

Named Non-owner Vehicle

Description:

A policy can be changed from Named Non-Owner to Private Passenger Auto or vice versa without the need to rewrite the policy. This job aid describes working with named non-owner vehicle policies in PolicyCenter. Topics discussed in this job aid include:

- Changing a private passenger auto policy to a named non-owner policy
- Changing a named non-owner policy to a private passenger auto policy
- Features, coverages and discounts to add or remove based on how the policy is changing

Private Passenger Auto Policy to Named Non-Owner Policy

Step	Action	Screen				
1	Open an existing Auto policy:	PolicyCenter [®] Desktop Account Policy Search Team Administration Testing				
	Click the Actions button	Policy Contract Policy Eile				
	Select Change Policy from the drop- down menu	• Policy Info Create y Mauter Policy Details • Drivers Mew Note y Mauter Term Type • Accidents/Molations New Activity 2 Hamilton St. IN 46040-1013 Number of Terms • Vehicles Bre-Renewal Direction NCOCK Effective Date • Usage Based Insura New Policy Transaction ansfer Expiration Date • Coverages Change Policy Discounts Discounts • Quote Cancel Policy Affinity Easy Pay Sign Up • Forms Household Composition Property Product				
2	 One the <i>Start Policy Change</i> screen, the Effective Date field defaults to the current date: Enter the appropriate information in the Effective Date field Click the Next > button 	PolicyCenter™ Desktop ◆ Account ◆ Policy ◆ Search ◆ Ieam Administration ◆ Actions Policy File Personal Auto Indiana Lily Mauter Account: 1199039161 Policy Contract ● Policy Contract ● Start Policy Change Next> Cancel ● Policy Info ● Effective Date * 05/16/2022 Image: Concel ● Drivers ● Accidents/Violations ● Vehicles				
3	 On the <i>Policy Info</i> screen: Click Vehicles in the left navigation pane 					

Nationwide, the Nationwide N and Eagle, and Nationwide is on your side are service marks of Nationwide Mutual Insurance Company. © 2022 Nationwide.



Named Non-owner Vehicle

	 On the Vehicles screen: Click Create Vehicle Select Named Non-owner in the Vehicle Type field Select appropriate option from Named Non-Owner usage field 	PolicyCenter® Pedge Actions PolicyCenter® PolicyCenter® PolicyCenter PolicyCenter PolicyInde PolicyInde	Agrount Billy Search Events Agrount Events Agrount Events Advance Agrount Events Advance Agrount Events Advance Advance Aground Aground Events Advance Aground Events Advance Advance Advance Advance Advance Advanc	Administration Texting Training Live Chat for Agents Inset Effective (6316/2022 Lity Maater Account: 1199039361 Policy: 51131.501.638 Billing Account: Inservity Withdows Franceschion V/ Wer Bill Calculator Maak © Model 2: VIK © Maak © Model 2: VIK © Texting Caraged At Lacation Name Lacation Name Vehicle toer Primary Use voice Lanced Nac-Convert Usage Basiness ase - PPR only
5	 On the Vehicles screen: Select checkbox next to the vehicle number(s) no longer owned Click the Remove Vehicle button Note: All vehicles will need to be removed except the Named Non-owner vehicle type or the system will display an error. 	PolicyCenter PolicyCenter PolicyCenter PolicyChange 14584 Pedicy Contract PedicyContract PedicyInfo Drivers tectdentrASolution	Desistop Account Policy Policy Policy Change (Pending) Vehicle S Vehicle Details Corgate Vehicle Remove Vehic Vehicle # Vehicle # Vehicle # Vehicle # Vehicle # Named Nor 2 Named Nor	Search I Ieam Administration Testing Training Personal Auto Indiana Effective:05/16/2022 Lily Mauter Account: 1199039161 Next> Quote Withdraw Transaction View Bill Calculator Personal Auto Indiana Effective:05/16/2022 Lily Mauter Account: 1199039161 Next> Quote Withdraw Transaction View Bill Calculator Personal Auto Indiana Effective:05/16/2022 Lily Mauter Account: 1199039161 Next> Quote Withdraw Transaction View Bill Calculator Personal Auto Indiana Effective:05/16/2022 Lily Mauter Account: 1199039161 Next> Quote Withdraw Transaction View Bill Calculator Personal Auto Indiana Effective:05/16/2022 Lily Mauter Account: 1199039161 Next> Quote Withdraw Transaction View Bill Calculator Personal Auto Indiana Effective:05/16/2022 Lily Mauter Account: 1199039161 Personal Auto Indiana Effective:05/16/202 Pe
6	 When changing from a private passenger at coverages, and discounts that will be removing <i>Features</i> Accident Forgiveness Minor Violation Forgiveness Vanishing Deductible SmartRide 	Uto policy to a red. These in Policy-level Coverage Description Vehicle Level Coverage Bodity Injury Property Damage	A named non-own clude: Term Amount No Coverages selected ages NNO Term Amount Coverages selected ages NNO Term Amount Coverages selected Coverages selected	rer policy, there are features,
	 Collision Rental Reimbursement Full Safety Glass Towing and Labor GAP coverage 	Medical Payments Uninsured Motorist - BI	100,000 • S.000 • S.000 •	
	5			



