

How to Review and Print Documents

PolicyCenter



Description

This job aid describes how to review and print policy documents in PolicyCenter.

There are four print options to print documents in PolicyCenter:

- **Online Documents** - allows you to print documents related to a specific transaction (Submission, Renewal, Policy Change)
- **Policy Documents (Date Range)** - allows you to print documents from a specific date range
- **Policy Documents (As of Date)** - allows you to print documents from a specific date
- **Resend Print** - allows for the option to request documents be mailed directly to the customer and/or additional interest. For example, when a customer requests a hard copy of their ID cards or declaration page be mailed to them.

IMPORTANT NOTE: PolicyCenter will automatically send out required documents if an email address is present and "Yes" is selected in the "Automated Electronic Delivery of Required Documents" field on the "Policy Info" screen.

- **The system will default to "Yes" and the customer's email address will be populated if available**
- **If the email address is not available, the system will require you to enter one to continue**
- **Select "No" on the "Policy Info" screen to manually send out required documents in the customer's preferred method**

Select the appropriate link to advance to the desired printing procedure:

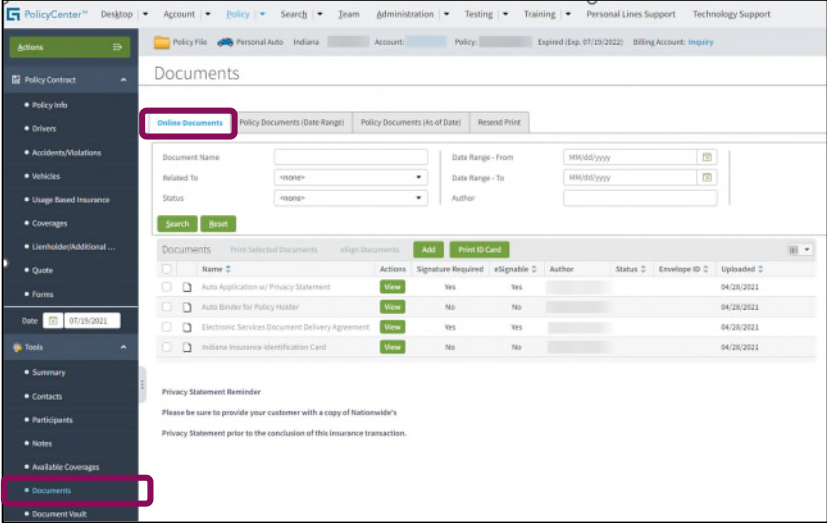
- [Online Documents](#)
- [Policy Documents \(Date Range\)](#)
- [Policy Documents \(As of Date\)](#)
- [Resend Print](#)

By accepting a copy of these materials:

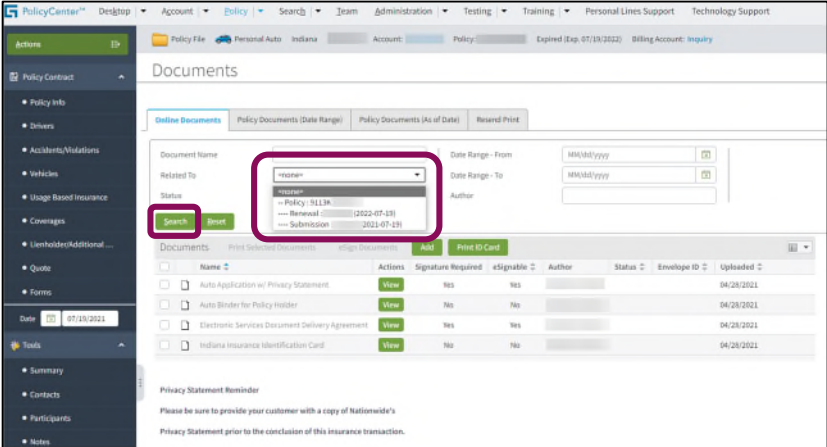
- (1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries ("Nationwide"); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor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

