

Add, Replace, or Remove a Vehicle to an Existing Pleasure Boatowners PS Policy

PolicyCenter

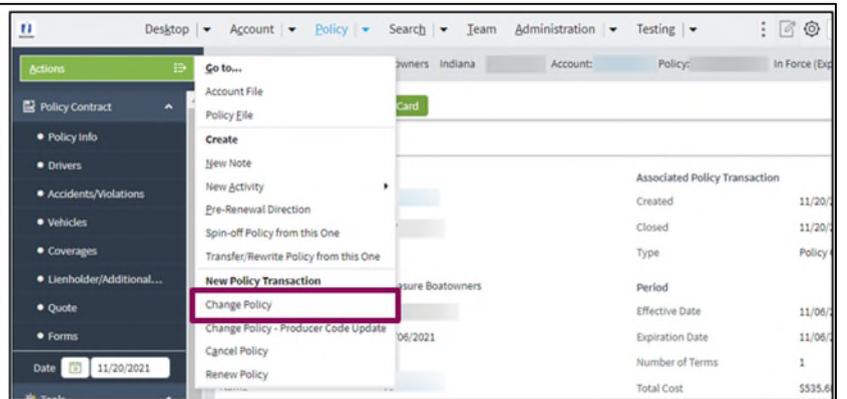


Description

This job aid reviews how to add, replace, or remove a vehicle on an existing Powersports Pleasure Boatowners policy.

Start a Policy Change

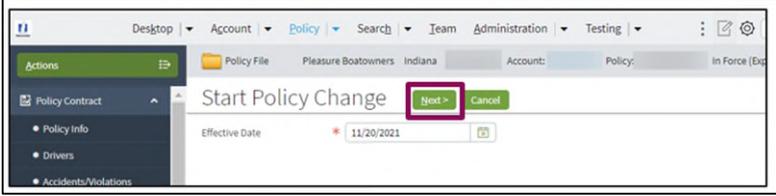
Step 1

Action	Screen
<p>Open an existing Powersports Pleasure Boatowners policy:</p> <ul style="list-style-type: none"> • Select the “Actions button”. • Select “Change Policy” from the drop-down menu. 	 <p>The screenshot shows the PolicyCenter web application interface. On the left, there is a navigation menu with 'Actions' selected. A dropdown menu is open, showing options like 'Account File', 'Policy File', 'Create', 'New Note', 'New Activity', 'Ere-Renewal Direction', 'Spin-off Policy from this One', 'Transfer/Rewrite Policy from this One', 'New Policy Transaction', 'Change Policy', 'Change Policy - Producer Code Update', 'Cancel Policy', and 'Renew Policy'. The 'Change Policy' option under 'New Policy Transaction' is highlighted with a red rectangular box. The background shows a policy details page with fields for 'Policy Info', 'Associated Policy Transaction', 'Created', 'Closed', 'Type', 'Period', 'Effective Date', 'Expiration Date', 'Number of Terms', and 'Total Cost'.</p>

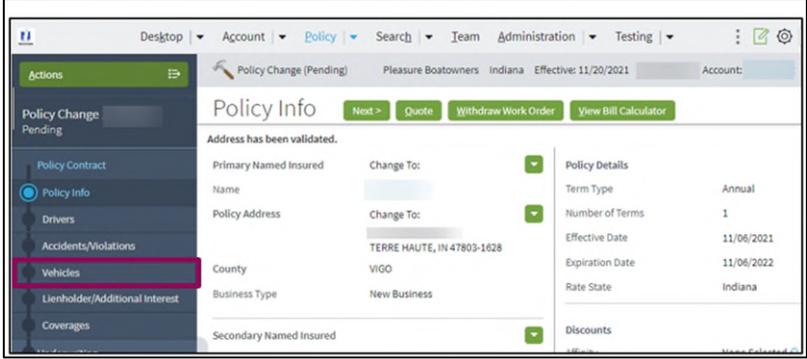
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Step 2

Action	Screen
<p>On the “Start Policy Change” screen, the “Effective Date” field defaults to the current date:</p> <ul style="list-style-type: none"> • Enter the appropriate information in the “Effective Date” field. • Select the “Next >” button. 	