7	Review information on the Usage Based Insurance and Coverages screens. Make additional updates as needed. Quote and Issue the policy change.	PolicyCenter** Desktop Account Policy Policy Change (Quoted) Personal Auto Indiana Effective: 05/16/2022 Lily Mauter Account: 11 Policy Change 145844 Quoted Policy-level Coverages Features Policy Info Term Amount Description Description Term Amount Description Description Term Amount Description Description Term Amount Description Term Amount Description Description Term Amount Description Term Amount Description Description Term Amount Description Term Amount Description Description Term Amount Description Term Amount Description Description Description Description Description <u< th=""></u<>
		PolicyCenter** Desktop Account Policy Search Team Administration PolicyChange (Bound) Personal Auto Indiana Effective: 05/16/2022 Policy Change (Bound) Policy Change Bound Vour Policy Change (#145844) has been bound. View your policy (#9113K 501636) Documents Review Changes Go to your desktop
8	 Additional items to note when changing from policy: On the <i>Drivers</i> screen, verify the Named In remove all other drivers. If offering a named non-owner policy due to before changing from private passenger and For <i>California only</i>, update odometer readding annual miles to 7500. For <i>New York only</i>, obtain FS-6 prior to reduce the vehicle is removed should match 	a private passenger auto policy to a named non-owner nsured and spouse are the only drivers on the policy. If not, to a claim, verify if the rental vehicle has been returned uto to named non-owner. ing to 0 and on the Driver Assignment screen update moving the vehicle and upload to DocVault. The effective the date on the FS-6 documents.



Named Non-Owner Policy to Private Passenger Auto Policy

Step	Action	Screen				
1	 Open an existing Auto policy: Click the Actions button Select Change Policy from the drop- down menu 	PolicyCenter™ Desktop Agcount Policy Search Team Administration Testing Actions So to Indiana Lily Mauter Account: Policy Enter Policy Contract Policy Info Drivers Accidents/Violations Vehicles Usage Based Insura Coverages Lienholder/Additio Quote Renew Policy Policy Household Composition Household Composition Property Product				
2	 One the Start Policy Change screen, the Effective Date field defaults to the current date: Enter the appropriate information in the Effective Date field Click the Next > button 	PolicyCenter™ Desktop ▼ Account ▼ Bolicy ▼ Search ▼ Ieam Administration ▼ Actions Image: Start Policy Change Image: Start Policy Change				
3	 On the <i>Policy Info</i> screen: Click Vehicles in the left navigation pane 	PolicyCenter** Desktop Account Policy Search Isam Administration Testing Train Actions Image: Policy Change (Pending) Personal Auto Indiana Effective: 05/16/2022 Lily Mauter Account Policy Change 145844 Policy Info Next> Quote Withdraw Transaction View Bill Calculator Policy Change Policy Info Next> Quote Withdraw Transaction View Bill Calculator Policy Contract Primary Named Insured Change To: Policy Details Term Type Name Lily Mauter Policy address Change To: Number of Terms Effective: Date Policy Address County HANCOCK Expiration Date Rate Usage=Based Insurance Remarketing Policy No Rate State				



