

View a Property Policy

PolicyCenter

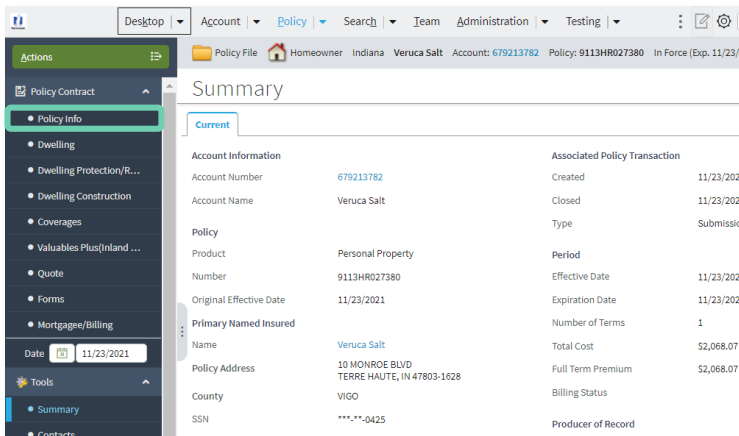


Description:

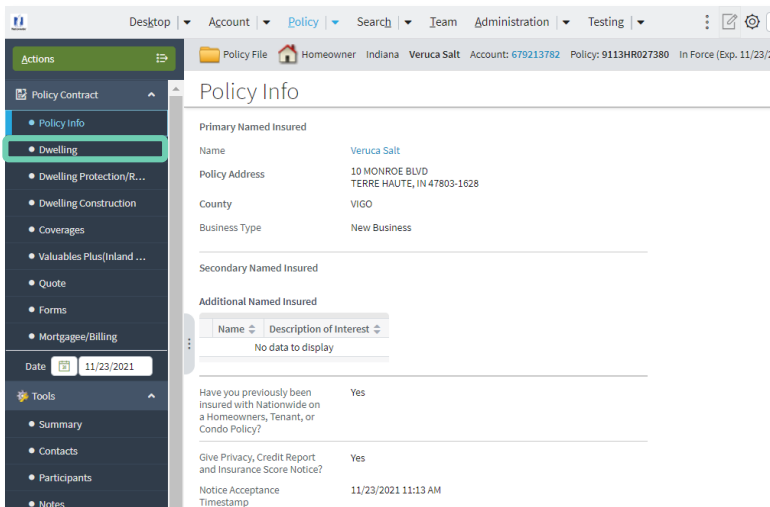
This job aid describes how to view a property policy.

To view the policy details, you will need to search for the policy, either in PolicyCenter or in another system. Once the policy is located, click the policy link to open the policy. The policy will open to the *Summary* screen.

Step 1

Action	Screen
<p>On the left side of the PolicyCenter screens, the various screen links are listed for your ease of navigation.</p> <p>You may click on a screen link, at any time, to jump to a new section of the policy.</p> <p>In this job aid, we will step through the property policy screens in order.</p> <ul style="list-style-type: none"> Click the Policy Info link. 	

Step 2

Action	Screen
<p>The <i>Policy Info</i> screen is where specific details regarding the current policy are found.</p> <ul style="list-style-type: none"> Click the Dwelling link. 	

Job Aid Process (Cont.) :

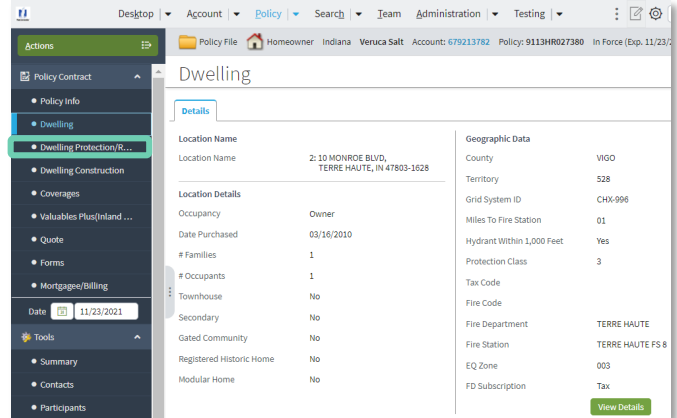
Step 3

Action

The *Dwelling* screen displays detailed information about the policy's location and geographical data.

- Click the **Dwelling Protection/Risk Details** link.

