# Change Dwelling Protection/Risk Details on a Property Policy

PolicyCenter

#### **Description:**

This job aid describes how to change the dwelling protection and risk details on a Property policy. In this example, a Condominium policy is used.

Step 1	
Action	Screen
On the <i>Summary</i> screen:	Desktop      Agcount      Policy      Search      Team Administration      Testing      Training      Im Indiana Veryce A Salt Account 192876166 Policy 911300568375 In Force (Exp. 07)
• Click the <u>Actions</u> button.	Actions     Image: Section of the sectio
• Select " <b>Change Policy</b> " from the drop-down menu.	Dewelling     New Note     Associated Policy Transaction       Dwelling Protection/R     New Activity     2276166     Created     07/08/2021       Dwelling Construction     Pre-Renewal Direction     eruca A Salt     Closed     07/08/2021       Coverages     Change Policy     Type     Submission       Valuables Plus (Intant     Change Policy     Property     Period       Quote     Cgncel Policy     113U0568375     Effective Date     07/08/2021       Forms     Archiving     Number of Terms     1       Mortgages/Billing     Suspend/Resume     pruca A Salt     Total Cost     5386.54
Step 2	
Action	Screen
<ul> <li>On the <i>Start Policy Change</i> screen:</li> <li>Enter the Effective Date. The Effective Date defaults to today's date but may be changed.</li> <li>Click the Next button.</li> </ul>	Desiglop + Account + Exilicy * Search + Team Administration + Testing + Training +  Account + Exilicy * Condeminium Indiana Venuca ASait Account 1/22/2616 Policy 3130/0568/75 InForce Exp. 07  Start Policy Change Here* Canad  Effective Date * 07/22/2021  Effective Date  Modeling  Overling  O
Step 3	
Action	Screen
<ul> <li>On the <i>Policy Info</i> screen:</li> <li>Click the <b>Dwelling Protection/Risk Details</b> link.</li> </ul>	Des[dop + Account   • Colory   • Search • Lean Administration + Testing   • Training •     Control • Policy Change Pending Pending • Condomnium Indians Effective 07/22/201 Vervea ASalt Account 16/28/15/66 Pole     Bittle: Frimary Named Insured     Policy Change 864036     Policy Change 864036     Policy Change 864036     Policy Info     Net     Policy Address has been validated.     Policy Address has been validated.     Policy Change 76:     Name     Verus A Salt     Policy DesColor, Policy BASDONS Provy     CROWING     Policy Address     Policy Addres

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# Job Aid Process (Cont.) :

### Step 4

Action	Screen
On the <i>Dwelling Protection/Risk Details</i> screen:	11       Desktop         Agcount         Policy ( > Search   * Ieam Administration   * Testing   * Training   *          Actions       Image: Policy Change (Pending)       Condominium       Indiana       Effective: 07/12/2021       Veruca A Sait       Account: 162876166       Policy Bail         Policy Change 864036       Image: Policy Change 1       Image: Pol
<ul> <li>Use the drop-down lists to set         <b>Dwelling Protection</b> specifications             for:</li></ul>	Pending     Dwelling Protection/Kisk Details     vextre     Quelt     Withdraw Trans       Pulicy Info     Dwelling Protection     Sprinkler System     Income*     Income*       Dwelling Construction     Sprinkler System     Income*     Income*     Income*       Dwelling Construction     Fire/Smole Alarm     Income*     Income*       Dwelling Construction     Entral/Direct Burglar Alarm     Income*       Coverages     Is there a trampoline on the *     Yes     No       Valuables Plus(Inland Marine)     Any dargerous or exotic *     Yes     No       Policy Review     Do you currently own an animal that has caused bypury?     No
<b>Note:</b> Specifications vary for each drop- list list.	Constant of the second se
Step 5	
Action	Screen
On the <i>Dwelling Protection/Risk Details</i> screen:	II       Desigtop   ▼       Agcount   ▼       Policy   ▼       Search   ▼       Team       Administration   ▼       Testing   ▼       Training   ▼       Image: Training   ™       Image: Training   Training   ™       Image: Training   ™
• Select the needed radio buttons for <b>Yes</b> or <b>No</b> for each <b>Dwelling Risk Details</b> question.	Pending     DWelling Protection       Policy Contract     Dwelling Protection       Policy Info     Sprinkler System       Dwelling     Burglar Alarm       Owelling Protection/Risk Details
<b>Note:</b> This example will add a dog to the member's policy.	Coverages     Is there a trampoline on the *     Yes     No       Valuables Plus(inland Marine)     Any dangerous or evotic animals sourced?     Yes     No       Underwriting     Do you currently own an inmit that has caused tripury?     Yes     No
• Select <b>Yes</b> to the right of the <b>Any dogs on premises?</b> question.	Cuole     Any dogs on premises?     *     Yes     No       Zorms     Incidental Farm     *     Yes     No
Step 6	
Action	Screen
<ul> <li>On the <i>Dwelling Protection/Risk Details</i> screen:</li> <li>Click the Add button in the new section that displays under the Any dogs on premises? question.</li> </ul>	Desktop      Acount      Bolicy      Search      Team      Administration      Testing      Training      Training      Policy Charge      Policy      Policy Charge      Policy Charge      Policy Ch

