



# Add and Remove Unscheduled Farm Property

## Purpose

In this scenario card, you will add and remove Unscheduled Farm Property.

## Helpful Hints

If you wish to complete this scenario without having to create a policy from scratch, please review the *Procedure* section below for more details.

## 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.	3501693990	16.	3501694005	31.	3501694447
2.	3501693991	17.	3501694006	32.	3501694448
3.	3501693992	18.	3501694007	33.	3501694449
4.	3501693993	19.	3501694008	34.	3501694450
5.	3501693994	20.	3501694009	35.	3501694451
6.	3501693995	21.	3501694010	36.	3501694452
7.	3501693996	22.	3501694011	37.	3501694453
8.	3501693997	23.	3501694012	38.	3501694454
9.	3501693998	24.	3501694014	39.	3501694455
10.	3501693999	25.	3501694441	40.	3501694456
11.	3501694000	26.	3501694442	41.	3501694457
12.	3501694001	27.	3501694443	42.	3501694458
13.	3501694002	28.	3501694444	43.	3501694459
14.	3501694003	29.	3501694445	44.	3501694460
15.	3501694004	30.	3501694446	45.	3501694461



# Add and Remove Unscheduled Farm Property

## Add Unscheduled Farm Property

Navigate to the account you wish to **Add Unscheduled Farm Property** to in PolicyCenter. To navigate to the account, complete the following:

1. Click in the **Search** drop-down menu.
2. Select **Accounts** from the drop-down menu.

### Search Accounts Screen

3. Enter the applicable account number in the Account Number field.
4. Click the **Search** button.
5. Click on the Account Number to navigate to the Account Summary screen.

### Account Summary Screen

6. Scroll down and select the Farmowners policy

### Summary Screen

7. Click the **Actions** button
8. Select **Change Policy** from the drop-down menu

### Start Policy Change Screen

9. Enter the Effective date of the change (12/01/2022)
10. Click on **Next**

### Policy Info Screen

11. Select **Operations** on the left navigation menu

### Operations Screen

12. Confirm Farm Personal Property under Types of Exposures is answered Yes.
13. Click **Next**

### Farm Screen

14. Click on **Farm Personal Property** from the left navigation menu

### Farm Personal Property Screen

15. Click the **Add** button
16. Select **Unscheduled**
17. Under the **Details and Coverages** tab, select the correct location
18. Click the drop-down arrow on the Type and select the correct item
19. Complete the Description field
20. Tab to the Coverages section and complete the Limit amount
21. Verify the deductible amounts are ok (these are defaulted to \$1,000)
22. Click **Quote**

### Quote Screen

23. If no Underwriting Issue, click **Issue Policy**
24. Click **OK** on the pop-up box that says, "Do you want to issue this Policy Change?"

### Policy Change Bound Screen

25. The message "Your Policy change (#XXXXXX) has been bound" appears.



# Add and Remove Unscheduled Farm Property

## Remove Unscheduled Farm Property

Navigate to the account you wish to **Delete Unscheduled Farm Property** to in PolicyCenter. To navigate to the account, complete the following:

1. Click in the **Search** drop-down menu.
2. Select **Accounts** from the drop-down menu.

### Search Accounts Screen

3. Enter the applicable account number in the Account Number field.
4. Click the **Search** button.
5. Click on the Account Number to navigate to the Account Summary screen.

### Account Summary Screen

6. Click the **Actions** button
7. Select **Change Policy** from the drop-down menu

### Start Policy Change Screen

8. Enter the Effective date of the change (12/01/2022)
9. Click on **Next**
10. You will be launched to the **Policy Info** screen

**NOTE:** If this is the last item under **Farm Personal Property** continue with steps 11-14, otherwise go to steps 15

11. Click on **Operations** on the left navigation menu

### Operations Screen

12. Change **Farm Personal Property** under Types of Exposures to No
13. Click **Ok** if this is the last Farm Personal Property item is being deleted (scheduled and Unscheduled)
14. Click **Quote**

**NOTE:** Steps 15-18 only apply when there is additional Farm Personal Property on the account.

### Farm Personal Property Screen

15. Click the box beside the item that displays "Unscheduled – Unscheduled Farm Personal Property under the Category description
16. The Remove button then becomes active
17. Click **Remove**
18. Click **Quote**

### Quote Screen

19. Click **Issue Policy**
20. Click **OK** on the pop-up box that says, "Do you want to issue this Policy Change?"

### Policy Change Bound Screen

The message "Your Policy change (#XXXXXX) has been bound" appears.