

Create a Spin-off Auto or PowerSports Policy

PolicyCenter



Description:

All Spin-Offs must start from the original policy. PolicyCenter has built-in software to help you identify the information needed for the new policy.

If you are spinning off a driver and/or vehicle to a separate account (examples include divorce or a child moving out of the household). It is best to create a new account before starting the Spin-Off process to transfer the driver and/or vehicle to the new account.

After the spin-off policy is complete, you must manually remove the same information from the original policy.

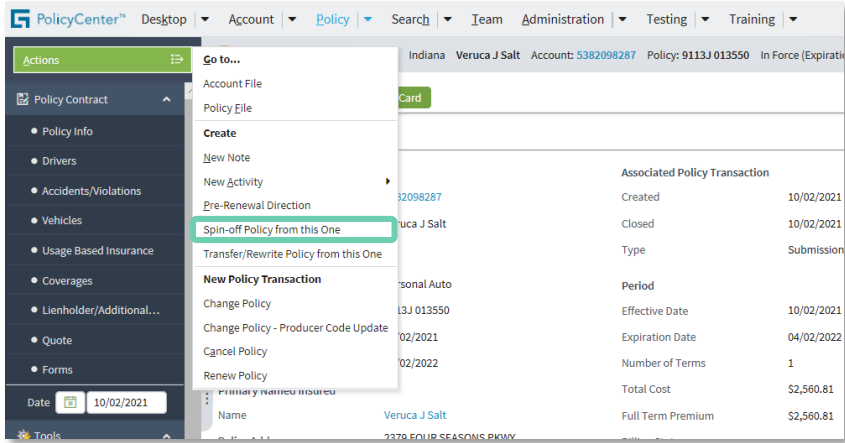
In this example, the first section will guide you through creating a spin-off policy where the child will retain current coverages and be the primary insured. This job aid's second section will provide steps to remove the child from their parent's Auto or PowerSports policy.

Two procedures are discussed in this job aid:

- [Create Spin-Off Policy](#)
- [Update the Original Policy](#)

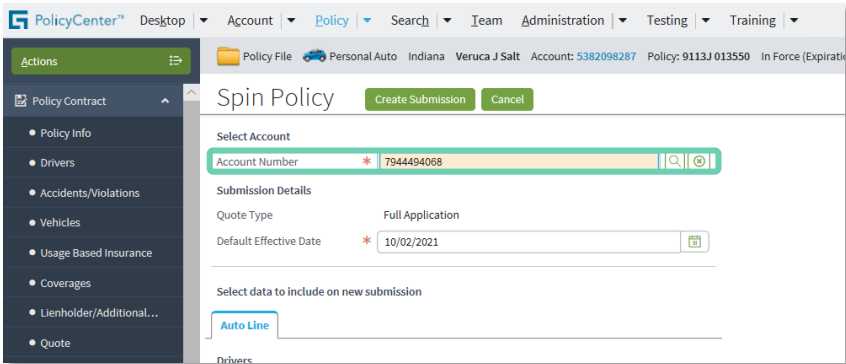
If creating a spin-off in a Divorce/Separation situation, see [Life Events Job Aid](#).

Step 1

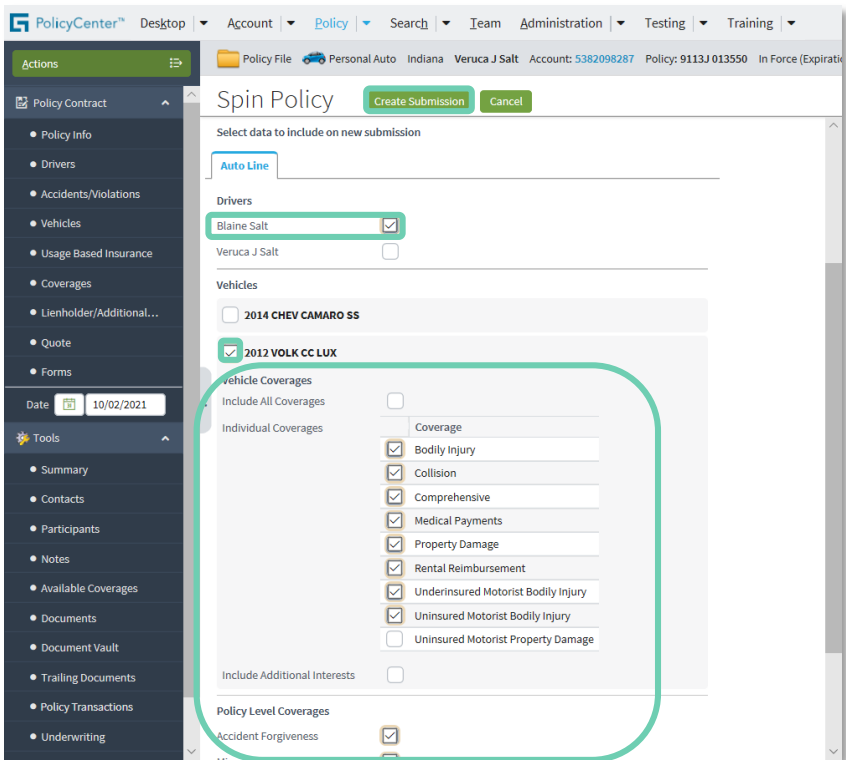
Action	Screen
<p>On the <i>Summary</i> screen of the Source policy:</p> <ul style="list-style-type: none"> Click the Actions button. Select “Spin-off Policy from this One” from the drop-down menu. 	 <p>The screenshot shows the PolicyCenter web application. The top navigation bar includes 'Desktop', 'Account', 'Policy', 'Search', 'Team', 'Administration', 'Testing', and 'Training'. The 'Policy' dropdown menu is open, showing options like 'Go to...', 'Account File', 'Policy File', 'Create', 'New Note', 'New Activity', 'Pre-Renewal Direction', 'Spin-off Policy from this One' (highlighted with a green box), 'Transfer/Rewrite Policy from this One', 'New Policy Transaction', 'Change Policy', 'Change Policy - Producer Code Update', 'Cancel Policy', and 'Renew Policy'. The background shows a policy summary screen for 'Indiana Veruca J Salt' with account number 5382098287 and policy number 9113J 013550.</p>

