

# Using the Billing Calculator



## Description

The Billing Calculator allows you to determine installment payments based on changes on the policy.

Billing Calculator is only available for policy change, rewrite, and renewal unbound/pending policy transactions. It is not available for new submissions or bound changes/renewals.

### Step 1

Action	Screen
<p>After completing all changes on the policy, select the “Quote” button.</p>	<p>The screenshot shows the PolicyCenter interface with the 'Quote' button highlighted in a red box. The interface displays various policy details and options.</p>

### Step 2

Action	Screen
<p>When the policy is in “Quote” status, select the “View Bill Calculator” button.</p>	<p>The screenshot shows the PolicyCenter interface with the 'View Bill Calculator' button highlighted in a red box. The interface displays various policy details and options.</p>

### Step 3

Action	Screen
<p>On the “Billing Calculator-Billing Account” screen the “Estimated Next Bill” displays.</p> <ul style="list-style-type: none"> <li>To view a breakdown, select the “View Details” button.</li> </ul>	<p>The screenshot shows the PolicyCenter interface with the 'View Details' button highlighted in a red box. The interface displays various policy details and options.</p>

## Step 4

Action	Screen
<p>Details include “Invoice Details” and “Policy Information”.</p> <p><b>NOTE:</b> Using the Billing Calculator does not pay the bill.</p> <p>Under “Intended Payment”:</p> <ol style="list-style-type: none"> <li>Enter current bill due.</li> <li>Choose to apply the calculator to just this policy or other policies tied to this billing account.</li> <li>To go back to the quote screen, select the “Return to Quote” button.</li> </ol>	

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