Step 3

Action	Screen
<p>On the “Policy Info” screen:</p> <ul style="list-style-type: none"> • Select the “Vehicles” link. 	

Next Steps : Add a Vehicle, Replace a Vehicle or Remove a Vehicle

Select the appropriate link below to jump to the next relevant process steps:

- [Add a Vehicle](#)
- [Replace a Vehicle](#)
- [Remove a Vehicle](#)

Add a Vehicle

Step 4

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none"> Select the “Create Vehicle” button. 	

Step 5

Action	Screen
<p>In the “Basic Vehicle Information” section:</p> <ul style="list-style-type: none"> Complete all required fields. You may need to scroll to view/complete all fields. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>!</p> <ul style="list-style-type: none"> VIN look-up services are not available for Powersports Pleasure Boatowners policies. You must manually complete all fields. In some cases, an additional screen may display for the entered VIN, requiring you to select a more specific make/model combination via a radio button. Motor information is not required for a personal watercraft. For any other type of pleasure boat, you must select the “Outboard Motor Information Motor #” link in the right column and complete all required fields on the “Motor Details” screen. </div> <ul style="list-style-type: none"> Select the “Coverages” link. 	

Add a Vehicle, continued

Step 6

Action	Screen
<p>On the “Coverages” screen:</p> <ul style="list-style-type: none"> • Verify all coverages for the added vehicle. • Select the “Policy Review” link. 	

Step 7

Action	Screen
<p>In the “Policy Review” section:</p> <ul style="list-style-type: none"> • Review the coverage changes for the revised policy. • Select the “Quote” button. 	

Add a Vehicle, continued

Step 8

Action	Screen
<p>On the "Quote" screen:</p> <ul style="list-style-type: none"> • Select the "Issue Change" button. • Select the "OK" button on the "Issue Change" pop-up window after reviewing the disclosure statement. 	

Step 9

Action	Screen
<p>The "Policy Change Bound" screen displays. This indicates the change is bound.</p>	

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Replace a Vehicle

Step 4

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none"> • Select the checkbox to the left of the “Vehicle #” which needs to be replaced. • Select the “Replace Vehicle” button. 	

Step 5

Action	Screen
<p>In the “Basic Vehicle” Information section:</p> <ul style="list-style-type: none"> • Complete all required fields. You may need to scroll to view/complete all fields. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>!</p> <ul style="list-style-type: none"> • VIN look-up services are not available for Powersports Pleasure Boatowners policies. You must manually complete all fields. • In some cases, an additional screen may display for the entered VIN, requiring you to select a more specific make/model combination via a radio button. </div> <ul style="list-style-type: none"> • Select the “Edit” button in the “Outboard Motor Information” section. 	

Replace a Vehicle, continued

Step 6

Action	Screen
<p>On the “Motor Details” screen:</p> <ul style="list-style-type: none"> • Complete all required fields. • Select the “OK” button. 	<p>The screenshot shows the 'Motor Details' form with fields for Serial Number, Year (2019), Make (Mercury), Model (115ELPT 4-STROKE), and Horsepower (115). The 'OK' button is highlighted with a red box.</p>

Step 7

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none"> • Select the “Coverages” link. 	<p>The screenshot shows the 'Vehicles' screen with a table of vehicle details and a 'Vehicle Details' form. The 'Coverages' link in the left sidebar is highlighted with a red box.</p>

Replace a Vehicle, continued

Step 8

Action	Screen
<p>On the “Coverages” screen:</p> <ul style="list-style-type: none"> • Verify all coverages for the added vehicle. • Select the “Policy Review” link. 	

Step 9

Action	Screen
<p>In the Policy Review section:</p> <ul style="list-style-type: none"> • Review the coverage changes for the revised policy. • Select the Quote button. 	

Replace a Vehicle, continued

Step 10

Action	Screen
<p>On the "Quote" screen:</p> <ul style="list-style-type: none"> • Select the "Issue Change" button. • Select the "OK" button on the "Issue Change" pop-up window after reviewing the disclosure statement. 	

