

## Add, Replace, and Remove a Motorcycle

### In Brief

In this Quick Card, a policyholder purchased a new motorcycle, traded a motorcycle for a different one, and got rid of a third motorcycle. She would like to add the new motorcycle and the traded motorcycle to her existing PowerSports policy, and remove a motorcycle she no longer owns.

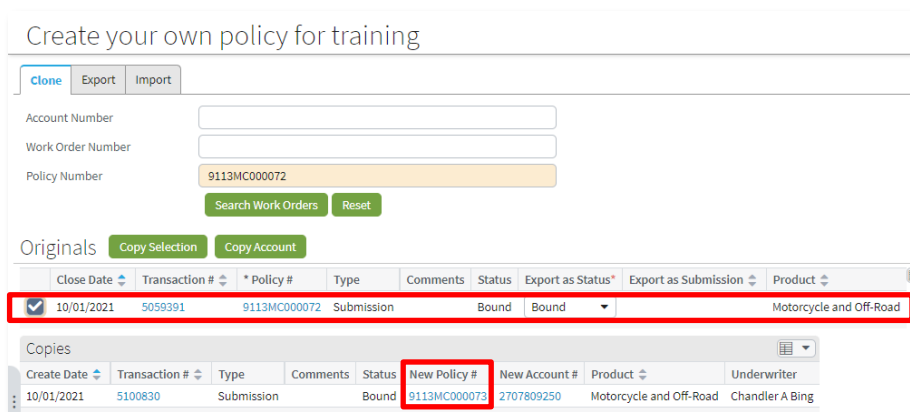
Log in to the [VTO](#) using the appropriate generic user account from the [VTO Quick Start Guide](#) document.

### 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 **"9113MC000072"** 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 #**5059391**.



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.

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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 **Vehicles** link.

Vehicles screen

13. Review the vehicle listed on the **Vehicle Details** tab.
14. Click the **Create Vehicle** button.
15. In the **Vehicle Type** field, ensure “**Motorcycle**” is selected.
16. In the *Basic Vehicle Information* section, enter “**1HD1KGD19JB677773**” in the **VIN** field exactly as it is shown.
17. Press the **Tab** key to populate the remaining fields.
18. Select the radio button to the left of **No** for **Purchased New**.
19. Select the checkbox to the left of **2018 Honda CRF125FB**.
20. Click the **Replace Vehicle** button.
21. In the *Basic Vehicle Information* section, enter “**JKBZGNB148A006532**” in the **VIN** field exactly as it is shown.
22. Press the **Tab** key to populate the remaining fields.
23. Select the radio button to the left of **No** for **Has this vehicle been converted to a Trike?**.
24. Select the checkbox to the left of the **2014 Yamaha YFM550WAD**.
25. Click the **Remove Vehicle** button.
26. Review the remaining vehicles listed in the *Vehicle Details* section.
27. Click the **Coverages** link in the **Left Navigation Bar** to view coverage information.



### Coverages screen

28. If any informational messages display, click the **Clear** button.
29. In the *Vehicle Level Coverages* section, ensure the correct coverages are selected.
30. Click the **Policy Review** link in the **Left Navigation Bar**.

**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.

### Policy Review screen

31. Review the changes to the policy.
32. Click the **Quote** button.

### Quote screen

33. Review the information on the *Quote* screen.
34. Click the **Issue Change** button.

### Policy Change Bound screen

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