# Change Building Limit - Property

## Purpose

This scenario will walk you through the process of changing a building limit on a Commercial Property policy.

## Procedure

Please reference the **VTO User Guide for Agents** for more details on how to log in and use the VTO.

You can link to PolicyCenter directly: https://clpolicycentertraining.nationwide.com/

Complete the steps using the list of Practice Accounts provided below.

| Practice Accounts | | | | | |
|---|---|---|---|---|---|
| 1. | 3501674594 | 16. | 3501674619 | 31. | 3501674637 |
| 2. | 3501674595 | 17. | 3501674620 | 32. | 3501674639 |
| 3. | 3501674596 | 18. | 3501674621 | 33. | 3501674641 |
| 4. | 3501674598 | 19. | 3501674622 | 34. | 3501674642 |
| 5. | 3501674604 | 20. | 3501674624 | 35. | 3501674643 |
| 6. | 3501674605 | 21. | 3501674625 | 36. | 3501674645 |
| 7. | 3501674606 | 22. | 3501674626 | 37. | 3501674646 |
| 8. | 3501674609 | 23. | 3501674627 | 38. | 3501674647 |
| 9. | 3501674610 | 24. | 3501674628 | 39. | 3501674648 |
| 10. | 3501674611 | 25. | 3501674629 | 40. | 3501674649 |
| 11. | 3501674612 | 26. | 3501674631 | 41. | 3501674651 |
| 12. | 3501674613 | 27. | 3501674632 | 42. | 3501674652 |
| 13. | 3501674614 | 28. | 3501674634 | 43. | 3501674655 |
| 14. | 3501674617 | 29. | 3501674635 | 44. | 3501674656 |
| 15. | 3501674618 | 30. | 3501674636 | 45. | 3501674657 |

## Change Building Limit

### Account Summary Screen

1. Scroll down and select the Commercial Property policy from the bottom of the page.

### Policy Summary Screen

2. Click the **Actions** button.
3. Select **Change Policy** from the drop-down menu.

### Start Policy Change Screen

4. Select the **Effective Date** for your change. Select a date, 12/01/2021 or after, for this example.
5. Click **Next**

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Policy Info screen

6. Navigate to the **Risks** page from the Left Navigation pane

Risks screen

7. Click on the row of the building that you wish to change the limit.
8. Click on the building limit for the building to be changed.

Building screen

9. Enter the new building limit in the Limit field.
10. Click **OK**.

Risks screen

11. Click **Quote**

Quote screen

12. Click **Issue Policy**
13. Click the **OK** button in the pop-up

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