# Add, Replace or Remove a Vehicle on an Auto Policy



**PolicyCenter** 

# **Description:**

This job aid reviews how to add, replace, or remove a vehicle to an existing Auto policy.

If adding, replacing, or removing a vehicle to a PowerSports policy, see one of the following job aids:

- o "Add, Replace, or Remove a Vehicle to an Existing PowerSports Motorcycle/Off-Road Vehicle Policy"
- o "Add, Replace, or Remove a Vehicle to an Existing PowerSports Pleasure Boatowners Policy"
- o "Add, Replace, or Remove a Vehicle to an Existing PowerSports Recreational Vehicle Policy"

Click each link below to jump to the relevant process steps:

- o Add a Vehicle
- o Replace a Vehicle
- o Remove a Vehicle

# Add a Vehicle

Step 1

Action	Screen
<ul> <li>Open an existing Auto policy:</li> <li>Click the <u>Actions</u> button.</li> <li>Select "Change Policy" from the drop-down menu.</li> </ul>	Relicy Center*   Design
Step 2	
Action	Screen
On the <i>Start Policy Change</i> screen, the <b>Effective Date</b> field defaults to the current date:  • Enter the appropriate information in the <b>Effective Date</b> field.	PolicyCenter* Desktop
• Click the <b>Next</b> > button.	Coverages     Lienholder/Additional     Quote

# Add, Replace, or Remove a Vehicle on an Auto Policy PolicyCenter



# Job Aid Process (Add a Vehicle Cont.):

# Step 3

**Action** Screen On the *Policy Info* screen: Policy Info Next> Quote Withdraw Work Order View Bill O • Click the Vehicles link. Term Type Change To: 2379 FOUR SEASONS PARKWAY CROWNE POINT, IN 46224-3592 Expiration Date 04/30/2022 MARION Rate State Indiana Easy Pay Sign Up Property Product \* Yes 

No Paperless Policy Intra Agency Transfe

# Step 4

# Action Screen On the Vehicles screen: Policy Change 599378 Pol

# Step 5

**Action** 

Action	00.0011
In the Basic Vehicle Information section:	FolicyCenter* Desistop   Account   Policy   Search   Fear Administration Testing   Training
<i>y</i>	Actions E Policy Change (Pending) Personal Auto Indiana Effective: 10/30/2021 Primary: John Salt Account: 6267745083
Enter the appropriate information into the <b>VIN</b> field.	Policy Change 589378 Vehicles Sack Not Quote Withdraw Work Order View Bill Calculator
	Pending Vehicle Details
	Policy Contract  Create Vehicle  Bemove Vehicle   Replace Vehicle
	Orivers Vehicle #   Vehicle Type   Whicle Type   Model Year   Make   Model   VIN   VIN   VIN   VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN    VIN     VIN     VIN     VIN
• Press the <b>Tab</b> key to populate the	Accidents/Violations 2 Private Passenger 2008 FORD MUSTANG GT 1ZVHT82+
remaining Basic Vehicle Information.	○ Vehicles 3 Private Passenger 2012 FORD E-350 SUP 1FBSS3BL  Usane Based Insurance
Temaning Dasic venicle information.	Usage-sased insurance  Vehicle Details  Coverages
Complete any related non-VIN-related :	Lienholder/Additional Interest  Basic Vehicle Information  Where Garaged
	Vehicle # 3 Location Name # 1: 2379 FOUR SEAS  Vehicle Type # Private Passenger ▼ Vehicle Territory Code 557
for example, customization and garaging	Policy Review VIN 1F8SS3BL1CDB20466 Vehicle Use
address.	Couote Model Year * 2012 Primary Use * Work Forms Make * FORD
Note: Refer to the Copy Vehicle-Level	Model * F-350 SUP
	Body Style 3DR WAG
	Body Type WAGON 100 IN Principants  WAGON 100 IN Principants  Sub Type Spone selected Wagon 100 IN Principants
<b>Coverages</b> job aid for details on how to	■ Workman Passive Restraint * Airbar Full
copy coverages from an existing vehicle to	
the newly-added vehicle.	
the newly-added vehicle.	
• Click the <b>Next</b> > button.	

