



Amendment - Changing Building Limit (BOP)

Purpose

When you need to change the building limit on an existing policy.

Helpful Hints

If you wish to complete this scenario without having to create a policy from scratch, please review the *Procedure* section below for more details.

Procedure

Please reference the [VTO User Guide for Associates](#) for more details on how to log in and use the VTO.

You can link to PolicyCenter directly: <https://clpolicycentertraining.nationwide.com/>

For this scenario, you can locate a building and change the building limit in one of two ways:

- Set up an account, create and issue your own policy, then follow the steps below to change the building limit
 - **(Please refer to: Set-Up an Account in ClearQuoteSM and Create a Quote in ClearQuoteSM scenario cards)**
- You can select and search from the list of Practice Accounts

Practice Accounts

Underwriting		Servicing		Processing		CL BPO (East)	
1.	3501639831	1.	3501639852	1.	3501639862	1.	3501639866
2.	3501639830	2.	3501639856	2.	3501639861	2.	3501639865
3.	3501639835	3.	3501639846	3.	3501639864	3.	3501639869
4.	3501639837	4.	3501639847	4.	3501639877	4.	3501639874
5.	3501639836	5.	3501639843	5.	3501639868	5.	3501639871
6.	3501639834	6.	3501639850	6.	3501639870	6.	3501639881
7.	3501639839	7.	3501639854	7.	3501639879	7.	3501639882
8.	3501639840	8.	3501639849	8.	3501639876	8.	3501639883
9.	3501639838	9.	3501639858	9.	3501639880	9.	3501639885
10.	3501639833	10.	3501639853	10.	3501639878	10.	3501639887
11.	3501639844	11.	3501639855	11.	3501639872	11.	3501639886
12.	3501639841	12.	3501639851	12.	3501639863	12.	3501639888
13.	3501639848	13.	3501639857	13.	3501639875	13.	3501639890
14.	3501639845	14.	3501639860	14.	3501639873	14.	3501639884
15.	3501639842	15.	3501639859	15.	3501639867	15.	3501639889



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Scenario Card

Navigate to the policy you wish to change building limits on in PolicyCenter. To navigate to the policy, complete the following:

1. Click in the **Search** drop-down menu.
2. Select **Accounts** from the drop-down menu.

Search Accounts Screen

3. Enter the applicable account number in the **Account Number** field.
4. Click the **Search** button.
5. Click on the **Account Number** to navigate to the Account Summary screen.

Account Summary Screen

6. Scroll down and select the policy #.

Summary Screen

7. Click the **Actions** button.
8. Select **Change Policy** from the drop-down menu.

Start Policy Change Screen

9. Select an **Effective Date** after 12/01/2021.
10. Click the **Next** button to go to the Policy Info screen

Policy Info Screen

11. Click **Building and Classifications** in the left nav.

Building and Classifications Screen

12. Click on the **Coverage and Deductibles** tab.
13. Locate the **Building** limit field and decrease the building limit within the ITV
14. Click **Quote**.

Quote Screen

15. Review the policy's new premium.
16. Click the **Issue Policy** button.
17. Click the **OK** button in the pop-up window to confirm that you want to issue the policy.

Policy Change Bound Screen

The System displays the message, *Your Policy Change (#XXXXX) has been bound.*