Screen



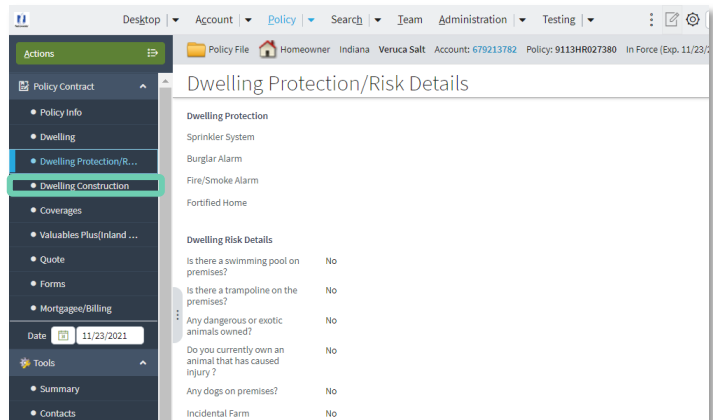
Step 4

Action

The *Dwelling Protection/Risk Details* screen lists the Dwelling Protection information and potential risk exposures, which may be present at the Dwelling, such as pools, farms or exotic pets.

- Click the **Dwelling Construction** link.

Screen



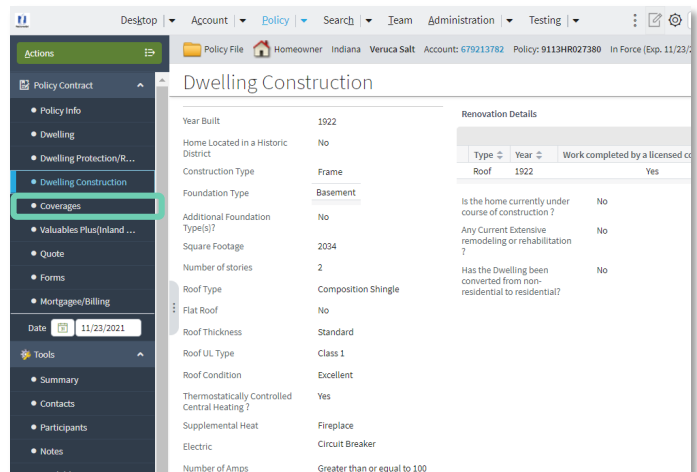
Step 5

Action

The *Dwelling Construction* screen includes construction materials, roof type and renovation details.

- Click the **Coverages** link.

Screen



Job Aid Process (Cont.) :

Step 6

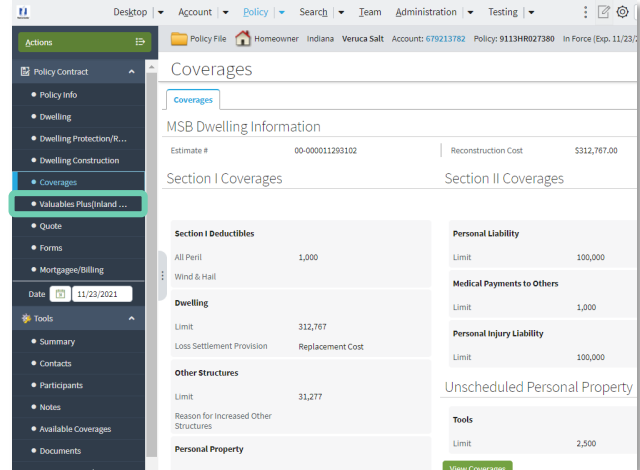
Action

The *Coverages* screen includes the following sections:

- MSB Dwelling Information
- Section I Coverages
- Section II Coverages
- Unscheduled Personal Property coverages

- Click the **Valuables Plus (Inland Marine)** link.

Screen



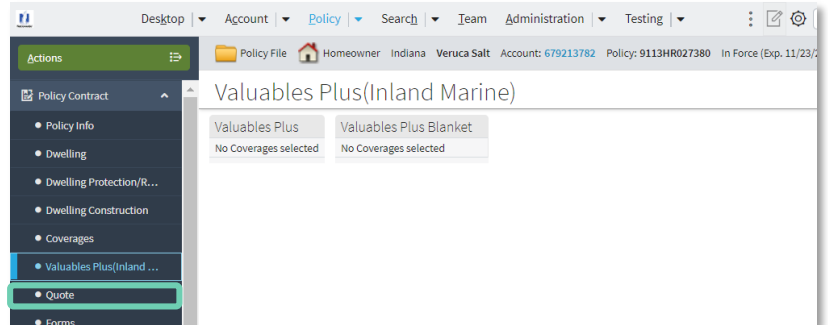
Step 7

Action

The *Valuables Plus (Inland Marine)* screen displays Valuables Plus coverage and Valuables Plus Blanket coverage for Personal Property Items on the policy.

- Click the **Quote** link.

