

Copy Vehicle-Level Coverages – Auto/PowerSports Policy PolicyCenter



Description:

This job aid reviews how to copy vehicle coverages on a policy, from one vehicle to another vehicle, on an Auto or PowerSports policy. This job aid starts on the *Vehicles* screen on an existing policy change; however, the same steps can be applied to copy coverages on a new submission.

Step 1

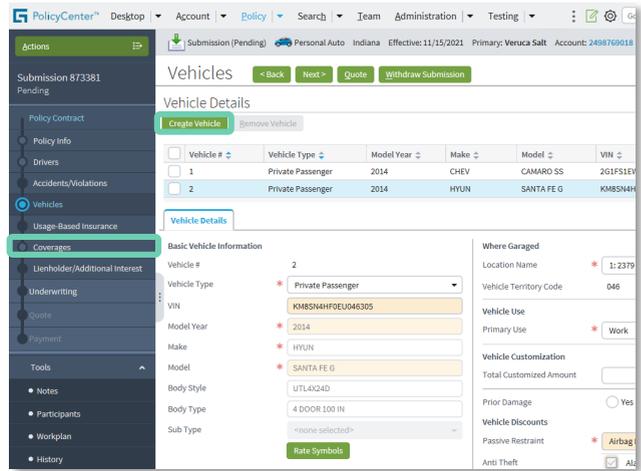
Action

To copy vehicle coverages, you must first create a new vehicle.

On the *Vehicles* screen:

- Click the **Create Vehicle** button.
- Complete all required fields for the new vehicle.
- Click the **Coverages** link.

Screen



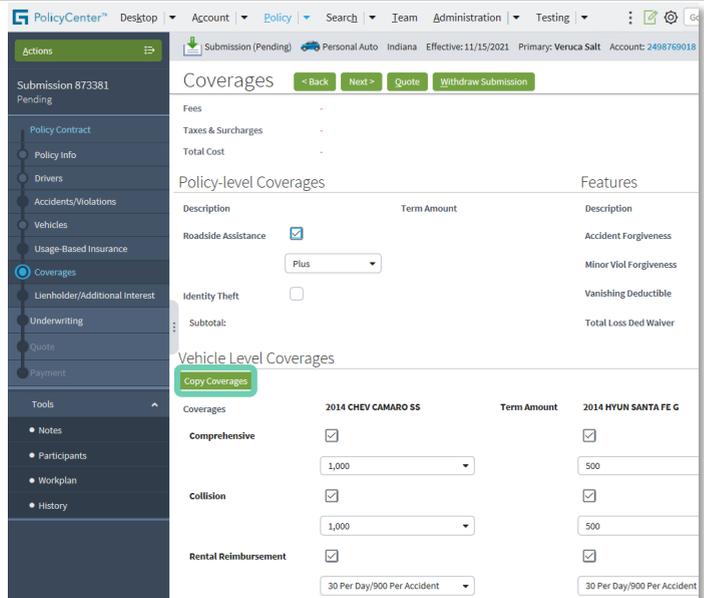
Step 2

Action

On the *Coverages* screen:

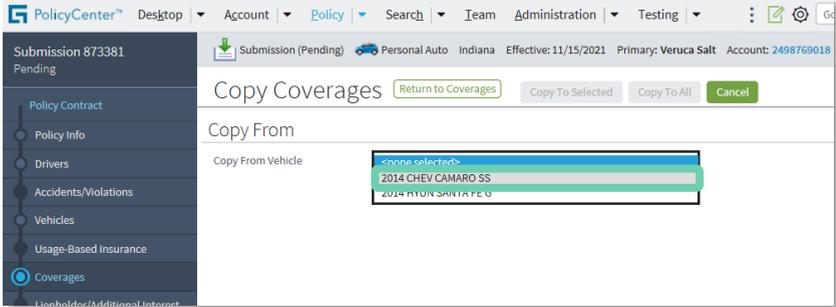
- Click the **Copy Coverages** button.

Screen

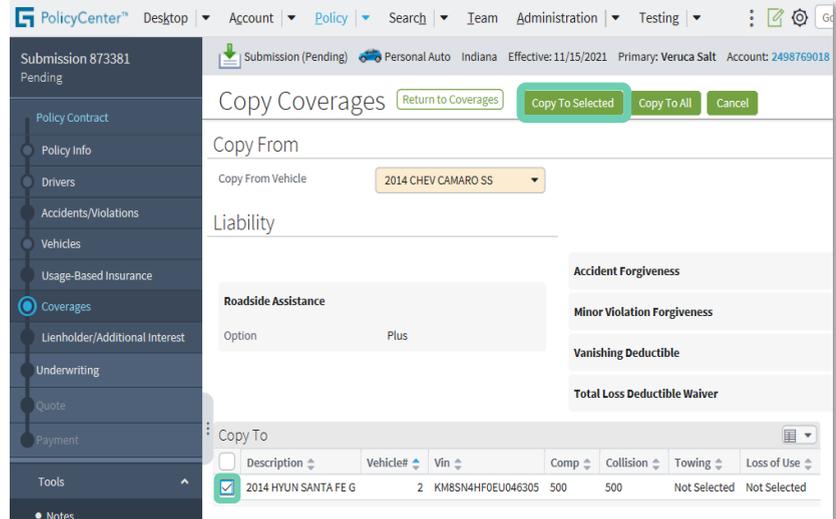


Job Aid Process (Cont.) :

Step 3

Action	Screen
<p>On the <i>Copy Coverages</i> screen:</p> <ul style="list-style-type: none"> Select the vehicle from which you wish to copy coverages. 	

Step 4

Action	Screen
<p>Review the coverage for the Copy From Vehicle:</p> <p>Select the checkbox to the left of the vehicle to which you wish to copy the coverages.</p> <p>Click the Copy To Selected button.</p> <p>Note: If you wish to copy the selected coverages to more than one vehicle, select the desired vehicles in the <i>Copy To</i> section or click the Copy to All button.</p>	

Job Aid Process (Cont.) :

Step 5

Action	Screen
<p>In the <i>Vehicle Level Coverages</i> section:</p> <ul style="list-style-type: none"> • Confirm the coverages were copied to the selected vehicle(s). • Continue with the new submission or policy change. 	

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