

Add or Remove a Trailer to an Auto Policy

PolicyCenter



Description

This job aid reviews how to add or remove a trailer on an existing Auto policy.

You can add a trailer only to an existing Auto policy as a policy change. If creating a new submission, at least one vehicle *must* be included in addition to the trailer. You cannot create a new submission for a trailer only. If you need to replace a trailer, remove the current trailer from the existing policy then add the new trailer as part of the change policy process.

If adding or removing a trailer to a Powersports policy, see the *Add or Remove a Trailer to an Existing Motorcycle/Off-Road Vehicle/Recreational Vehicle Powersports Policy* or *Add or Remove a Trailer to an Existing Pleasure Boatowners Powersports Policy* job aid.

Select the link to advance to the desired procedure:

- [Add a Trailer](#)
- [Remove a Trailer](#)

By accepting a copy of these materials:

(1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries ("Nationwide"); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor retained by an Independent Sales Agent; or (d) an Independent Adjuster who has a contract with Nationwide; or (e) an employee of or an independent contractor retained by an Independent Adjuster.

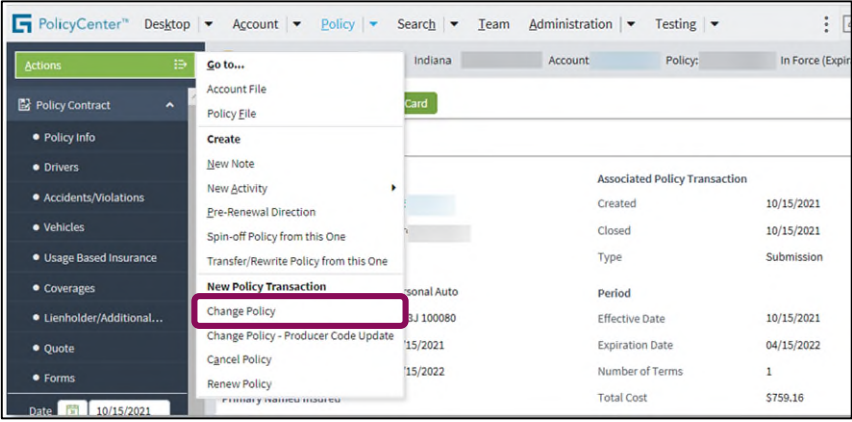
(2) I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide's prior written consent.

(3) I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance with all applicable laws and regulations.

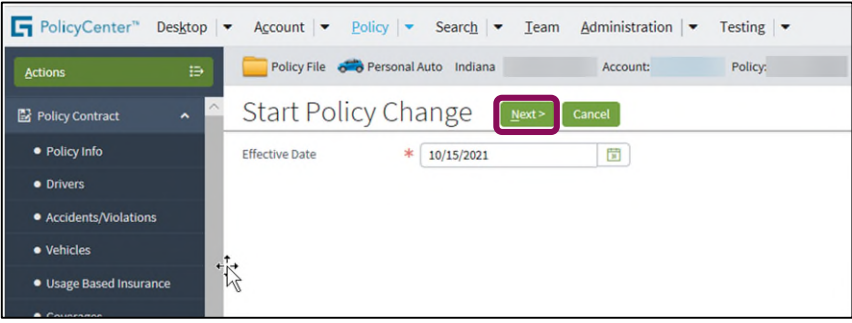
(4) I agree that I will return or destroy any material provided to me during this training, including any copies of such training material, when or if any of the following circumstances apply: (a) my Independent Sales Agent agreement with Nationwide is cancelled or I no longer hold any appointments with Nationwide; (b) my employment with or contract with a Nationwide Independent Sales Agent is terminated; (c) my Independent Adjuster contract with Nationwide is terminated; (d) my employment with or contract with a Nationwide Independent Adjuster is terminated; or (e) my employment or contract with Nationwide is terminated for any reason.