Online Documents

Step 1

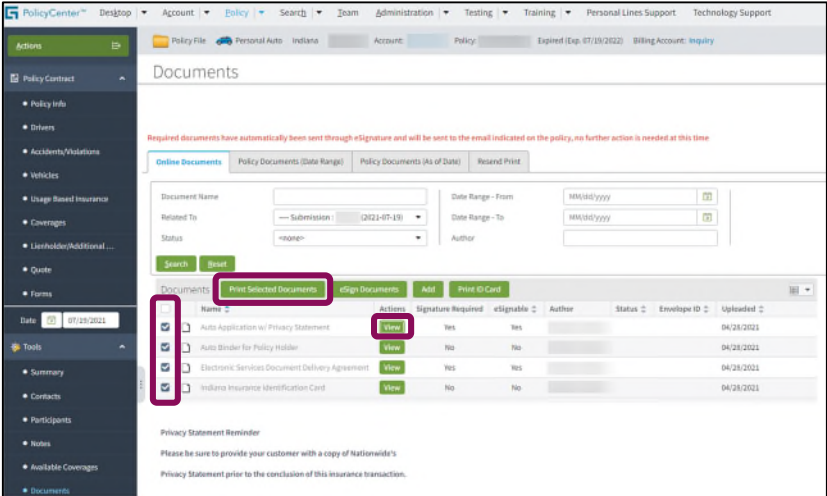
| Action | Screen |
|--|--|
| <p>Once you have a policy open, navigate to the “Documents” screen.</p> <p>From the “Documents” screen:</p> <ul style="list-style-type: none">Select the “Online Documents” tab. |  |

Step 2

| Action | Screen |
|---|--|
| <p>From the “Online Documents” tab:</p> <ul style="list-style-type: none">Choose the appropriate option from the “Related To” drop-down.Select “Search”. <p>A list of documents meeting your search criteria will appear in the “Documents” section.</p> |  |

Online Documents, continued

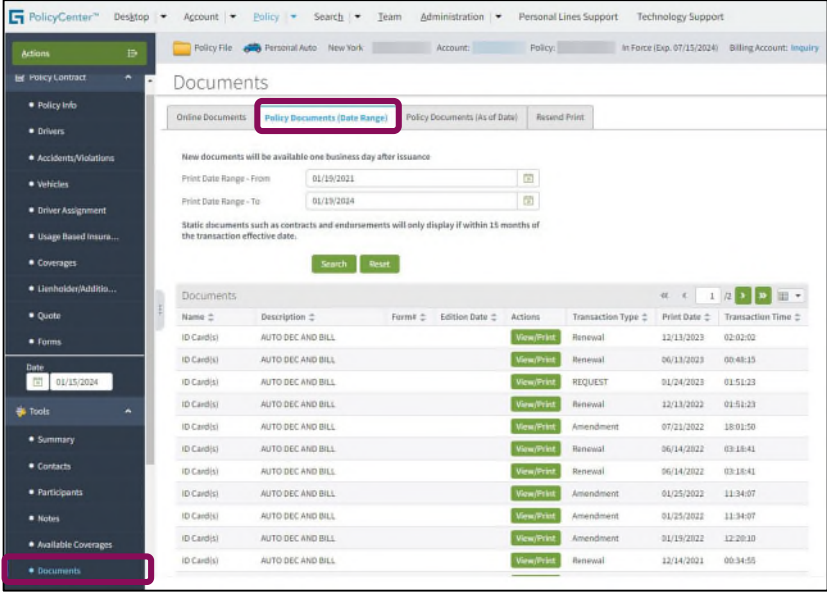
Step 3

| Action | Screen |
|---|--|
| <p>To print a document:</p> <ul style="list-style-type: none">Place a checkmark in the box next to the document you wish to print. Select the “All” checkbox if you’d like to print all the documents related to the event.Select “Print Selected Documents”. |  |
| <p>To review a document:</p> <ul style="list-style-type: none">Select the green “View” button next to the name of the document you wish to review. | |

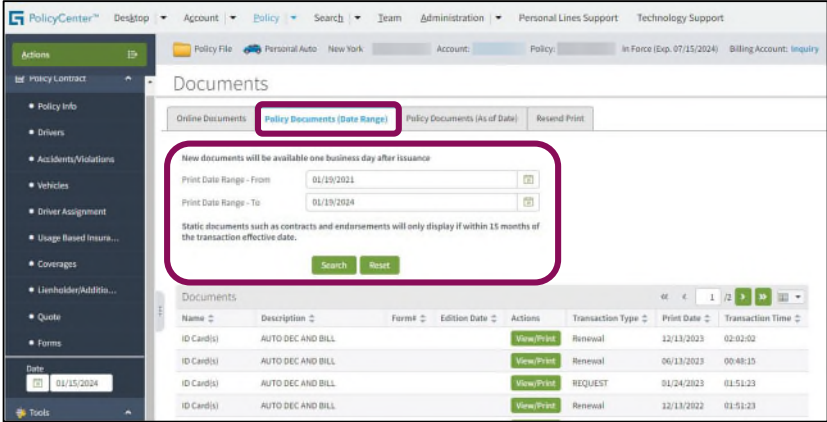
[Return to Top](#)