Screen



# Add, Replace, or Remove a Vehicle on an Auto Policy PolicyCenter



# Job Aid Process (Add a Vehicle Cont.):

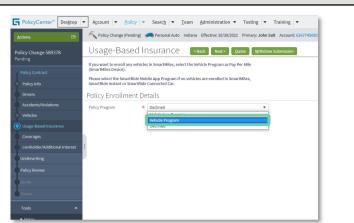
# Step 6

# Action Screen

On the *Usage-Based Insurance* screen:

• Select "Vehicle Program" from the Policy Program drop-down list.

**Note:** You only need to do this step if Usage-Based Insurance has been previously declined on the policy. If UBI was previously selected for vehicles currently on the policy, Vehicle Program defaults and you can proceed to Step 7.



# Step 7

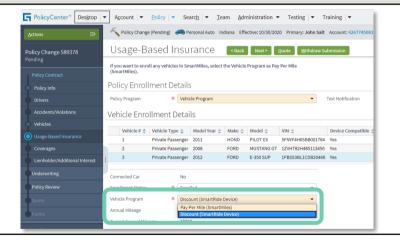
## Action Screen

In the Vehicle Enrollment Details section:

Complete the required Vehicle
 Program field. The Enrollment
 Status field defaults to "Enrolled".

Note: The Annual Mileage field is optional if you select **Discount** (SmartRide Device) but required for Pay Per Miles (SmartMiles).

Quote and Issue the policy change.





# Add, Replace, or Remove a Vehicle on an Auto Policy **PolicyCenter**



# Replace a Vehicle

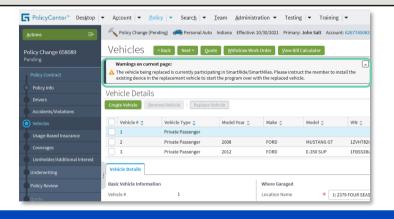
### Step 1 Action Screen After locating the policy and initiating a PolicyCenter™ Desktop ▼ Account ▼ Policy ▼ Search ▼ Team Administration ▼ Testing ▼ Training ▼ policy change: Policy Change (Pending) Personal Auto Indiana Effective: 10/30/2021 Primary: John Salt Account: 62677 Vehicles < Back Next > Quote Withdraw Work Order View Bill Calculator Navigate to the Vehicles screen. Vehicle Details Create Vehicle Remove Vehicle Replace Vehicle Select the checkbox to the left of the **Vehicle** # which needs to be replaced. Click the **Replace Vehicle** button. Basic Vehicle Information Where Garaged Location Name \* 1: 2379 FOUR SEAS Vehicle Type Private Passenger Vehicle Territory Cod SENIVEAUSSDD001764 2011

# Step 2

### Action Screen

If the vehicle being replaced was currently enrolled in the SmartMiles program, the system displays a message at the top of the Vehicles screen:

"The vehicle being replaced is currently participating in SmartRide/SmartMiles. Please instruct the member to install the existing device in the replacement vehicle to start the program over with the replaced vehicle."



Primary Use

# Step 3

### Action Screen

In the Basic Vehicle Information section:

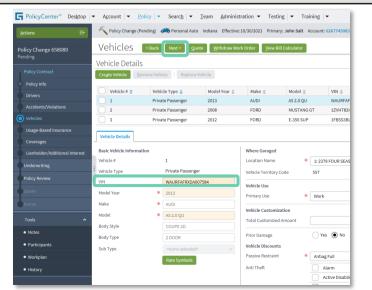
Enter the appropriate information into the VIN field.

Press the **Tab** key to populate the remaining Basic Vehicle Information.

Complete any related non-VIN-related: for example, customization and garaging address.

Note: Refer to the Copy Vehicle-Level **Coverages** job aid for details on how to copy coverages from an existing vehicle to the newly-added vehicle.

Click the Next > button.