Screen



Step 8

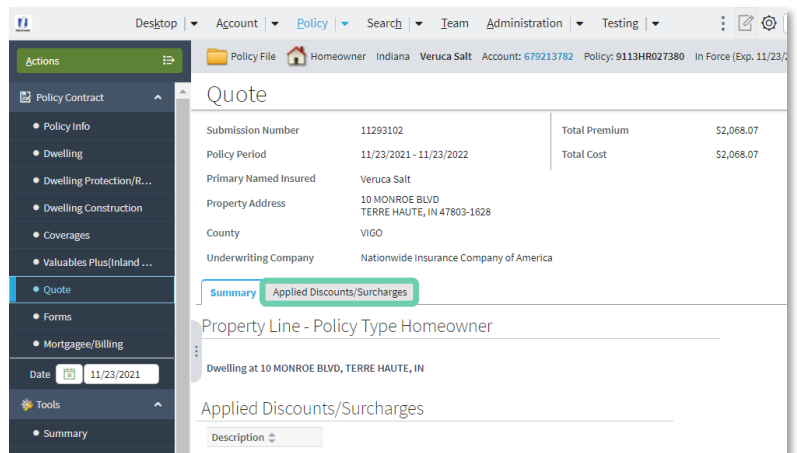
Action

The *Quote* screen provides pertinent coverage and policy information on one screen.

The **Summary** tab lists the breakdown of the policy premium.

- Click the **Applied Discounts/Surcharges** tab.

Screen



Job Aid Process (Cont.) :

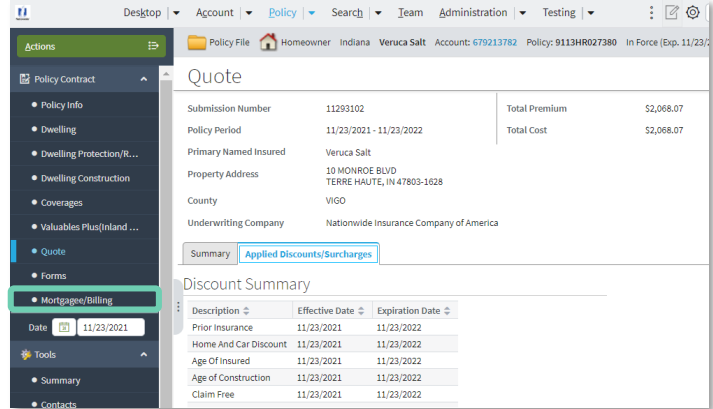
Step 9

Action

The **Applied Discounts/Surcharges** tab displays all discounts applied to the policy.

- Click the **Mortgage/Billing** link.

Screen



Description	Effective Date	Expiration Date
Prior Insurance	11/23/2021	11/23/2022
Home And Car Discount	11/23/2021	11/23/2022
Age Of Insured	11/23/2021	11/23/2022
Age Of Construction	11/23/2021	11/23/2022
Claim Free	11/23/2021	11/23/2022

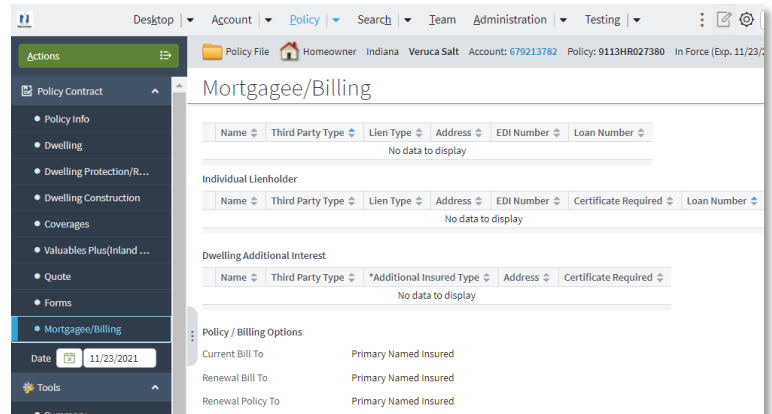
Step 10

Action

The **Mortgage/Billing** screen lists detailed information about Third Party and/or Individual lienholder(s) or Additional Interests on the policy.

You have viewed a Property Policy.

Screen



Third Party

Name	Third Party Type	Lien Type	Address	EDI Number	Loan Number
No data to display					

Individual Lienholder

Name	Third Party Type	Lien Type	Address	EDI Number	Certificate Required	Loan Number
No data to display						

Dwelling Additional Interest

Name	Third Party Type	*Additional Insured Type	Address	Certificate Required
No data to display				

Policy / Billing Options

Option	Value
Current Bill To	Primary Named Insured
Renewal Bill To	Primary Named Insured
Renewal Policy To	Primary Named Insured

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