Job Aid Process (Create Spin-off Policy Cont.) :

Step 2

Action	Screen
<p>A spin-off policy is moved to a new account:</p> <ul style="list-style-type: none"> Enter the Account Number or search by using the magnifying glass button. <p>Note: In this example, the new account has already been created for you.</p>	

Step 3

Action	Screen
<p>On the <i>Spin Policy</i> screen, select the information to be included in the spin-off policy. You may need to scroll down to view all available fields and selections</p> <p>You can select a single driver, a single vehicle, or a combination of driver(s) and vehicle(s) from the source policy.</p> <p>In this example:</p> <ul style="list-style-type: none"> Select the checkbox to the right of the driver. Select the desired vehicle and policy-level coverages for the Spin-Off submission. Select all checkboxes needed for Vehicle Coverages and Policy Level Coverages. You may need to scroll down to view/select coverages. Click the Create Submission button. 	



Job Aid Process (Create a Spin-off Policy Cont.) :

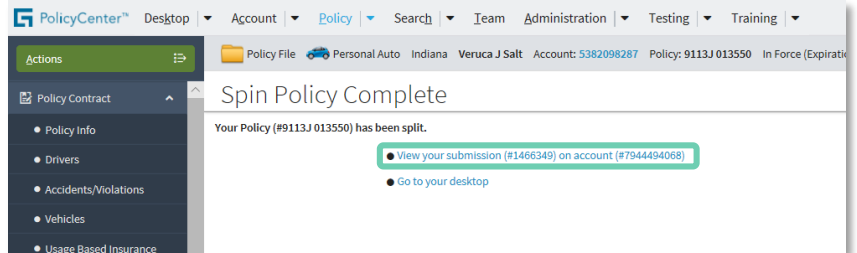
Step 4

Action

A pending submission is created with the spin-off information.

- Click the **View your Submission** link to complete the new Spin-Off submission.

Screen



Step 5

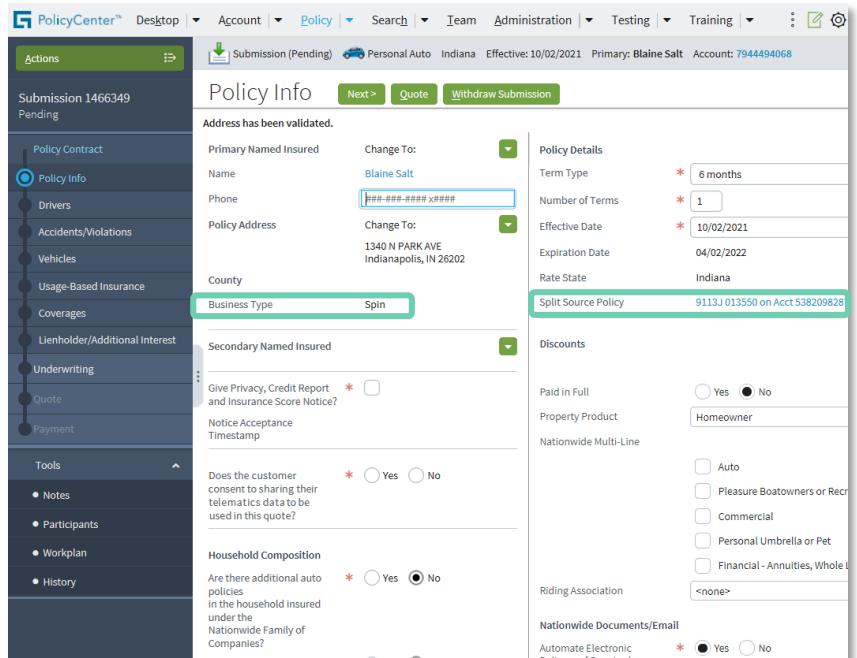
Action

On the *Policy Info* screen, the **Business Type** defaults to “Spin.”

A new field, **Split Source Policy**, is added to the *Policy Details* section.

Note: Policy-level discounts do not copy over. You must make the necessary updates for the Spin-Off policy.