Named Non-owner Vehicle

4	On the Vehicles screen:	
	 Select checkbox next to Named Non- owner Click the Remove Vehicle button Note: The named non-owner vehicle type must be removed before adding a private passenger auto on the policy.	PolicyCenter* Desktop Actions Policy Change (Pending) Personal Auto Indiana Effective: 05/23/2022 Lily Mauter Account: 1199039151 Vehicles Replace Vehicle Policy Info Policy Info Policy Info Policy ethicle \$ Vehicle \$ Vehicle Type \$ Named Non-owner NNO
5	On the <i>Vehicles</i> screen: Click Create Vehicle 	PolicyCenter [®] Desgtop • Agcount • Policy • Search • Ieam Administration • Testing • Training • Actions Policy Change (Pending) Personal Auto Indiana Effective: 05/23/2022 Lily Mauter Account: 1199039361 VehicleS • Back Not> Quote Webdraw Transaction Wiew Bill Calculator Vehicle Details Policy Contract Policy Info Policy Info Drivers No data to display
6	 In the Basic Vehicle Information section: Enter the appropriate information into the VIN field Press the Tab key to populate the remaining Basic Vehicle Information Complete remaining fields under the section including customization, garaging address, and vehicle use. 	PolicyCenter® Dedop • Account • Billicy • Search • Team Administration • Testing • Training • Live Chat for Agents Policy Change 47733 Policy Info Policy Change 47733 Policy Change 47744 Policy Chan
7	On the <i>Usage Based Insurance</i> screen, select the appropriate option for the telematics program.	PolicyCenter** Desktop Account Policy Search Team Administration Testi Actions Policy Change (Pending) Personal Auto Indiana Effective: 05/23/2022 Lily Max Policy Change 447339 Policy Change (Pending) Personal Auto Indiana Effective: 05/23/2022 Lily Max Policy Change 447339 To enroll in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartRide, please select the SmartRide Mobile App Program if no vehicles Drivers Policy Program Declined Mobile App Program Vehicles Vehicle Program Declined Mobile App Program



8

Named Non-owner Vehicle

When changing from a named non-owner policy to a private passenger auto policy, there are features, coverages, and discounts that could be available. These include:

	Fraturas	☐ PolicyCenter [™] Des <u>k</u> top	Account Policy	Searc <u>h</u> <u>T</u> eam	Administration - Testin	ng 💌 Training 💌 L	ive Chat for Age
	realures	Actions 🕀	Policy Change (Pending)	a Personal Auto Indiana	Effective: 05/23/2022 Lily Maur	ter Account: 1199039161 (Policy: 9113K 501
	Accident Forgiveness Minor Violation Forgiveness	Policy Change 447320	Coverages	< Back Next > Qu	ote <u>W</u> ithdraw Transaction	View Bill Calculator	
	Ivinior Violation Forgiveness	Pending	Policy-level Coverage	ges		Features	
	vanisning Deductible	Policy Contract	Description		Term Amount	Description	
	SmartRide / Smartivilles	Policy Info	Roadside Assistance	ß		Accident Forgiveness	5
	Calvarage	Drivers		Plus •		Minor Viol Forgiveness	
	Coverage	Accidents/Violations	Identity Theft			Vanishing Deductible	
	Comprehensive	Usage-Based Insurance	Subtotal:			Total Loss Ded Waiver	
	Collision	Coverages	Vahicla Lavel Cover	2000			
	Rental Reimbursement	Lienholder/Additional Interest	Comment	2018 TOYO C-HR	Term Amount		
	Full Safety Glass	Underwriting	Comprehensive				
	GAP coverage	Policy Review	comprehensive				
	New Car Replacement Plus	• Qupte		500	•		
	Discounts	Forms	Collision				
	Discourits	Tools		500	•		
	Multi-Car / Household Composition	Notes	Rental Reimbursement	2			
	• New Vehicle	 Participants 		30 Per Day/900 Per Accident	t •		
	Note: Additional state specific features **If the customer completed the SmartF contact the Personal Lines Service Cer	, coverage, an Ride program p Iter to have the	d discounts orior to chan e verified sc	may also b nging to a na ore added l	e available. amed non-סי back to the p	wner policy policy.	ý,
9	Review information on the Coverages						
•	screen. Make additional updates as	F PolicyC	<mark>enter™</mark> Des <u>k</u> top + A	ccount 💌 Policy 💌	Searc <u>h</u> – <u>I</u> eam <u>A</u> d	ministration 🗧 Testir	ng 🛛 🛨 Train
	needed.	Actions		Policy Change (Quoted)	Personal Auto Indiana Effe	ctive: 05/23/2022 Lily Maut	er Account: 11
			Co	overages	Back Next> Edit	Issue Change Withdram	w Transaction
	Note: Review the coverage limits matc	h Policy Chan	nge 447339				
	the policy prior to the named non-owne	r					
	where applicable.	Policy	/Center™ Desktop		Policy - Search -	Team <u>A</u> dmini:	stration 💌
				6			
	Quote and Issue the policy change.			Policy Change (B	ound) 🚗 Personal Auto	Indiana Effective: 0	15/23/2022
				Policy Cha	inge Bound		
				Your Policy Change (#44	47339) has been bound.		

• View your policy (#9113K 501636)

Documents
Review Changes
Go to your desktop