Add a Trailer

Step 1

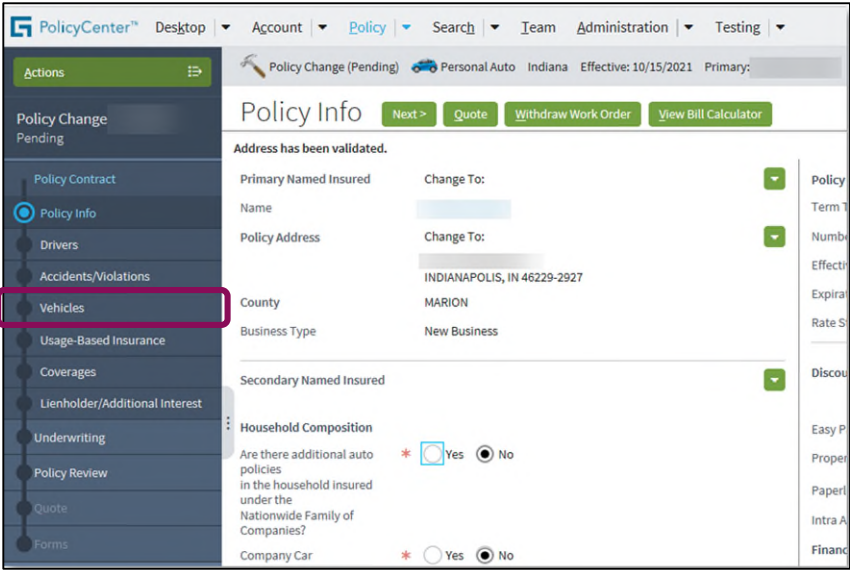
Action	Screen
<p>Open an existing Auto policy:</p> <ul style="list-style-type: none">• Select the Actions button.• Select “Change Policy” from the drop-down menu.	 <p>The screenshot shows the PolicyCenter Desktop interface. The left sidebar has a 'Policy Contract' dropdown menu open, showing options like 'Policy Info', 'Drivers', 'Accidents/Violations', 'Vehicles', 'Usage Based Insurance', 'Coverages', 'Lienholder/Additional...', 'Quote', and 'Forms'. The 'Actions' button is highlighted in green. The 'New Policy Transaction' dropdown menu is open, showing options like 'New Note', 'New Activity', 'Pre-Renewal Direction', 'Spin-off Policy from this One', 'Transfer/Rewrite Policy from this One', 'Change Policy' (highlighted with a red box), 'Change Policy - Producer Code update', 'Cancel Policy', and 'Renew Policy'. The main area shows a 'Policy File' card for 'Personal Auto' in 'Indiana' with a date of '10/15/2021'. The 'Associated Policy Transaction' table shows a 'Created' date of '10/15/2021', a 'Closed' date of '10/15/2021', a 'Type' of 'Submission', a 'Period' of 'Personal Auto', an 'Effective Date' of '10/15/2021', an 'Expiration Date' of '04/15/2022', a 'Number of Terms' of '1', and a 'Total Cost' of '\$759.16'.</p>

Step 2

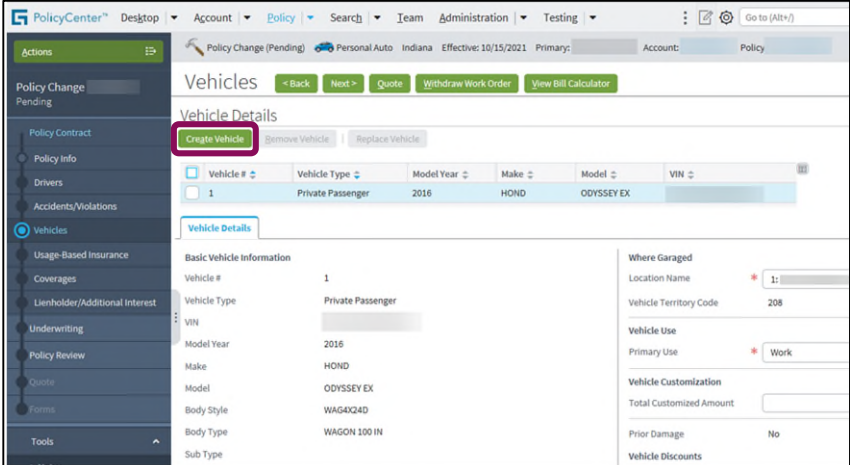
Action	Screen
<p>On the <i>Start Policy Change</i> screen:</p> <ul style="list-style-type: none">• Enter the Effective Date. The Effective Date defaults to today's date but may be changed.• Select the Next button.	 <p>The screenshot shows the 'Start Policy Change' screen in PolicyCenter. The left sidebar has a 'Policy Contract' dropdown menu open, showing options like 'Policy Info', 'Drivers', 'Accidents/Violations', 'Vehicles', 'Usage Based Insurance', and 'Forms'. The 'Effective Date' field is highlighted with a red box, showing the date '10/15/2021'. The 'Next' button is highlighted with a red box. The 'Cancel' button is also visible. The main area shows a 'Policy File' card for 'Personal Auto' in 'Indiana' with a date of '10/15/2021'.</p>

Add a Trailer, continued

Step 3

Action	Screen
<div>On the <i>Policy Info</i> screen:<ul style="list-style-type: none">Select the Vehicles link.</div>	

Step 4

Action	Screen
<div>On the <i>Vehicles</i> screen:<ul style="list-style-type: none">Select the Create Vehicle button.</div>	

Add or Remove a Trailer to an Auto Policy (4 of 8)

PolicyCenter



Add a Trailer, continued

Step 5

Action

On the *Vehicles* screen:

- Select **"Utility Trailer"** from the **Vehicle Type** drop-down list.

