

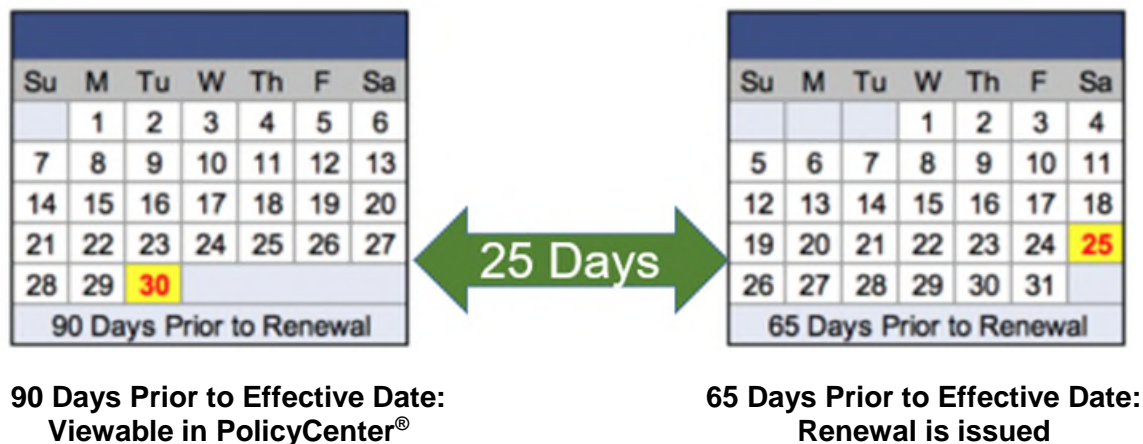


Renewal Changes: Time Window

This job aid alerts you to the time frame for a change to a Renewal Policy:

- When renewal can be viewed/accessed in PolicyCenter®
- When renewal issues (but is not yet in force)
- Time window available for changes to the renewal policy prior to issue

Renewal Change – Time Window:



Action	# of Days
Renewal is accessible	90 Days prior to effective date
Renewal is issued but not yet in force	65 Days prior to effective date
Time window for change	Up to 25 days

NOTE: Changes can still be made to the policy after 25 days but must be done as a policy change once the renewal term is in force.