

# Change Policyholder Location Exposure Address

## PolicyCenter



### Description:

This job aid reviews how to change the policyholder's location exposure address on an Umbrella policy in PolicyCenter.

### Step 1

| Action   | Screen |
|--|--------|
| <p>Navigate to an existing Umbrella policy.</p> <ul style="list-style-type: none"> <li>Click the <b>A</b>ctions button.</li> <li>Select "<b>Change Policy</b>" from the drop-down menu.</li> </ul> |        |

### Step 2

| Action   | Screen |
|--|--------|
| <p>On the <i>Start Policy Change</i> screen, the <b>Effective Date</b> field defaults to the current date.</p> <ul style="list-style-type: none"> <li>Enter the appropriate information in the <b>Effective Date</b> field.</li> <li>Click the <b>Next &gt;</b> button.</li> </ul> |        |

## Job Aid Process (Cont.) :

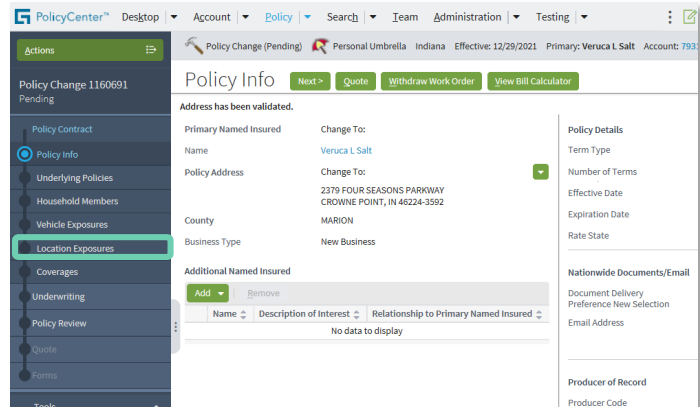
### Step 3

#### Action

On the *Policy Info* screen:

- Click the **Location Exposures** link.

#### Screen



### Step 4

#### Action

On the *Location Exposures* screen:

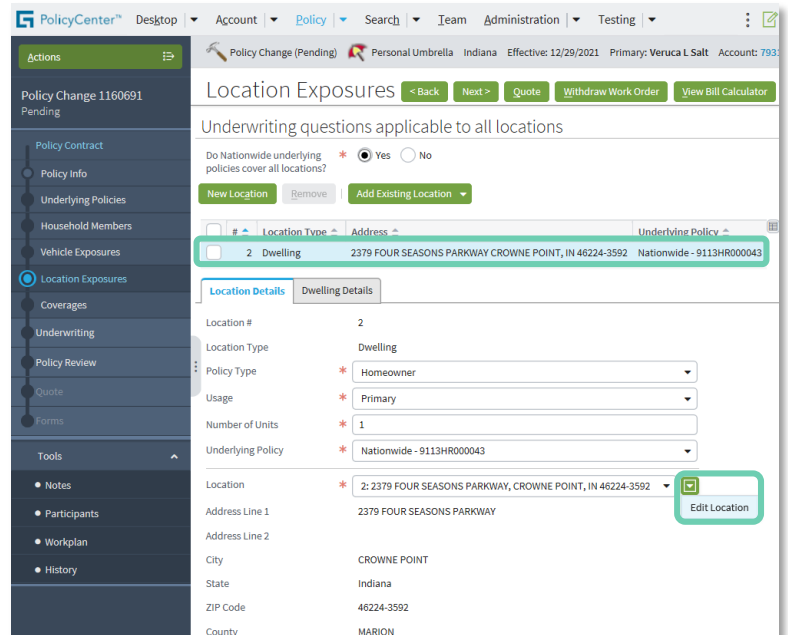
- Click the line item to review the **Location Details**.

**Note:** Updating the location exposure address on a policy does not update the account mailing address or contact address.

To update the address:

- Click the drop-down arrow to the right of the **Location** field.
- Select **Edit Location** from the drop-down list.

#### Screen



## Job Aid Process (Cont.) :

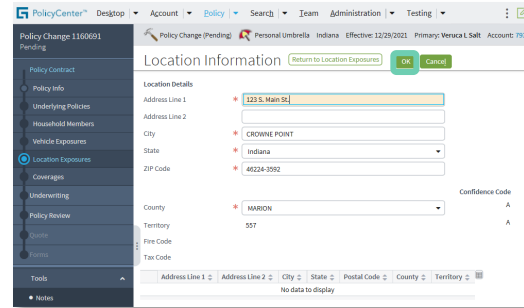
### Step 5

#### Action

On the *Location Information* screen:

- Update the address information.
- Click the **OK** button.

#### Screen



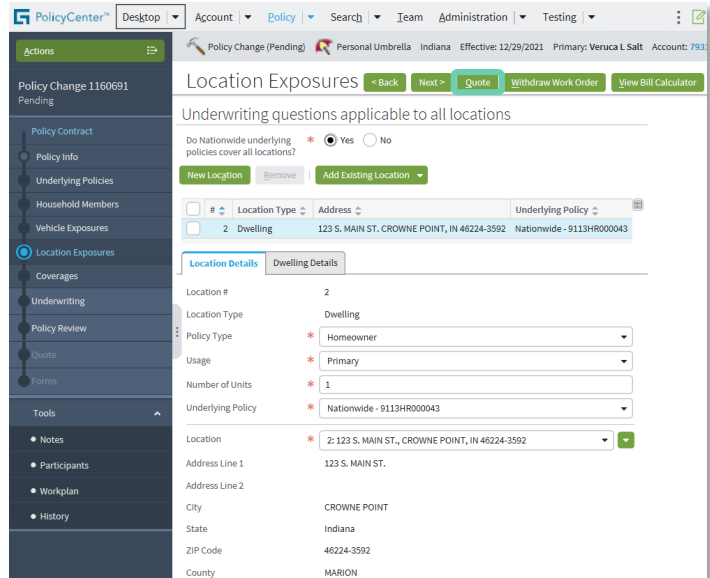
### Step 6

#### Action

On the *Location Exposures* screen:

- Click the **Quote** button.

#### Screen



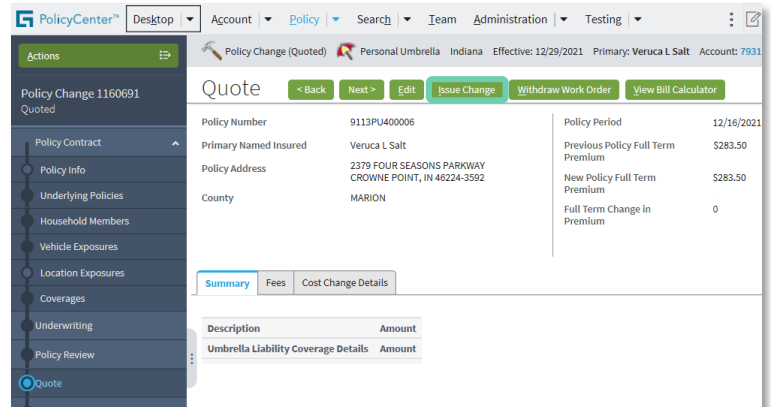
### Step 7

#### Action

On the *Quote* screen:

- Click the **Issue Change** button.
- Click the **OK** button on the confirmation pop-up window.

#### Screen





Job Aid Process (Cont.) :

Step 8

| Action   | Screen |
|--|--------|
| The <i>Policy Change Bound</i> screen displays, confirming the binding of the policy change. |        |

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