



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 gincertrequest@patracorp.net	certificates@graniteins.com or certrequest@graniteins.com or certificates@goecomp.com
Claims	Forwards to Stacy, Edwin, Nicole, Jonny, Lisa, Jesse, Yaneth, Shari, Doug, Shawn	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
Management	Forwards to Shawn, Stacilynn, Melissa, Rob, Rhonda, Jesse, Edwin	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, Marianne, Shari, Shawn, Stacy, Rob, Andy, Kristin, Sarah, Jadon	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	techteam@graniteins.com
E-COMP Distribution Lists		
E-COMP Team	Forwards to E-COMP Team	ecomp@goecomp.com
Classification	Forwards to Operations Team	classification@goecomp.com
E-COMP	Forwards to Rob	info@goecomp.com
E-COMP Client Services	Forwards to Jesse, Ivan, Lisa, Jonny, Yaneth, Nicole	service@goecomp.com
E-COMP Direct Sales	Forwards to Marianne, Rob, Ivan, Shawn, Andy, Kristin, Sarah, Jadon	e-compdsales@goecomp.com
E-COMP Legal	Forwards to Shawn, Rob	legal@goecomp.com
E-COMP Wholesale	Forward to Ivan, Nicole	wsubmissions@goecomp.com
edocs (Adobe Echo Sign Docs)	Forwards to Marianne, Andy, Kristin, Sarah, Jadon	edocs@goecomp.com
Insurance - E-COMP	Forwards to Shawn, Rob, Marianne, Kristin, Andy, Sarah, Jadon	insurance@goecomp.com
Instant Coverage - E-COMP	Forwards to Shawn, Rob, Marianne, Kristin	instantcoverage@goecomp.com
PayGo	Forwards to Rob, Shawn	paygo@goecomp.com

Payroll Files	Auto responder	files@goecomp.com
Operations	Forwards to Rhonda, Patti	operations@goecomp.com
Partnerships	Forwards to Rob, Shawn	partnerships@goecomp.com
Payroll Partners	Forwards to Rob	payrollpartners@goecomp.com
Policies	Forwards to Ivan, Jesse, Jonny, Nicole, Lisa, Yaneth	policies@goecomp.com
Renewals	Forwards to Jesse, Ivan, Lisa, Yaneth, Jonny, Nicole	renewals@goecomp.com
Submissions	Forwards to Marianne, Rob, Andy, Shawn, Kristin, Sarah, Jadon, Edwin, Ivan	submissions@goecomp.com
WC Audit	Forwards to Patti	wcaudit@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
CoverEase Distribution Lists		
Benefits	Forwards to Jason, Ally, Stacilynn, Shawn	benefits@coverease.com
General Info	Forwards Ally, Jason, Edwin, Stacy, Stacilynn, Shawn	info@coverease.com
Legal	Forwards to Shawn	legal@coverease.com
Quotes	Forwards Ally, Jason, Edwin, Stacy, Stacilynn, Shawn	quotes@coverease.com
Submissions	Forwards Ally, Jason, Edwin, Stacy, Stacilynn, Shawn	submissions@coverease.com
Service Requests to Patra for Processing		
Accounting - Direct Bill	Use to send Patra Direct Bill statements. Forwards to gindbr@patracorp.net	directbill@graniteins.com
Certificate Processing	Send certificate requests to Patra for processing. Forwards to gincertrequest@patracorp.net	certrequest@graniteins.com
Cancellation Processing	Send NOCs/Reinstatements/Final Cancellations to Patra for Processing	gindocs@patracorp.net
Document Processing	Send policy expiration report to Patra to pull policies from Epic Attachments or carrier website and sent to Policy Checking Team for processing	gindocuments@patracorp.net
Endorsement Processing	Send endorsements to Patra for processing	gindocuments@patracorp.net

Policy Checking	Send a policy that is not on the expiration list to Patra to check for accuracy and update Epic.	ginpolicychecking@patracorp.net
Patra Client Consultant	Lise Blackwood	lblackwood@patracorp.com
Ephibian Distribution Lists		
Ephibian Team (E-PAY Development)	Forwards to Ephibian team that handles EPAY development	granite-team@ephibian.com