Screen




Job Aid Process (Create a Spin-off Policy Cont.) :

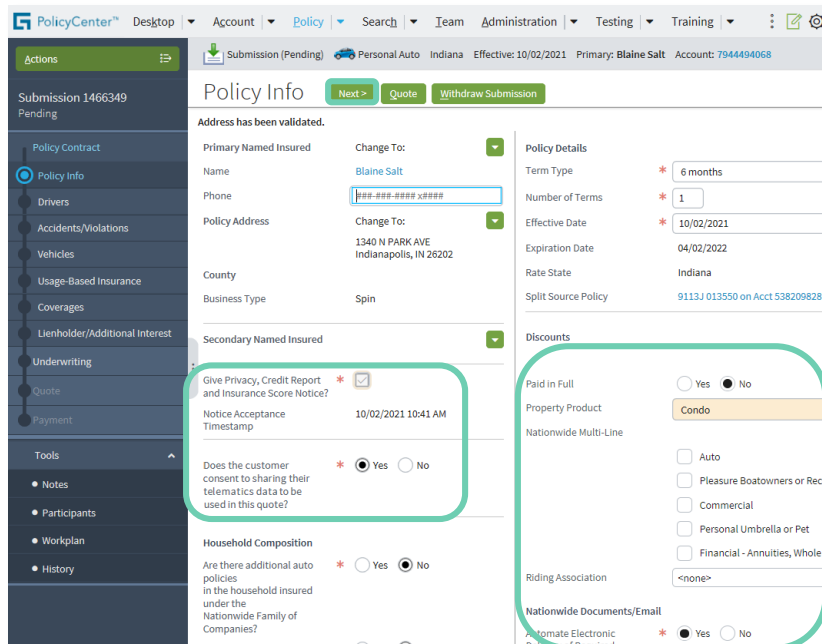
Step 6

Action

On the *Policy Info* screen, complete all required fields and any optional fields desired, including:

- **Give Privacy, Credit Report and Insurance Score Notice**
- **Does the customer consent to sharing their telematics data to be used in the quote?**
- **Easy Pay Sign Up**
- **Property Product**
- **Email Address**
- Click the **Next >** button.

Screen



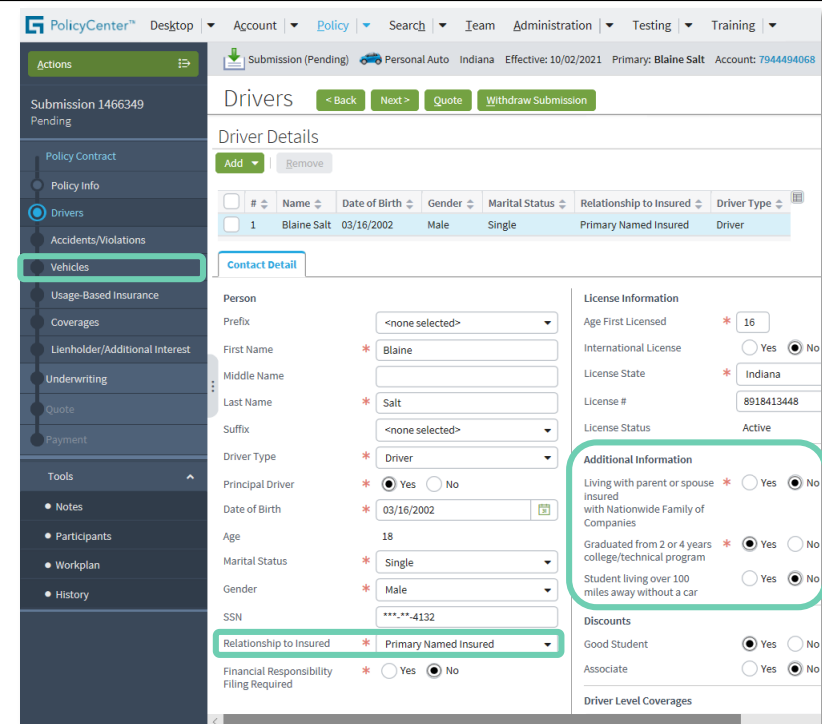
Step 7

Action

On the *Drivers* screen:

- Verify all driver information successfully transferred to the new spin-off policy.
- Select **“Primary Named Insured”** from the **Relationship to Insured** field drop-down list.
- Verify and modify, if needed, all fields in the *Additional Information* section as needed.
- Click the **Vehicles** link.

Screen




Job Aid Process (Create a Spin-off Policy Cont.) :

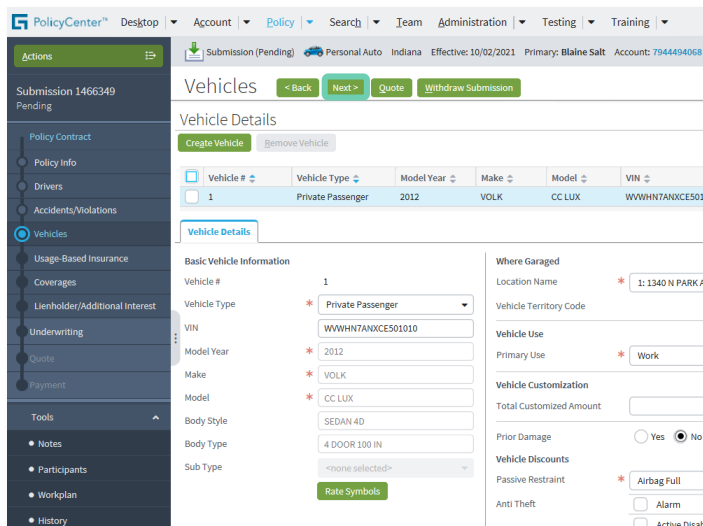
Step 8

Action

On the *Vehicles* screen:

- Verify all vehicle information successfully transferred to the new spin-off policy.
- Click the **Next >** button.