Screen

Step 6

Action

In the *Basic Vehicle Information* section:

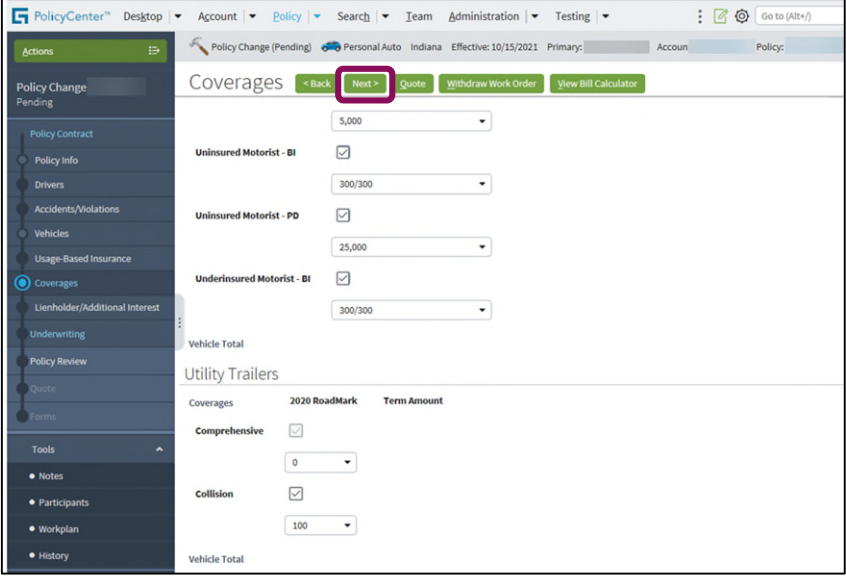
- Enter the appropriate information into the following fields:
 - **Model Year**
 - **Make**
 - **Cost New**
- Select the **Coverages** link.

Important Note: **Cost New** is not marked as a required field but must be completed if any Comprehensive or Collision coverages are selected for the trailer. Usage-Based Insurance is not available on trailers.

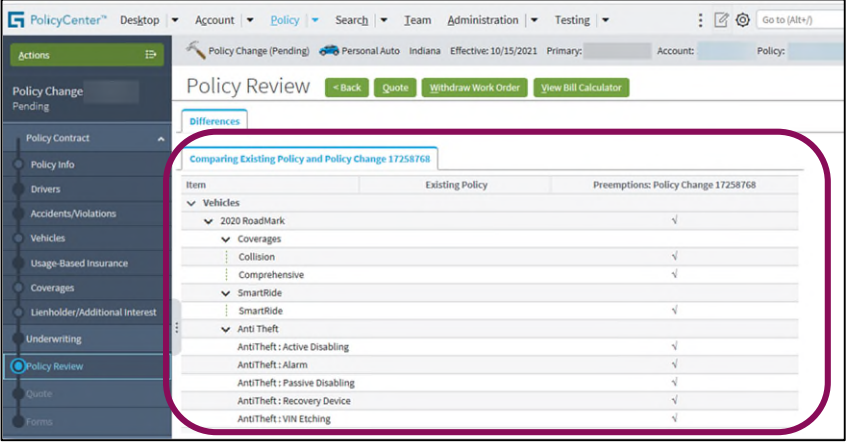
Screen

Add a Trailer, continued

Step 7

Action	Screen
<p>On the <i>Coverages</i> screen:</p> <ul style="list-style-type: none">• Scroll down to the bottom of the screen to review Comprehensive and Collision values for the trailer. <p>Important Note: If the Cost New field was not completed in the <i>Vehicles</i> screen, PolicyCenter displays an error message when you advance to the next screen.</p> <ul style="list-style-type: none">• Select the Next > button multiple times to advance to the <i>Policy Review</i> screen.	