Policy Documents (Date Range)

Step 1

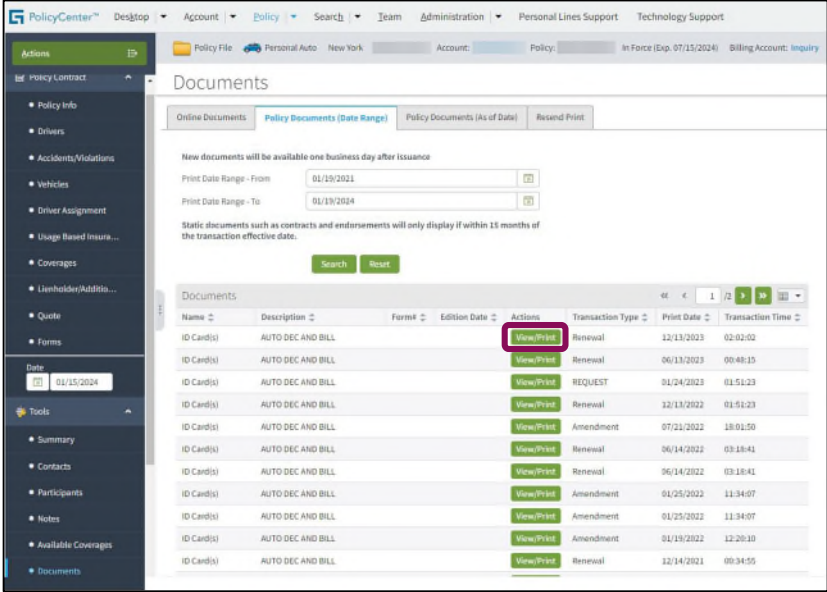
| Action | Screen |
|---|---|
| <p>Once you have a policy open, navigate to the “Documents” screen.</p> <p>From the “Documents” screen:</p> <ul style="list-style-type: none">Select the “Policy Documents (Date Range)” tab. |  |

Step 2

| Action | Screen |
|---|--|
| <p>On the “Documents” screen:</p> <ul style="list-style-type: none">Select “Policy Documents (Date Range)”.Enter the desired date range search criteria. |  |

Policy Documents (Date Range), continued

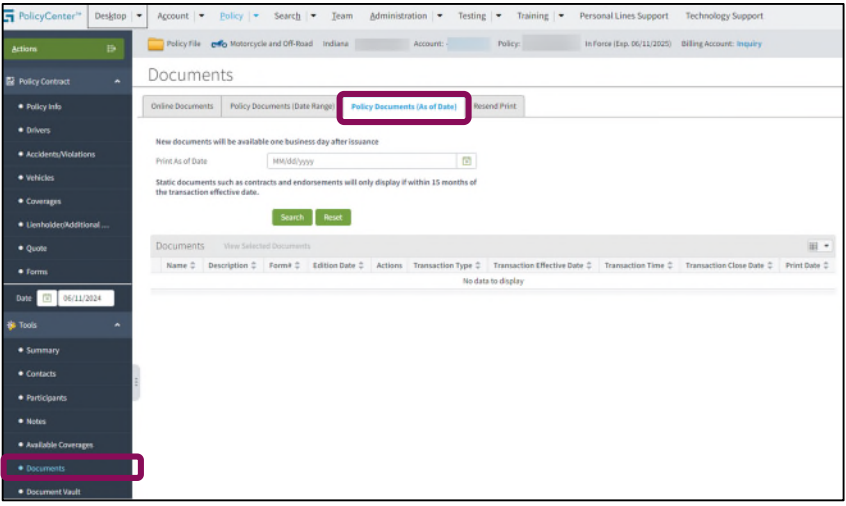
Step 3

| Action | Screen |
|---|---|
| <div><p>From the “Documents” section:</p><ul style="list-style-type: none">Select the “View/Print” button for the document you want to review and/or print.</div> <div><div>!</div><div><p>A PDF of the document will pop up on your screen. Either save it to your desktop and send it electronically to your customer, or if your customer is present, print and hand it to them.</p></div></div> |  |