Screen



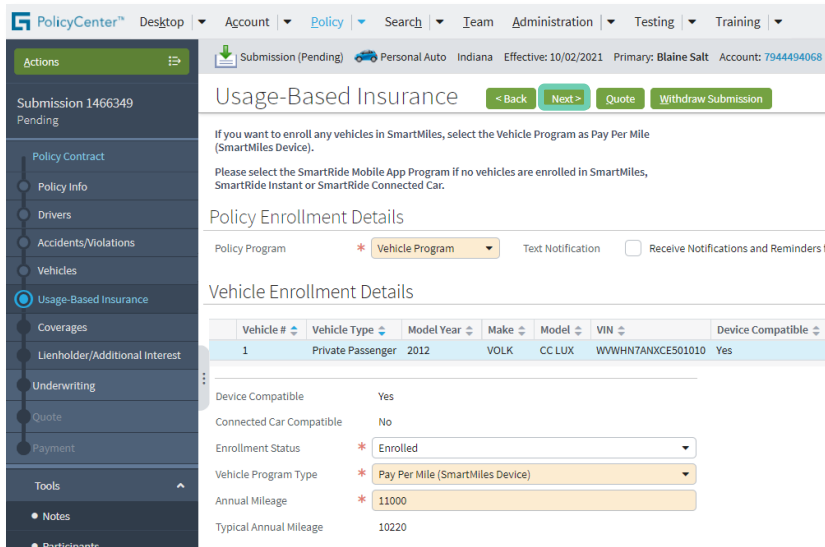
Step 9

Action

On the *Usage-Based Insurance* screen:

- Complete all required fields to specify Usage-Based Insurance needs for the new spin-off policy.
- Click the **Next >** button.

Screen




Job Aid Process (Create a Spin-off Policy Cont.) :

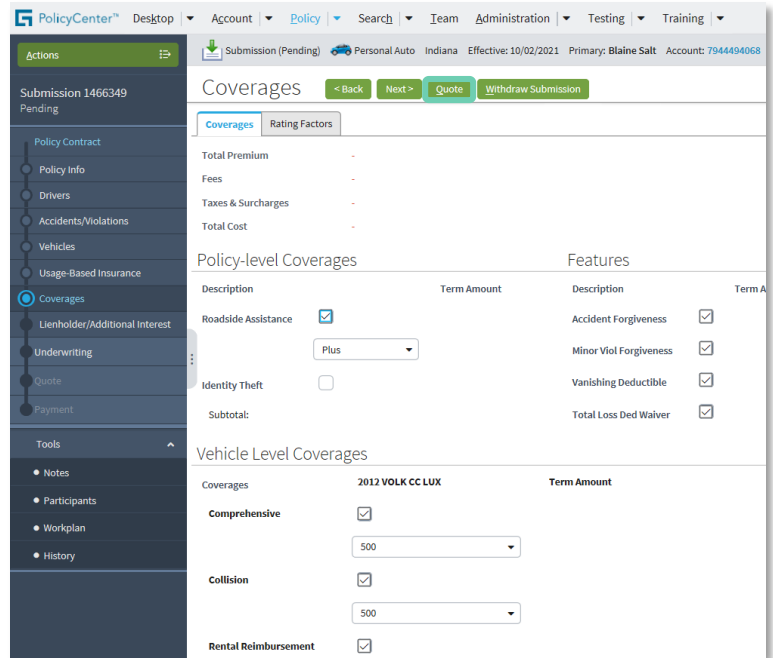
Step 10

Action

On the *Coverages* screen:

- Verify all vehicle information successfully transferred to the new spin-off policy.
- Click the **Quote** button.

Screen



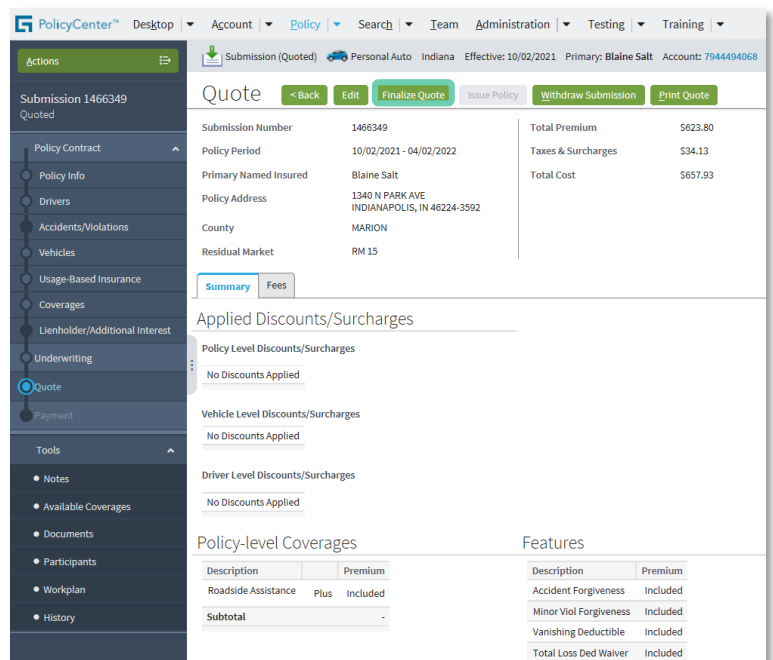
Step 11

Action

On the *Quote* screen:

- Click the **Finalize Quote** button.
- Click the **OK** button on the *Finalize Quote* pop-up window after reviewing the disclosure statement.