Step 8

Action	Screen
<p>On the <i>Policy Review</i> screen:</p> <ul style="list-style-type: none">• Review the coverages for the trailer.• Quote and Issue the policy change.	

[Return to Top](#)

Add or Remove a Trailer to an Auto Policy (6 of 8)

PolicyCenter



Remove a Trailer

Step 1

Action

Open an existing Auto policy:

- Select the **Actions** button.
- Select **"Change Policy"** from the drop-down menu.

Screen

The screenshot shows the PolicyCenter Desktop interface. The 'Actions' button is highlighted in the left sidebar. A dropdown menu is open, showing 'New Policy Transaction' with 'Change Policy' highlighted. The background shows a policy summary for 'Personal Auto' in 'Indiana' with an effective date of 10/15/2021 and an expiration date of 04/15/2022.

Step 2

Action

On the *Start Policy Change* screen:

- Enter the **Effective Date**. The **Effective Date** defaults to today's date but may be changed.
- Select the **Next** button.

Screen

The screenshot shows the 'Start Policy Change' screen. The 'Effective Date' field is set to 10/15/2021. The 'Next >' button is highlighted in a red box.

Step 3

Action

On the *Policy Info* screen:

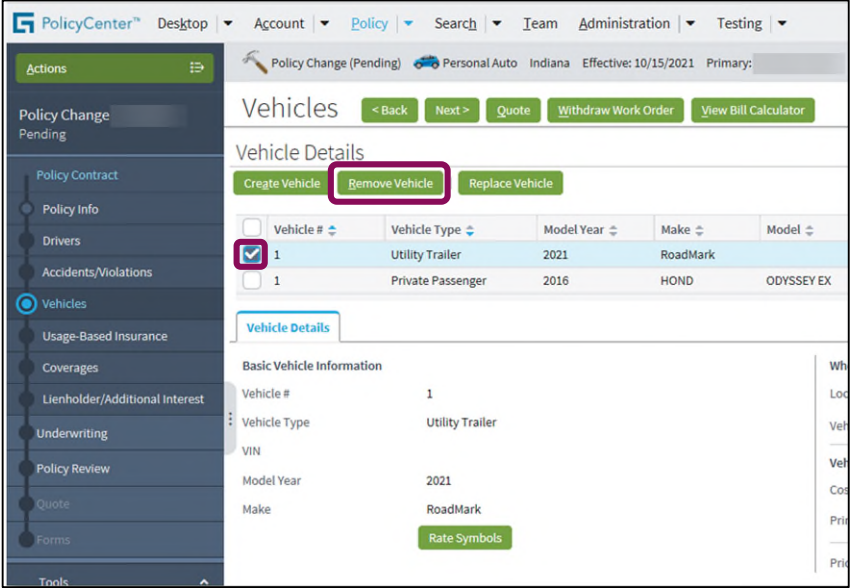
- Select the **Vehicles** link.

Screen

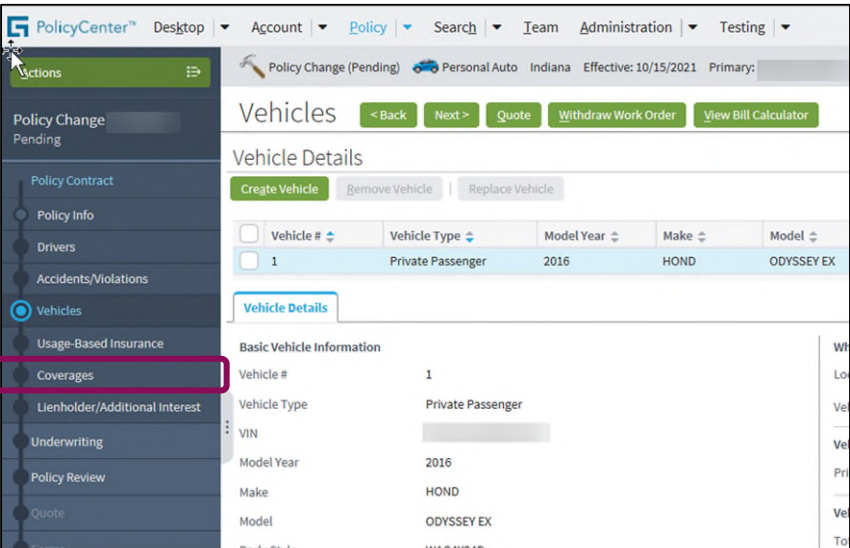
The screenshot shows the 'Policy Info' screen. The 'Vehicles' link is highlighted in the left sidebar. The main content area shows 'Address has been validated.' and 'Primary Named Insured' information. The 'Vehicles' link is highlighted in a red box.

