# **MSB / Reconstruction Cost Estimator**



## Description

This job aid describes how to use the MSB tool launched from PolicyCenter to create a reconstruction cost estimate and how to edit the estimate when needed.

**Note:** Completing a MSB / Reconstruction Cost Estimate (RCE) is not required to receive an initial quote of the submission. Creating a new RCE or finding an existing estimate is required to issue the policy.

Select the link to advance to the desired topic:

- Creating an Estimate for New Business
- Modifying an Estimate for New Business
- <u>Viewing Estimates for Existing Policies</u>
- Printing an Estimate
- <u>Changing Estimates on Existing Policies</u>
- Process if Error Message in PolicyCenter

### Part 1 – Creating an Estimate for New Business

### Step 1

Action Screen While completing a Property New ú Account - Policy - Search - Team Live Chat for Age Desktop -Submission, to complete a new estimate Submission (Pending) 🚮 Homeowner Indiana Effective: Account: make sure the "Create new" radio button Dwelling Construction < Back is selected before choosing "Launch MSB" on the "Dwelling Construction" MSB screen to launch the new estimate. Create new Find existing using estimate Find existing using policy Information fr estimate

### Step 2

Action	Screen	
After selecting "Launch MSB" in PolicyCenter, this is the landing page. The property information displayed is provided from several sources	Constant and a constant and constant and constant and a constant and a constant and a const	National Table 1 Sets Tamos Control Table 1
Validate the accuracy of the information with the customer.	Interver     Interver     Interver       Name     Inter	The Team of the Second se

# Part 1 – Creating an Estimate for New Business (cont'd)

# Step 3

Otep 0	
Action	Screen
If no information exists for the property, it will need to be entered manually. The "Edit Building Information" section will automatically open for this information to be entered. <b>Note:</b> This could be likely for remote locations or newer homes. When quoting a homeowner policy, it's important to verify that "Condo/Co-Op" is not displayed as the "Home Style". If this occurs, select "More" at the bottom of the list for the additional options. Failure to correct this will result in the property being grossly under-insured.	Examining information         Number of Families:         1         Side Access I full Area@Eary Access Roads Sylv         Example           Profile Overall Confidence Score:         Mode         2 Stard         Functional System         Functio
Step 4	
Action	Screen
Select the arrows to expand sections to add additional features of the property that might impact the estimate value.	Name         Name <th< td=""></th<>

The "Add a feature or material" field can be used to search for features to be included in the estimate.



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# Part 1 – Creating an Estimate for New Business (cont'd)

# Step 5

Action	Screen
Continue adding or updating the information within the system to receive the estimate. After selecting "Finish" in the "Valuation Totals" section, select "Save" in the pop- up window.	Window     Name       Name     Name
Step 6	
Action	Screen
On the "Dwelling Construction" screen in	



# Part 2 – Modifying an Estimate for New Business

## Step 1

Action	Screen
On the "Dwelling Construction" screen, make sure the radio button is selected next to the "Find existing using estimate number" field.	PolicyCenter**       Desktop       Account       Policy       Search       Ieam       Administration       Testing       Training         Actions       Image: Submission (Pending)       Homeowner       Indiana       Effective: 01/08/2024       Account:         Submission       Dwelling Construction <back< td="">       Next&gt;       Quote       Withdraw Submission         Pending       MSB</back<>
Then select "Launch MSB" to reopen the estimate.	Qualification     Create new       Policy Contract     Image: Find existing using estimate *
<b>Note:</b> Make any needed updates to the reconstruction cost estimate in MSB before selecting "Finish" then "Save".	Dwelling Protection/Risk De     Information from completed estimate       Dwelling Construction     Estimate

### Step 2

Action	Screen
For the updated information to be reflected on the submission in PolicyCenter, select the "Retrieve from MSB" button on the "Dwelling Construction" screen.	PolicyCenter** Desktop •   Account • Policy •   Submission Pending   Pending Image: Submission (Pending)   Dwelling Construction •   Pending Ms8   Cualification •   Policy Info •   Policy Info •   Dwelling Protection/Risk De   Owelling Construction

# Part 3 – Viewing Estimates For Existing Policies

Step 1	
Action	Screen
To view a MSB / reconstruction cost estimate for an existing policy use "Agent Center". <b>Note:</b> You will need the customer's address or policy number to find the existing valuation.	Contact us   Products       Technology support,   Help         Nationwide*       A         Personal       Commercial & Agribusiness       Private Client       Billing & Claims       Agency       Learning Center         Policies       Personal quote       Retrieve a personal quote       Tools       Personal quote       Persocial processing requost       Personal quote
	UNDERWRTING & PRODUCT Smart home resources NANUALS Reference connect eLibrary
	4

# **MSB / Reconstruction Cost Estimator**

Part 4 – Printing an Estimate	
Step 1	
Action	Screen
To print from the "Find Existing Valuation" search results section, select the download icon then "Home Owner Report" for a PDF version to download. The download icon displays in a second location when selecting the "+" button to the left of the policy number column. Both download icons pull the same report. <b>Note:</b> Access the MSB tool using the prior	Notice:     Notice:       Conclusion:     Notice:       Concer:     Notice:       Concer:     Notice:       Notice:     Notice
steps.	
Step 2	
Action	Screen
To print from within a selected estimate, select "Reports" in the upper right corner of the screen and select "Home Owner Report" for a PDF version to download. <b>Note:</b> The same report is downloaded through these steps as with the prior process.	Construing:         Provide States         Number of States         Option of States