Screen




Job Aid Process (Create a Spin-off Policy Cont.) :

Step 12

Action

Clicking the **Finalize Quote** button orders the MVR report for Auto submissions and places the submission in *Binding* status. After binding the policy, if no incidents are found on the report, you can advance to the *Payment* screen, enter the billing information, and issue the policy.

If discrepancies are found in the reports, the bind process stops, and a review of the report is required, allowing you to take the appropriate action. After resolving any discrepancies, you must quote and finalize the quote again, before moving to the *Payment* screen and issuing the policy.

The system displays a progress bar as a visual cue of running validations report ordering. Once validations are complete, the system automatically displays the *Payment* screen.

Note: If a validation or report fails, PolicyCenter continues to display a validation message, warning, or Underwriting rule on the impacted screen.

Screen

Processing...

50%

Running Validations

Step 13

Action

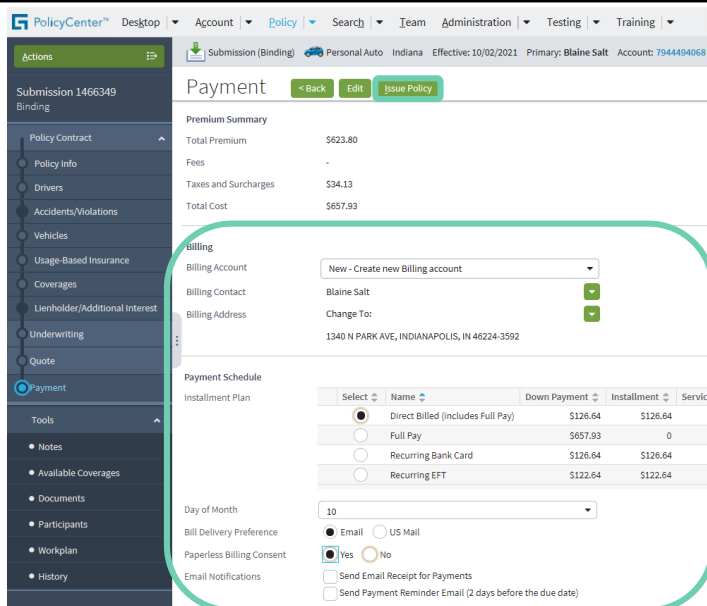
On the *Payment* screen:

- Complete the required billing information. Required fields include:
 - Day of the Month** (defaults to the Effective Date of the submission)
 - Bill Delivery Preference**
 - Paperless Billing Consent**
 - Email Address** (if **Paperless Billing Consent** is chosen)

- Click the **Issue Policy** button.

Click the **OK** button on the confirmation pop-up window.

Screen



Submission (Binding) Personal Auto Indiana Effective: 10/02/2021 Primary: Blaine Salt Account: 7944494068

Payment [Back] [Edit] [Issue Policy]

Premium Summary

Total Premium	\$623.80
Fees	-
Taxes and Surcharges	\$34.13
Total Cost	\$657.93

Billing

Billing Account: New - Create new Billing account

Billing Contact: Blaine Salt

Billing Address: 1340 N PARK AVE, INDIANAPOLIS, IN 46224-3592

Payment Schedule

Select	Name	Down Payment	Installment	Service
<input checked="" type="radio"/>	Direct Billed (includes Full Pay)	\$126.64	\$126.64	
<input type="radio"/>	Full Pay	\$657.93	0	
<input type="radio"/>	Recurring Bank Card	\$126.64	\$126.64	
<input type="radio"/>	Recurring EFT	\$122.64	\$122.64	

Day of Month: 10

Bill Delivery Preference: ☒ Email ☐ US Mail

Paperless Billing Consent: ☒ Yes ☐ No

Email Notifications: ☐ Send Email Receipt for Payments ☐ Send Payment Reminder Email (2 days before the due date)



Job Aid Process (Create a Spin-off Policy Cont.) :

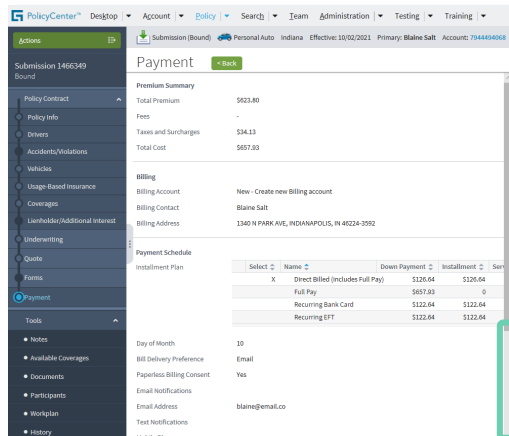
Step 14

Action

On the *Payment* screen:

- Scroll to the bottom to complete payment information.

