

Change Dwelling Fire Policy Coverage Amount

In Brief

In this Quick Card, you will change the Dwelling Fire policy coverage amount for an existing policy.

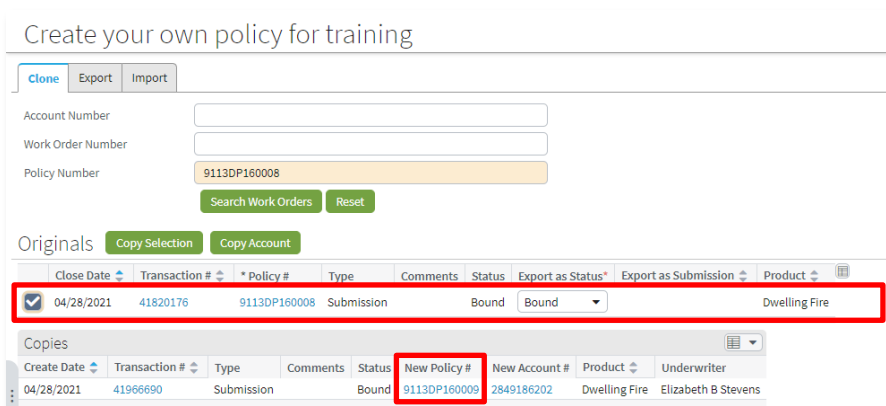
Log in to the [VTO](#) using the appropriate generic user account from the **VTO Information Guide** document.

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 list.
2. Enter "9113DP160008" 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 # **41820176**.



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. The cloned policy opens on the policy *Summary* screen.

Summary screen

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

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, ensure the date is *after* May 20, 2021.
11. Click the **Next >** button.

Policy Info screen

12. Click the **Coverages** link.

Coverages screen

13. In the *Section I Coverages* section, select “**2,500**” from the **All Peril** drop-down list.
14. In the *Section II Coverages* section, change the following coverages:
 - Select “**300,000**” from the **Personal Liability** drop-down list.
 - Select “**3,000**” from the **Medical Payments to Others** drop-down list.
15. 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.

Quote screen

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

Policy Change Bound screen

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