#### Part 5 – Changing Estimates on Existing Policies Step 1 Action Screen Changes to estimates on existing policies ú Desktop | • Account | • Policy | • Search | • Ieam are done through PolicyCenter. Select Homeowner Indiana "Actions" then "Change Policy". Enter the <u>G</u>o to... "Effective Date" for the policy change and Account File Policy Contract Policy File select "Next". Policy Info Create • Dwelling New Note Note: Changes to estimates on existing New Activity elling Protectio policies require underwriting approval. Pre-Renewal Direction elling Construct. • Dv New Policy Transaction Coverages Change Policy • Valuables Plus(Inla... Personal Property Cancel Policy Ouote Renew Policy Original Effective Date · For

## Part 5 – Changing Estimates on Existing Policies (cont'd)

Step 2		
Action	Screen	
Enter the "Effective Date" for the policy change and select "Next".	Des <u>k</u> top   ▼ A <u>c</u> count   ▼ <u>Policy</u>   ▼ Searc <u>h</u>	▪ <u>I</u> eam
	Actions 😥 📄 Policy File 🚮 Homeowner Indiana	Account:
	Policy Contract	<u>N</u> ext > Cancel
	Policy Info     Effective Date     *	

### Step 3

### Action

Navigate to the "Dwelling Construction" screen and select the radio button next to "Find existing using policy number". Enter the policy number in the field.

**Note:** The policy number can be found in the information bar along the top.

Select the "Launch MSB" button for the estimate to be launched. Make any updates that are needed and select "Finish" then "Save" before returning to PolicyCenter.



### Step 4

### Action

On the "Dwelling Construction" screen, select "Retrieve from MSB" for the updates to be reflected on the change policy transaction.

If no other updates are needed, select "Quote" to see how the change policy transaction impacts the policy premium.

Note: Changing the MSB estimate could be a premium bearing change.

Desktop -Account - Policy - Search -Team 🔨 Policy Change (Pending) Homeowner Indiana Effective: Dwelling Construction < Back Next > Policy Change MSB O Create new Find existing using estimate Dwelling Find existing using policy Dwelling Protection/Risk De.. Dwelling Construction Information from completed estimate

Screen

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# Part 5 – Changing Estimates on Existing Policies (cont'd)

# Step 5

Action	Screen	
Select "Issue Change" for the change policy transaction to be processed on the effective date entered for the change.	Desktop <ul> <li>Account</li> <li>Policy</li> <li>Search</li> <li>Ieam</li> <li>Actions</li> <li>Policy Change</li> <li>Quote</li> <li>Back</li> <li>Next&gt;</li> <li>Edit</li> <li>Issue ch</li> <li>Output</li> <li>Search</li> <li>Searc</li></ul>	Live Chat for Agents Net: Account: Policy: ange ynthiframsaction Yere thil Calculator
To remove and not proceed further with the change policy transaction, select "Withdraw Transaction".	Policy Mumber Policy Info Policy Info Policy Info Policy Info Property Address Deveiling County Deveiling Protection/Ris Underwriting Company	Policy Period Previous Policy Full Term Premium Premium Full Term Change in Premium
<b>Note:</b> Both options are found on the Quote screen.	Dwelling Construction     Coverages     Valuables Plus(Inland M      Underwrting     Policy Review     Applied Discounts/Surcharges	Discounts/Surcharges



# Part 6 – Process if Error Message in Policy Center

Step 1

Action	Screen
If you receive an error message when selecting "Launch MSB" from PolicyCenter, use Agent Center to access the cost estimator to create a new valuation or access the previously created one.	Dwelling Construction       < Back       Next >       Quote       Save Draft       Withdraw Transaction       View Bill Calculator         Errors: <ul> <li>An error has occurred, Reconstruction Cost Estimate cannot be ordered at this time. Please try again once the system is available.</li> <li>MSB</li> <li>Renovation Details</li> <li>Renovation Details</li> <li>Contactus   Products</li> <li>Personal</li> <li>Commercial &amp; Agribusiness</li> <li>Private Client</li> <li>Billing &amp; Claims</li> <li>Agency</li> <li>Learning Center</li> <li>Physical processing</li> <li>Change a policy</li> <li>NBS policy</li> <li>NBS policy</li> <li>Change a policy</li></ul>

### Part 6 – Process if Error Message in Policy Center (cont'd)

### Step 2

### Action

After completing or updating the estimate, copy the estimate number listed to enter it in PolicyCenter on the "Dwelling Construction" screen. Use that estimate number to launch and retrieve the information.

**Note:** The process of launching the cost estimator from Agent Center would be used if the error message occurs when selecting "Launch MSB" for any of the radio button options: Create New, Find existing using estimate number, or Find existing using policy number.



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