Screen

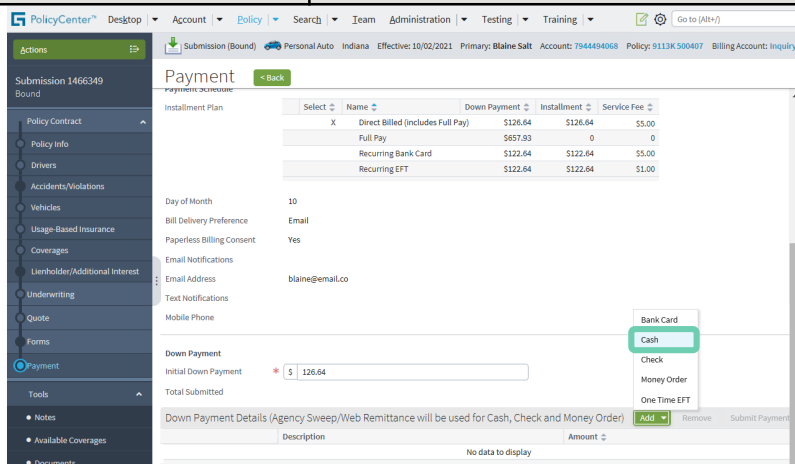


Select	Name	Down Payment	Installment	Service Fee
X	Direct Billed (includes Full Pay)	\$126.64	\$126.64	\$5.00
	Full Pay	\$657.93	0	0
	Recurring Bank Card	\$122.64	\$122.64	\$5.00
	Recurring EFT	\$122.64	\$122.64	\$1.00

Step 15

Action

Screen



Down Payment Details (Agency Sweep/Web Remittance will be used for Cash, Check and Money Order)

Description	Amount
No data to display	

Complete the *Down Payment Details* information. The Initial Down Payment is the amount which must be submitted for down payment. You may need to scroll down to the bottom of the *Payment* screen to locate the *Down Payment* section.

- Click the **Add** button.

Note: You may add up to four down-payment methods.

- Select **Cash** from the drop-down list.

Note: In certain circumstances, like Billing to a 3rd Party Mortgagee or adding the policy to an existing billing account, a down payment is not required. However, it is recommended to accept a down payment when possible.

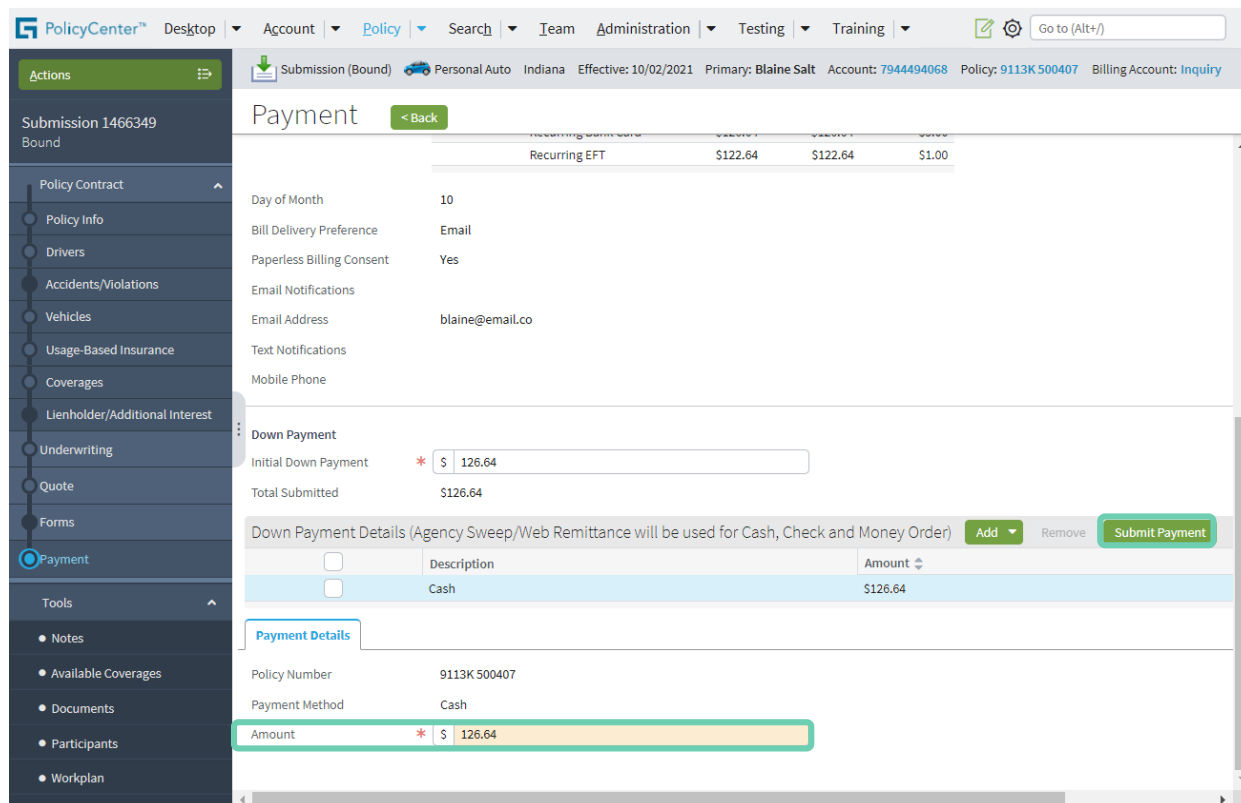


Job Aid Process (Create a Spin-off Policy Cont.) :