# Add, Replace, or Remove a Vehicle on an Auto Policy **PolicyCenter**



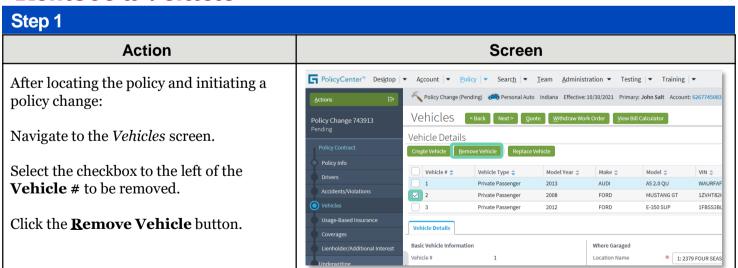
# Job Aid Process (Replace a Vehicle Cont.):

# Step 4

### Action Screen On the *Usage-Based Insurance* screen: FolicyCenter™ Desktop ▼ Account ▼ Policy ▼ Search ▼ Team Administration ▼ Testing ▼ Training ▼ Select the desired enrollment status Policy Change (Pending) Personal Auto Indiana Effective: 10/30/2020 Primary: John Salt Account: 626774501 from the Enrollment Status drop-Usage-Based Insurance Sack Next> Quote Withdraw Submission down list in the Vehicle Enrollment To enroll in SmartRide, please select the SmartRide Mobile App Program if no vehicles are being enrolled in SmartMiles or are currently participating in a usage based insurance Details section if different from the Policy Enrollment Details replaced vehicle. \* Vehicle Program ▼ Text Notification Vehicle Enrollment Details Complete the required fields. They Vehicle# \$\phi\$ Vehicle Type \$\phi\$ Model Year \$\phi\$ Make \$\phi\$ Model \$\phi\$ VIN \$\phi\$ Device Compatible 1 Private Passenger 2013 AUDI A5 2.0 QU WAURFAFXDA007584 Yes include: o Enrollment Status Private Passenger 2008 FORD MUSTANG GT 1ZVHT82H485113456 Yes E-350 SUP Private Passenger 2012 FORD 1FBSS3BL1CDB20466 Yes o Vehicle Program Device Compatible Instant Verified Discount No Quote and Issue the policy change. \* Enrolled **Note:** Enrollment status automatically Annual Mileage populates based on the vehicle being Typical Annual Mileage replaced but may be changed according to

# Remove a Vehicle

the wishes of the member.





# Add, Replace, or Remove a Vehicle on an Auto Policy **PolicyCenter**



# Job Aid Process (Remove a Vehicle Cont.):

# Step 2

### Action Screen After removing the vehicle: PolicyCenter" Desktop | ▼ Account | ▼ Policy | ▼ Search | ▼ Team Administration ▼ Testing | ▼ Training | ▼ Policy Change (Pending) Personal Auto Indiana Effective: 10/30/2021 Primary: John Salt Account: 62 Click the **Coverages** link to ensure the Vehicles Sack Next > Quote Withdraw Work Order View Bill Ca Policy Change 743913 coverages have also been removed. Vehicle Details 2012 ALIDI 45.2.0.OU WALIDE Private Passenger FORD F-350 SUP 1FBSS3 Vehicle Details Vehicle Territory Code WAURFAFRXDA007584 Vehicle Use Model Year 2013 AUDI

# Step 3

### Action Screen On the Coverages screen: FolicyCenter™ Desktop | ▼ Account | ▼ Policy | ▼ Search | ▼ Team Administration ▼ Testing | ▼ Training | ▼ Nolicy Change (Pending) Personal Auto Indiana Effective: 10/30/2021 Primary: John Salt Account: 626774508 Review the coverages to confirm the Coverages < Back Next > Quote Withdraw Work Order View Bill Calculator vehicle has been removed. Coverages Rating Factors Transaction Effective Date Quote and Issue the policy change. Previous Policy Full New Full Term Premium Total Pro-Rated Cost Policy-level Coverages $\overline{\checkmark}$ Roadside Assistance Accident Forgiveness $\overline{\checkmark}$ $\overline{\checkmark}$ Vanishing Deductible Subtotal: Vehicle Level Coverages 2013 AUDI A5 2.0 OU 2012 FORD E-350 SUF Comprehensive $\overline{\mathbf{V}}$ $\overline{\mathbf{V}}$

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