Remove a Trailer, continued

Step 4

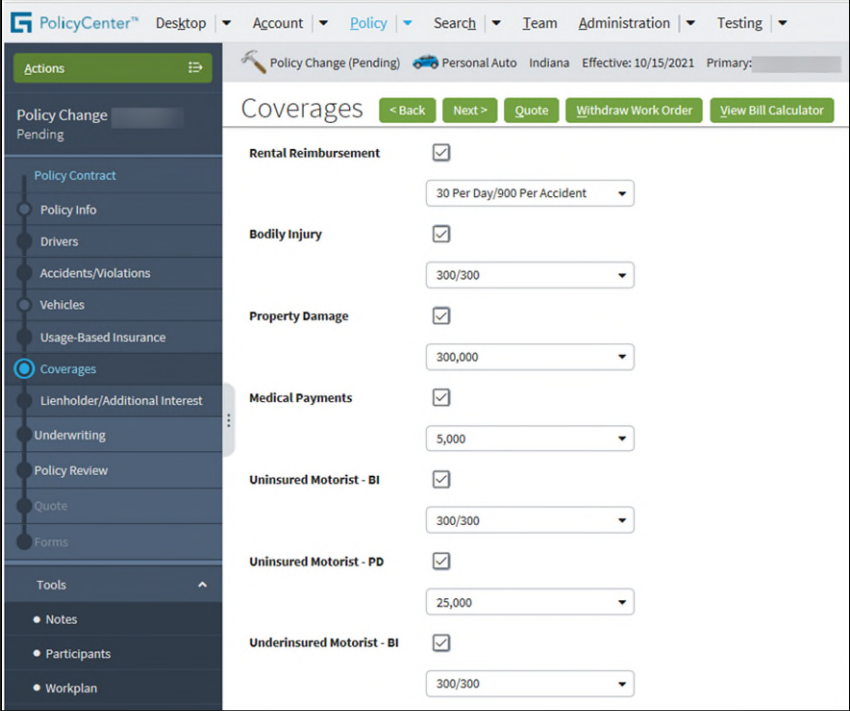
Action	Screen
<p>On the <i>Vehicles</i> screen:</p> <ul style="list-style-type: none">• Select the checkbox to the left of the Vehicle # (trailer) to be removed.• Select the Remove Vehicle button.	 <p>The screenshot shows the PolicyCenter interface. On the left is a navigation menu with 'Vehicles' selected. The main area is titled 'Vehicles' and includes buttons for '< Back', 'Next >', 'Quote', 'Withdraw Work Order', and 'View Bill Calculator'. Below these are 'Create Vehicle', 'Remove Vehicle' (highlighted with a red box), and 'Replace Vehicle' buttons. A table lists vehicles: Vehicle # 1 (Utility Trailer, 2021, RoadMark) with a checked checkbox, and Vehicle # 1 (Private Passenger, 2016, HOND, ODYSSEY EX) with an unchecked checkbox. Below the table is a 'Vehicle Details' section for the selected vehicle, showing 'Basic Vehicle Information' with fields for Vehicle #, Vehicle Type, VIN, Model Year, and Make, and a 'Rate Symbols' button.</p>

Step 5

Action	Screen
<p>After removing the trailer:</p> <ul style="list-style-type: none">• Select the Coverages link to ensure the coverages have also been removed.	 <p>The screenshot shows the PolicyCenter interface. The left navigation menu has 'Coverages' highlighted with a red box. The main area is titled 'Vehicles' and includes buttons for '< Back', 'Next >', 'Quote', 'Withdraw Work Order', and 'View Bill Calculator'. Below these are 'Create Vehicle', 'Remove Vehicle', and 'Replace Vehicle' buttons. The vehicle list shows only the 'Private Passenger' vehicle (Vehicle # 1, 2016, HOND, ODYSSEY EX) with an unchecked checkbox. Below the table is a 'Vehicle Details' section for the selected vehicle, showing 'Basic Vehicle Information' with fields for Vehicle #, Vehicle Type, VIN, Model Year, and Make.</p>

Remove a Trailer, continued

Step 6

Action	Screen
<p>On the <i>Coverages</i> screen:</p> <ul style="list-style-type: none">• Scroll down to the bottom of the page where the trailer coverages originally displayed.• Review the coverages to confirm the trailer has been removed.• Quote and Issue the policy change.	

[Return to Top](#)