Step 16

Action

Screen



PolicyCenter™ Desktop | Account | Policy | Search | Team | Administration | Testing | Training | Go to (Alt+/)

Submission (Bound) | Personal Auto | Indiana | Effective: 10/02/2021 | Primary: Blaine Salt | Account: 7944494068 | Policy: 9113K 500407 | Billing Account: Inquiry

Submission 1466349
Bound

Policy Contract

Policy Info

Drivers

Accidents/Violations

Vehicles

Usage-Based Insurance

Coverages

Lienholder/Additional Interest

Underwriting

Quote

Forms

Payment

Tools

Notes

Available Coverages

Documents

Participants

Workplan

Payment

Recurring Payments

Recurring Payments	Amount	Frequency	Start Date	End Date
Recurring EFT	\$122.64			\$1.00

Day of Month: 10

Bill Delivery Preference: Email

Paperless Billing Consent: Yes

Email Notifications

Email Address: blaine@email.co

Text Notifications

Mobile Phone

Down Payment

Initial Down Payment: \$ 126.64

Total Submitted: \$126.64

Down Payment Details (Agency Sweep/Web Remittance will be used for Cash, Check and Money Order)

Add Remove Submit Payment

Description	Amount
Cash	\$126.64

Payment Details

Policy Number: 9113K 500407

Payment Method: Cash

Amount: \$ 126.64

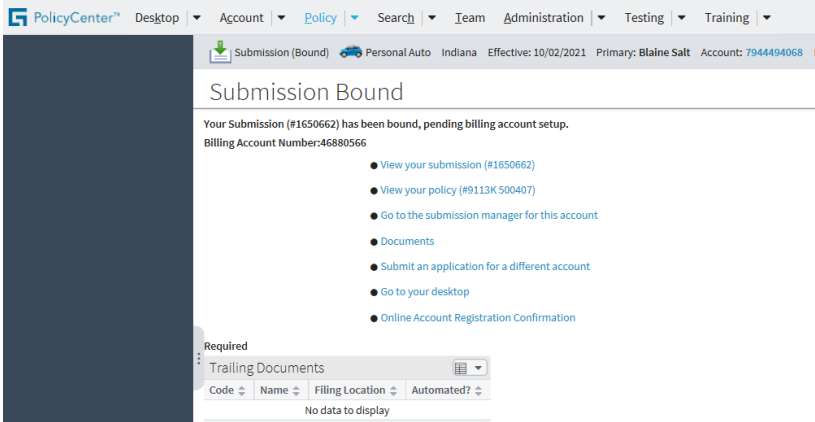
In the *Payments Details* section:

- Review the down payment details and adjust as necessary.
- Enter the down payment amount in the **Amount** field.
- Click the **Submit Payment** button.



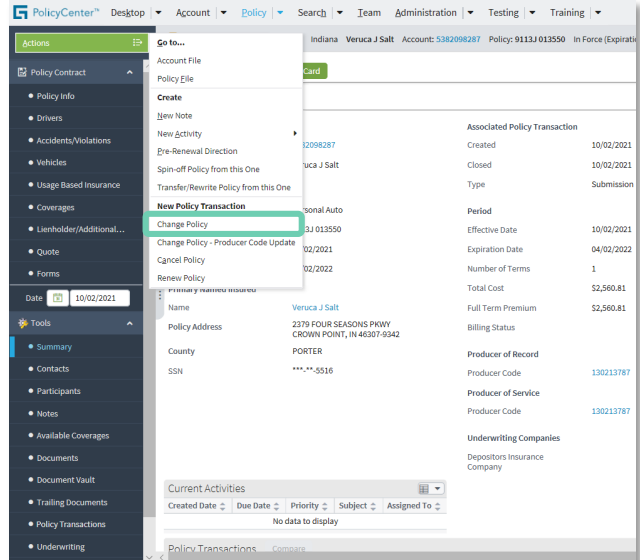
Job Aid Process (Create a Spin-off Policy Cont.) :

Step 17

Action	Screen
The <i>Submission Bound</i> screen displays. This indicates the submission is bound, the Billing Account successfully created, and the down payment accepted.	
After the Spin-Off submission is bound, return to the source policy to remove the driver(s) and/or vehicle(s) and update any member information. PolicyCenter also creates an activity to remind you to remove the driver(s) and vehicle(s) from the source policy.	
Updating the source policy is shown in the next section.	

Update the Source Policy

Step 1

Action	Screen
<p>From the <i>Summary</i> screen of the source policy:</p> <ul style="list-style-type: none"> Click the Actions button. Select “Change Policy” from the drop-down menu. 	



Job Aid Process (Update the Source Policy Cont.) :

Step 2

Action

On the *Start Policy Change* screen:

Note: The **Effective Date** defaults to the current date but may be changed, if needed.

- Click the **Next >** button.

Screen

Step 3

Action

On the *Policy Info* screen:

- Click the **Next >** button.

Screen

Step 4

Action

On the *Drivers* screen, remove the person covered on the Spin-Off policy.

- Select the checkbox the left of the driver to be removed.
- Click the **Remove** button.
- Click the **Vehicles** link.

Screen



Job Aid Process (Update the Source Policy Cont.) :

Step 5

Action

On the *Vehicles* screen:

- Select the checkbox to the left of the vehicle moved to the Spin-off policy.
- Click the **Remove Vehicle** button.
- Click the **Policy Review** link.