Step 11

Action	Screen
<p>The "Policy Change Bound" screen displays. This indicates the change is bound.</p>	

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Remove a Vehicle

Step 4

Action

On the “Vehicles” screen:

- Select the checkbox to the left of the “Vehicle #” to be removed.
- Select the “Remove Vehicle” button.

Screen

The screenshot shows the 'Vehicles' screen with a table of three vehicles. The first vehicle is selected, and the 'Remove Vehicle' button is highlighted. The 'Vehicle Details' section shows the following information:

Vehicle #	Vehicle Type	Year	Make	Model
1	Boat	2019	Lowe Pontoons	SS230 Walk Thru w/25ELPT 4-S
2	Boat	2020	May-Craft Boats	1900 CC
3	Boat	2019	Yamaha	VX Cruiser

The 'Vehicle Details' section for vehicle 1 includes:

- Vehicle #: 1
- Vehicle Type: Boat
- HIN: [Redacted]
- Year: 2019
- Make: Lowe Pontoons
- Model: SS230 Walk Thru w/25ELPT 4-S
- Hull Type: Aluminum
- Type: Pontoon
- Motor Type: Outboard
- Number of Motors: 1

Additional information includes 'Where Garaged' (Location Name: 1:10 MONROE, Vehicle Territory Code: 030) and 'Additional Vehicle Information' (Prior Damage: No, Is this vehicle co-owned by anyone outside the household?: No).

Step 5

Action

After removing the vehicle:

- Select the “Coverages” link to ensure the coverages have also been removed.

Screen

The screenshot shows the 'Vehicles' screen after removing a vehicle. The 'Coverages' link in the left sidebar is highlighted. The table now only shows two vehicles:

Vehicle #	Vehicle Type	Year	Make	Model
1	Boat	2019	Lowe Pontoons	SS230 Walk Thru w/25ELPT 4-S
2	Boat	2020	May-Craft Boats	1900 CC

The 'Vehicle Details' section for vehicle 1 is still visible, showing the same information as in Step 4.

Remove a Vehicle, continued

Step 6

Action

On the “Coverages” screen:

- Verify all coverages for the vehicle have been removed.
- Select the “Policy Review” link.

Screen

Step 7

Action

In the “Policy Review” section:

- Review the coverage changes for the revised policy.
- Select the “Quote” button.

Screen

Item	Existing Policy	Policy Change:
2019 Yamaha VX Cruiser	√	x
Coversages		
Bodily Injury	√	x
Collision	√	x
Comprehensive	√	x
Medical Payments	√	x
Physical Damage Settlement Options	√	x
Property Damage	√	x
Uninsured/Underinsured Boaters Bodily Injury	√	x

Remove a Vehicle, continued

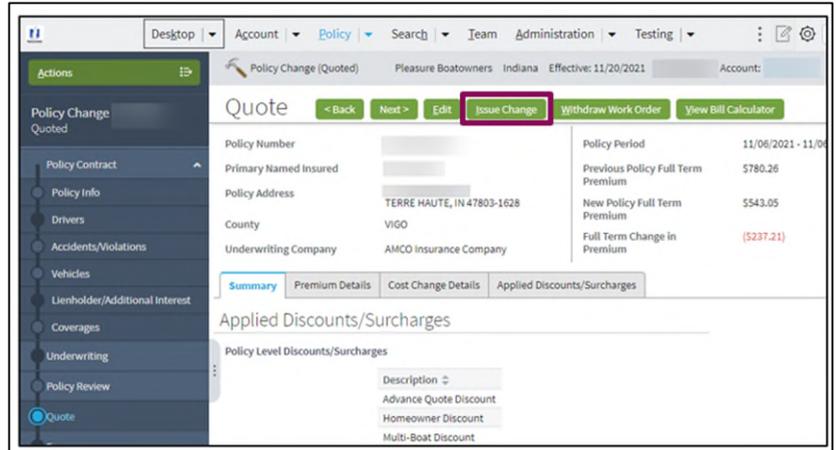
Step 8

Action

On the "Quote" screen:

- Select the "Issue Change" button.
- Select the "OK" button on the "Issue Change" pop-up window after reviewing the disclosure statement.

Screen



Step 9

Action

The "Policy Change Bound" screen displays. This indicates the change is bound.

Screen

