

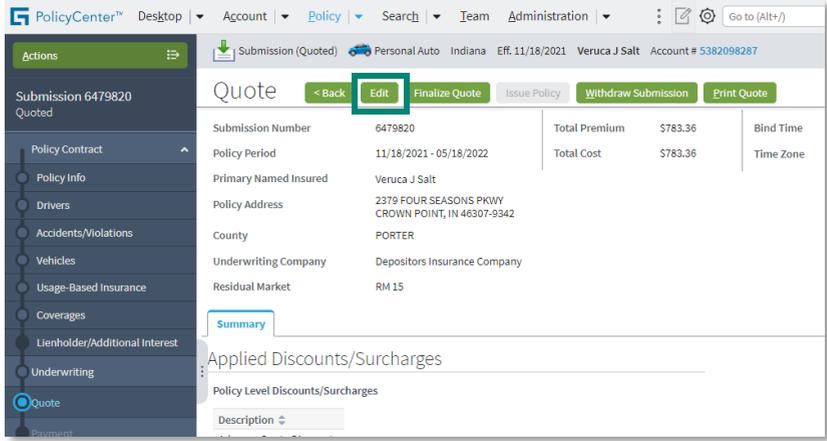
Edit a Submission or Policy Change Transaction



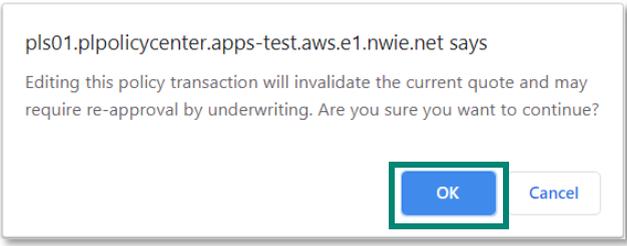
After a policy submission or change has been quoted, but before it has been bound, it can be edited and updates made to the quote. The submission/policy change must be requoted after completing edits.

This job aid begins on the *Quote* screen.

Step 1

Action	Screen
<p>The submission is in “<i>Quoted</i>” status.</p> <ul style="list-style-type: none"> Click the Edit button. 	

Step 2

Action	Screen
<p>A pop-up message displays.</p> <ul style="list-style-type: none"> Click the OK button. 	

Edit a Submission or Policy Change Transaction



Step 3

Action	Screen
<p>The policy opens for edits on the <i>Coverages</i> screen.</p> <p>Note: The submission is back in “Pending” status.</p> <ul style="list-style-type: none"> Complete the edits to the submission, quote, and issue the policy change. 	

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