

How to Add a Secondary Residence to an Umbrella Policy

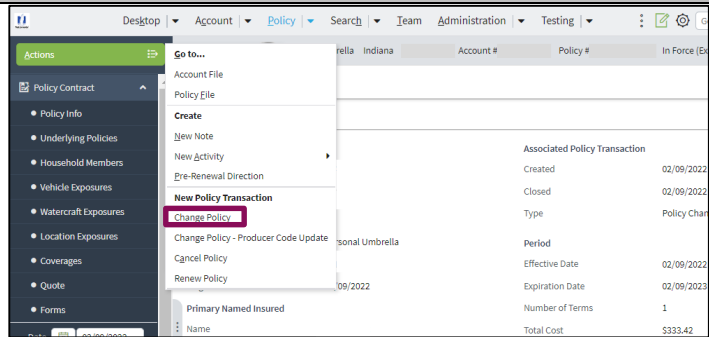


Description:

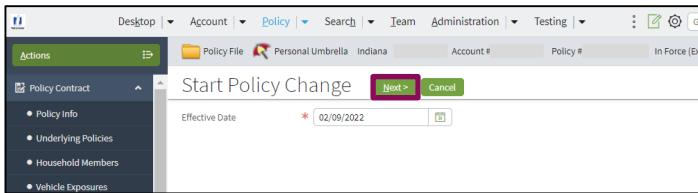
This job aid describes how to add a secondary residence to an umbrella policy. In most cases, the liability for the secondary residence is being extended from the primary home. A location needs to be added to the policy on the “Location Exposures” screen.

On the “Location Exposures” screen, you can add a “New Location”, “Remove an Existing Location” from the Umbrella policy, or “Add an Existing Location”, which is already on the account, to the umbrella policy.

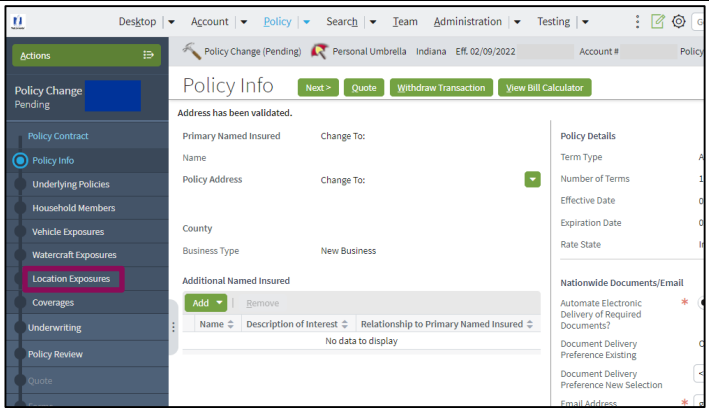
Step 1

Action	Screen
<p>Navigate to an existing umbrella policy.</p> <ul style="list-style-type: none"> Select the “Actions” button. Select “Change Policy” from the drop-down menu. 	

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"> Adjust the “Effective Date” field if necessary. Select the “Next” button. 	

Step 3

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

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Step 4

Action

On the “Location Exposures” screen:

If the location exists on the policyholder’s account:

- Select the “Add Existing Location” button.

If the location does not exist on the policyholder’s account:

- Select the “New Location” button.

In this example, “New Location” is selected.

Screen

The screenshot shows the 'Location Exposures' screen in a web application. The left sidebar contains a menu with options like 'Policy Change Pending', 'Policy Contract', 'Policy Info', 'Underlying Policies', 'Household Members', 'Vehicle Exposures', 'Watercraft Exposures', 'Location Exposures' (selected), 'Coverages', 'Underwriting', 'Policy Review', 'Quote', 'Forms', 'Tools', and 'Notes'. The main content area is titled 'Location Exposures' and includes a 'Policy Change (Pending)' status. Below this, there are buttons for '< Back', 'Next >', 'Quote', 'Withdraw Transaction', and 'View Bill Calculator'. A section titled 'Underwriting questions applicable to all locations' contains a question 'Do Nationwide underlying policies cover all locations?' with 'Yes' and 'No' radio buttons. Below this, there are buttons for 'New Location' (highlighted in green), 'Remove', and 'Add Existing Location'. A table lists locations with columns for '#', 'Location Type', 'Address', and 'Underlying Policy'. The first location is '1 Dwelling'. Below the table, there are tabs for 'Location Details' and 'Dwelling Details'. The 'Location Details' tab is active, showing fields for 'Location #', 'Location Type', 'Policy Type', 'Usage', 'Number of Units', 'Underlying Policy', 'Location', and 'Address Line 1'. The 'New Location' button is highlighted in green.

Step 5

Action

On the “Location Details” tab:

- Select “Condominium” from the “Policy Type” drop-down list.

Screen

The screenshot shows the 'Location Details' tab in the 'Location Exposures' screen. The 'Policy Type' dropdown menu is open, showing options: '<none>', '<none>', 'Mortgage', 'Condominium' (highlighted in blue), 'Vacation', and 'Dwelling Fire'. The 'Condominium' option is selected. The 'Location Details' tab is active, showing fields for 'Location #', 'Location Type', 'Policy Type', 'Usage', 'Number of Units', 'Underlying Policy', 'Location', and 'Address Line 1'. The 'New Location' button is highlighted in green.

Step 6

Action

On the “Location Details” tab:

- Select “Additional Residence” from the “Usage” drop-down list.

Screen

The screenshot shows the 'Location Details' tab in the 'Location Exposures' screen. The 'Usage' dropdown menu is open, showing options: 'Primary', 'Primary Rental', and 'Additional Residence' (highlighted in blue). The 'Additional Residence' option is selected. The 'Location Details' tab is active, showing fields for 'Location #', 'Location Type', 'Policy Type', 'Usage', 'Number of Units', 'Underlying Policy', 'Location', and 'Address Line 1'. The 'New Location' button is highlighted in green.

Step 7

Action

On the “Location Details” tab:

- Update the “Underlying Policy” information, as necessary, and “Address Description”.
- Select the “Policy Review” link to review the changes to the policy.

Screen

Step 8

Action

On the “Policy Review” screen:

- Select the “Quote” button.

Note: An “x” indicates the line item has been removed from the policy. A “√” indicates the line item has been added to the policy.

Screen

Step 9

Action

On the “Quote” screen:

- Select the “Issue Change” button.
- Select the “OK” button on the confirmation pop-up window.

Screen

Step 10

Action

The “Policy Change Bound” screen displays confirming the binding of the policy change.

Screen