Forwards to Shawn	instantcoverage@graniteins.com
IT Support	Bhim Rai	b.rai-clickaway.com
Legal	Forwards to Shawn, Letty and Vaishali	legal@goecomp.com
Management	Forwards to Shawn, Stacilynn, Melissa, Vaishali	management@graniteins.com
Personal Lines	Forwards to Personal Lines Team	personallines@graniteins.com
Producers	Forwards to Brett, Doug, Ivan, Laurie, Shari, Tina, Shawn, Stacilynn	producers@graniteins.com
Production	Forwards to Doug, Edwin, Ivan, Letty, Marianne, Shari, Shawn, Stacy, Rob, Vaishali, Andy, Kristin	production@graniteins.com
Programs	Forwards to Shari and Shawn	programs@graniteins.com
Security	Forwards to Melissa, Shawn, Bhim	security@graniteins.com
Tech Team	Forwards to Debra, Edwin, Jesse, Shawn, Ally, Vaishali	techteam@graniteins.com
E-COMP Distribution Lists		
E-COMP Team	Forwards to E-COMP Team	ecomp@goecomp.com
E-COMP	Forwards to Letty and Rob	info@goecomp.com
E-COMP Client Services	Forwards to Jesse, Ivan, Lisa, Michele, Yaneth	service@goecomp.com
E-COMP Direct Sales	Forwards to Marianne, Letty, Rob, Ivan, Shawn, Andy, Kristin	e-compdsales@graniteins.com
E-COMP Wholesale	Forward to Ivan Cheng	wsubmissions@goecomp.com
edocs (Adobe Echo Sign Docs)	Forwards to Marianne, Andy, Kristin	edocs@goecomp.com
Payroll Files	Auto responder	files@goecomp.com
Instant Coverage - E-COMP	Forwards to Shawn, Rob, Letty	instantcoverage@goecomp.com
PayGo	Forwards to Letty, Rob, Shawn	paygo@goecomp.com
Operations	Forwards to Rhonda, Patti, Christie	operations@goecomp.com
Partnerships	Forwards to Letty, Rob, Shawn	partnerships@goecomp.com
Payroll Partners	Forwards to Letty and Rob	payrollpartners@goecomp.com
Renewals	Forwards to Jesse, Ivan, Lisa, Yaneth, Michele	renewals@goecomp.com

Submissions	Forwards to Marianne, Letty, Rob, Andy, Shawn, Kristin	submissions@goecomp.com
Commercial Lines Distributions Lists		
Client Services - Commercial Retail	Forwards to Edwin, Stacy, Nicole	commercial@graniteins.com
Renewals	Forwards to Edwin, Stacy, Ivan, Yaneth, Nicole	renewals@graniteins.com
Service	Forwards to Edwin, Stacy, Ivan, Nicole	service@graniteins.com
AGC	Forwards to Shawn	AGC@graniteins.com
Employee Benefits Distribution Lists		
Benefits	Forwards to Benefits Team, Shawn, and Shari	benefits@graniteins.com
Compliance	Forwards to benefits@graniteins.com	compliance@graniteins.com
Granite Benefits	Forwards to Ally Schiano (admin inbox, carrier communication)	granitebenefits@graniteins.com
Health Pro	Forwards to Jason Mikkelsen	healthpro@graniteins.com
Service Requests to Patra for Processing		
Accounting - Direct Bill	Use to send Patra Direct Bill statements	directbill@graniteins.com
Audit Review	Patra sends Audits with balance of \$500+ to Patti for review	GINecompauditresponse@patracorp.net
Audit Worksheet Requests	Ask Patra to order audit worksheets from carriers. (Patra automatically orders Audit Worksheets for AP Audit \$1,500+.)	auditworksheets@graniteins.com
Cancellation Processing	Notice of Cancellations auto forwards to gindocs@patracorp.net for processing	processing@graniteins.com
CSR24/ASK EMMA SETUP	Use for CSR24 setup requests	Granitecsr24@patracorp.net
Customer Service	Use if you have an issue/error with something Patra did.	customerservice@patracorp.com
Download Processing	Downloads	gindocs@patracorp.net
Endorsement Processing	Request to Patra to process an endorsement auto forwards ginedorsements@patracorp.net	endorsements@graniteins.com
Loss Runs Request	Loss Runs Request to Patra	lossrunrequest@graniteins.com
Patra Relationship Manager	Forwards to Amanda Kuiper and Michelle Thames	akuiper@patracorp.com
Policy Checking	Request to Patra to check a policy for accuracy, update EPIC	ginpolicychecking@patracorp.net
Renewal Processing	Request to Patra to process a renewal or policy document.	policyprocessing@graniteins.com
Ephibian Distribution Lists		
Ephibian Team (E-PAY Development)	Forwards to Ephibian team that handles EPAY development	granite-team@ephibian.com