

## Change PowerSports Recreational Vehicle Policy Coverage Amount

### In Brief

In this Quick Card, you will change the PowerSports Recreational Vehicle policy coverage amount for an existing policy.

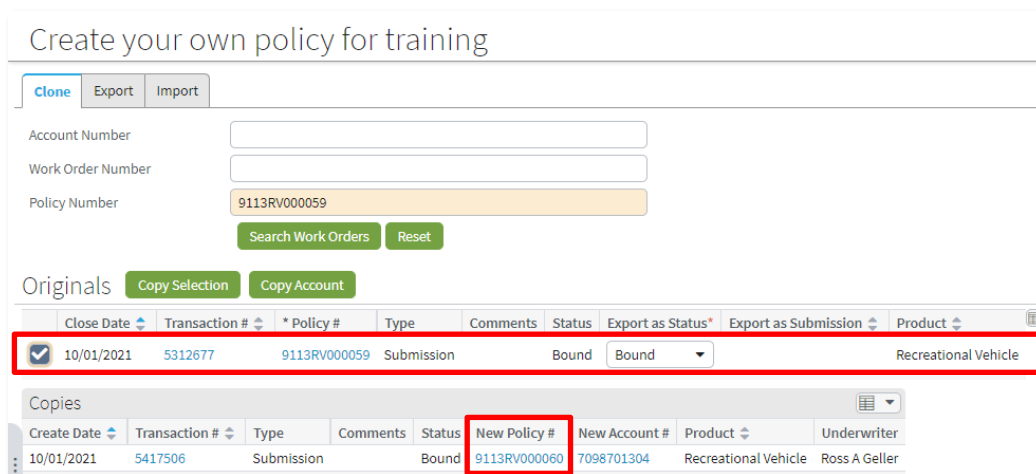
Log in to the [VTO](#) using the appropriate generic user account from the [VTO Information Guide](#) document.

### Quick Card

**IMPORTANT:** This is a test environment. The next seven (7) steps are ONLY used in the VTO.

### Clone the Policy

1. Click the down arrow to the right of the **Training** button on the **Tab Bar**. Select **"Create your own policy for training"** from the drop-down menu.
2. Enter **"9113RV000059"** in the **Policy Number** field exactly as it is shown, including spaces and capital letters.
3. Click the **Search Work Orders** button.
4. In the **Originals** section, click the checkbox to the left of the **Submission** Transaction Type for the policy being cloned. In this example, select the checkbox to the left of Transaction #**5312677**.



Create your own policy for training

Clone Export Import

Account Number

Work Order Number

Policy Number

Search Work Orders Reset

Originals Copy Selection Copy Account

	Close Date	Transaction #	* Policy #	Type	Comments	Status	Export as Status*	Export as Submission	Product
<input checked="" type="checkbox"/>	10/01/2021	5312677	9113RV000059	Submission		Bound	Bound		Recreational Vehicle

Copies

	Create Date	Transaction #	Type	Comments	Status	New Policy #	New Account #	Product	Underwriter
	10/01/2021	5417506	Submission		Bound	9113RV000060	7098701304	Recreational Vehicle	Ross A Geller

5. Click the **Copy Selection** button.  
**Note:** If the **Copies** section does not automatically populate, click on the **Search** tab, then back on the **Training** tab. The clone information should be visible.
6. Scroll down, if necessary, to the **Copies** section.
7. Click the link in the **New Policy #** column.



**IMPORTANT:** PolicyCenter automatically created a **New Account #**. The new account is linked to the *cloned* policy, not the original.

### Summary screen

8. Click the **Actions** button.
9. Select “**Change Policy**” from the drop-down menu.

### Start Policy Change screen

10. PolicyCenter defaults the **Effective Date** to the current system date. If necessary, you can change the date to a future date. In this example, accept the current date.
11. Click the **Next >** button.

### Policy Info screen

12. Click the **Coverages** link.

### Coverages screen

13. In the *Vehicle Level Coverages* section change the following coverages for all RVs:
  - Change **Comprehensive** to 2500.
  - Change **Collision** to 2500.
  - Change **Bodily Injury** to 300/300.
  - Change **Property Damage** to 300,000.
  - Change **Uninsured Motorist Bodily Injury** to 300/300.
  - Change **Uninsured Motorist Property Damage** to 300,000.
  - Change **Underinsured Motorist Bodily Injury** to 300/300.
14. Click the **Quote** button.

**IMPORTANT:** This is a test environment. This data is not valid. The VTO is not connected to the rating system, but in production, you will see the correct premium.

15. Click the **Issue Change** button.
16. Click the **OK** button.

### Policy Change Bound screen

PolicyCenter displays the message, “*Your Policy Change (#XXXX) has been bound.*”