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# Job Aid Process (Cont.) :

### Step 7

Action	Screen
<ul> <li>On the <i>Dwelling Protection/Risk Details</i> screen:</li> <li>Click the <b>Dog Breed</b> drop-down menu and select the applicable entry from the <b>Dog Breed</b> drop-down list.</li> </ul>	Dedtop     Account     Color     Construction     Constructin     Construction     Construction     Con
Step 8	
Action	Screen
<ul> <li>On the <i>Dwelling Protection/Risk Details</i> screen:</li> <li>Select the needed radio buttons for Yes or No for the Bite History and Canine Good Citizen questions.</li> </ul>	Desitor · Account · Exitor · Testing · Training · · · · · · · · · · · · · · · · · · ·
Step 9	
Action	Screen
<ul> <li>On the <i>Dwelling Protection/Risk Details</i> screen:</li> <li>Click the <b>Policy Review</b> link.</li> </ul>	Policy Change 844006       Bitter Primary Named Insured         Policy Change 844006       Dwelling Protection/Risk Details • Back • Net * Quote •

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# Job Aid Process (Cont.) :

#### Step 10

Action	Screen
On the <i>Policy Review</i> screen: <ul> <li>Click the <b>Quote</b> button.</li> </ul>	Desigtop - Agcount - Colory Search - Team Administration - Testing - Training -     Policy Change 864036 Perding Policy Change 864036 Policy Change 864036 Policy Review Policy Change 564036 Policy Review Pol
Step 11	
Action	Screen
<ul> <li>On the <i>Quote</i> screen:</li> <li>Click the <b>Issue Change</b> button.</li> <li>Click the <b>OK</b> button on the pop-up confirmation window.</li> </ul>	Desktop       Agcount       Policy       Search       Image: Training       Image: Training         Actors       Policy Change (Quoted)       Condominium       Indiana       Effective: 07/12/2021       Vervea A Sait       Account:: 10:2376166       Policy         Policy Change 864036       Quoted       Bask       Next 2       Effective: 07/12/2021       Vervea A Sait       Account:: 10:2376166       Policy         Policy Change 864036       Quoted       Bask       Next 2       Effective: 07/12/2021       Vervea A Sait       Account:: 10:2376166       Policy         Policy Contract       Policy Number       Distributions       Effective: 07/12/2021       Vervea A Sait       Policy Period       07/08/20         Policy Number       Policy Number       Distributions       Effective: 07/12/2021       Previous Policy Policy       Policy Number       07/08/20         Policy Number       Policy Neuroid       Policy Neuroid       Policy Neuroid       07/08/20       Previous Policy Tull Term       338:54         Powelling Portection/Rak Det.       Ourderwriting       Policy Neuroid       Policy Neuroid       Policy Neuroid       938:54         Variade Rawriting       Divelling at 3279 FOUR SEASONS PNWY, CROWN POINT, IN       Previous Policy Tull Term       338:54         Variade Verekow
Step 12	
Action	Screen
The policy change has been bound. You can view the entire policy, review the changes to the policy, or return to your desktop from this screen. If any new trailing documents are generated because of the policy change, you must handle them per the current	Detglop      Account       Eblicy       Search       Taming       Training       Training       Policy Change (Bound)     Condeminium Indians Effective 07/12/0022 Vervea A Salt Account: 1627/6366 Policy     Bill to: Primary Hamed Insured     Policy Change (B64036) has been bound.     Veur Policy Change (B64036) has been bound.     Our Policy Change (B64036) has been bound.     Veur Policy Change (B64036) has been bound.     Our Policy Change (B64036) has been bound.     Veur Policy Change (B64036) has been bound.     Our Policy Change (B64036)     Trailing Documents     Required     Code © Internet Compared Different Compared Policy (Policy Change Very Policy Chan

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