Screen

PolicyCenter Desktop Account Policy Search Team Administration Testing Training

Policy Change (Pending) Personal Auto Indiana Effective: 10/02/2021 Primary: Veruca J Salt Account: 5382098

Vehicles

< Back Next > Quote Withdraw Work Order View Bill Calculator

Vehicle Details

Create Vehicle Remove Vehicle Replace Vehicle

Vehicle #	Vehicle Type	Model Year	Make	Model	VIN
<input type="checkbox"/> 1	Private Passenger	2014	CHEV	CAMARO SS	2G1FS1EW6E9213032
<input checked="" type="checkbox"/> 2	Private Passenger	2012	VOLK	CC LUX	WWWHN7ANXC501010

Vehicle Details

Basic Vehicle Information

Vehicle # 1

Vehicle Type Private Passenger

VIN 2G1FS1EW6E9213032

Model Year 2014

Make CHEV

Model CAMARO SS

Body Style 2DR CPE

Body Type 2 DOOR

Sub Type

Rate Symbols

Where Garaged

Location Name * 1: 2379 FOUR SEASON

Vehicle Territory Code 046

Vehicle Use

Primary Use * Work

Vehicle Customization

Total Customized Amount

Prior Damage No

Vehicle Discounts

Passive Restraint * Airbag Full

Anti Theft Alarm

Step 6

Action

On the *Policy Review* screen:

- Review the changes made on the source policy.
- Click the **Quote** button.

Screen

PolicyCenter Desktop Account Policy Search Team Administration Testing Training

Policy Change (Pending) Personal Auto Indiana Effective: 10/02/2021 Primary: Veruca J Salt Account: 5382098

Policy Review

< Back Quote Withdraw Work Order View Bill Calculator

Differences

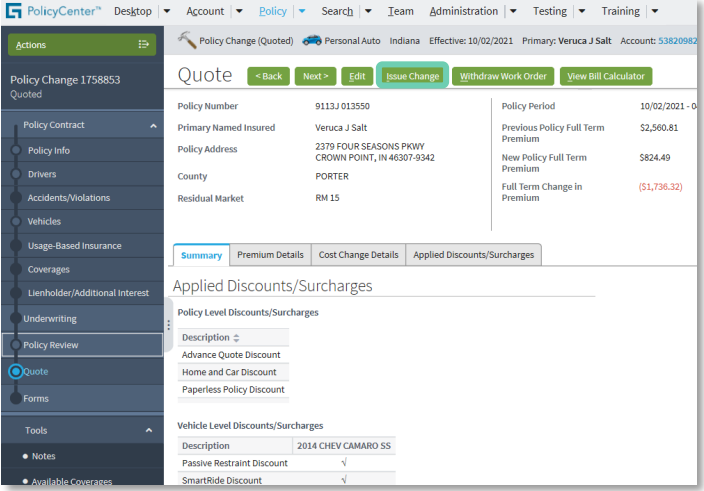
Comparing Existing Policy and Policy Change 1758853

Item	Existing Policy	Preemptions: Policy Change 1758853
Drivers		
Driver: Blaine Salt	✓	x
Assigned Driver :	✓	x
Rated Driver :	✓	x
SmartRide		
SmartRide	✓	x
Driver: Veruca J Salt		
Rated Driver: Veruca J Salt	✓	x
Vehicles		
2012 VOLK CC LUX	✓	x
Coverages		
Bodily Injury	✓	x
Collision	✓	x
Comprehensive	✓	x
Medical Payments	✓	x
Property Damage	✓	x
Rental Reimbursement	✓	x
Underinsured Motorist - BI	✓	x
Uninsured Motorist - BI	✓	x
Uninsured Motorist - PD	✓	x
SmartRide		
SmartRide	✓	x
Anti Theft		
AntiTheft: Active Disabling	✓	x
AntiTheft: Alarm	✓	x
AntiTheft: Passive Disabling	✓	x

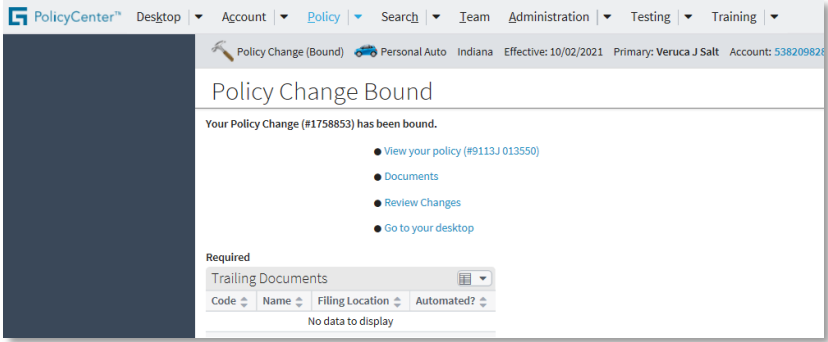


Job Aid Process (Update the Source Policy Cont.) :

Step 7

Action	Screen
<p>On the <i>Quote</i> screen:</p> <ul style="list-style-type: none"> Click the Issue Change button. On the pop-up confirmation window, click the OK button. 	

Step 8

Action	Screen
<p>The <i>Policy Change Bound</i> screen displays, confirming the binding of the policy change.</p>	

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