

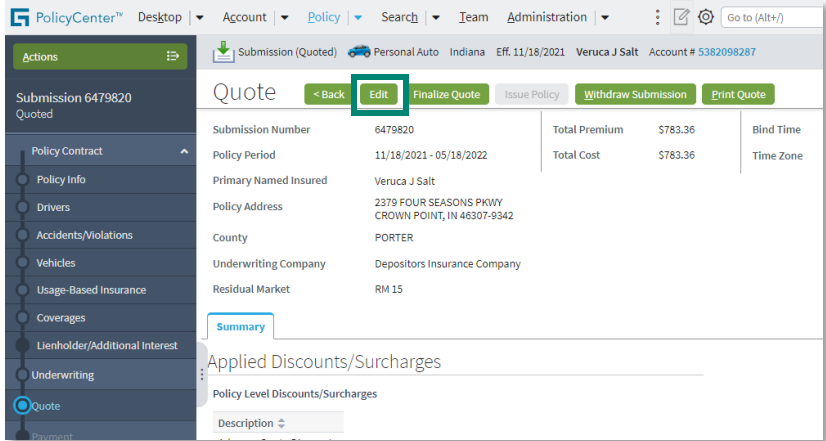
# Edit a Submission or Policy Change Transaction



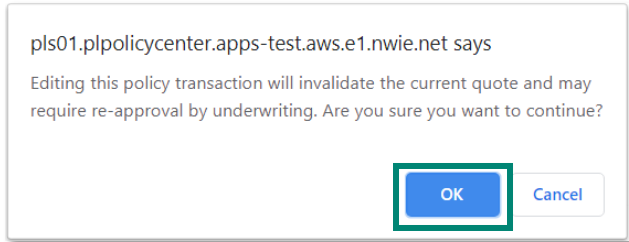
After a policy submission or change has been quoted, but before it has been bound, it can be edited and updates made to the quote. The submission/policy change must be requoted after completing edits.

This job aid begins on the *Quote* screen.

## Step 1

Action	Screen
<p>The submission is in “<i>Quoted</i>” status.</p> <ul style="list-style-type: none"> <li>Click the <b>Edit</b> button.</li> </ul>	

## Step 2

Action	Screen
<p>A pop-up message displays.</p> <ul style="list-style-type: none"> <li>Click the <b>OK</b> button.</li> </ul>	

# Edit a Submission or Policy Change Transaction

## Step 3

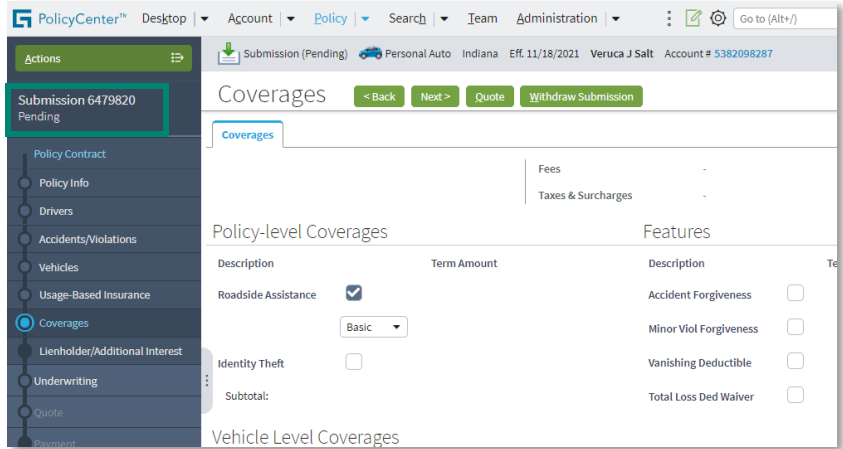
### Action

The policy opens for edits on the *Coverages* screen.

**Note:** The submission is back in “**Pending**” status.

- Complete the edits to the submission, quote, and issue the policy change.

### Screen



The screenshot shows the PolicyCenter™ Desktop interface. The top navigation bar includes 'Desktop', 'Account', 'Policy', 'Search', 'Team', and 'Administration'. The user is logged in as 'Veruca J Salt' with account number '5382098287'. The main content area is titled 'Coverages' and shows a submission status of 'Pending'. The left sidebar lists various policy components, with 'Coverages' selected. The main area displays 'Policy-level Coverages' and 'Vehicle Level Coverages'. The 'Policy-level Coverages' section includes a table with columns for 'Description', 'Term Amount', and 'Features'. The 'Features' section includes a table with columns for 'Description' and 'Term Amount'.

Description	Term Amount	Features
Roadside Assistance	<input checked="" type="checkbox"/>	Accident Forgiveness
Identity Theft	<input type="checkbox"/>	Minor Viol Forgiveness
Subtotal:		Vanishing Deductible
		Total Loss Ded Waiver

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