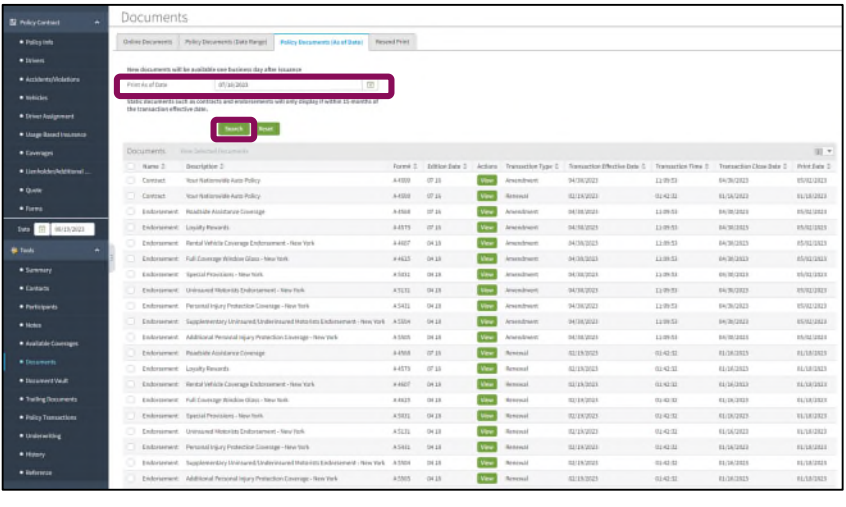
[Return to Top](#)

Policy Documents (As of Date)

Step 1

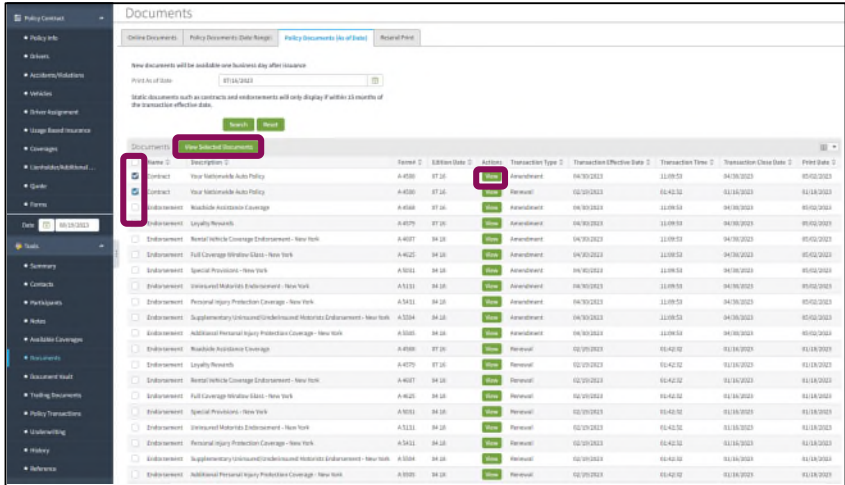
| Action | Screen |
|---|--|
| <p>Once you have a policy open, navigate to the “Documents” screen.</p> <p>From the “Documents” screen:</p> <ul style="list-style-type: none">Select the “Policy Documents (As of Date)” tab. |  |

Step 2

| Action | Screen |
|--|--|
| <p>From the “Policy Documents (As of Date)” tab:</p> <ul style="list-style-type: none">Select the “Print As of Date”.Select “Search”. <p>A list of documents meeting your search criteria will appear in the “Documents” section.</p> |  |

Policy Documents (As of Date), continued

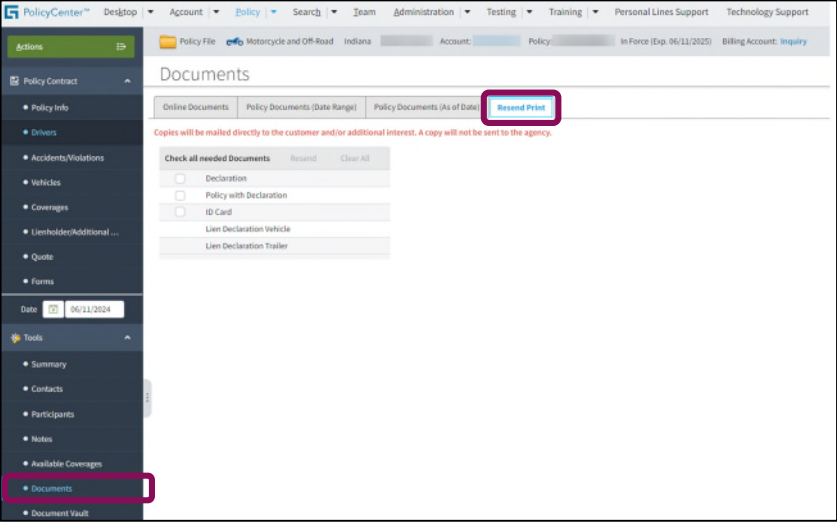
Step 3

| Action | Screen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>To print a document:</p> <ul style="list-style-type: none">Place a checkmark in the box next to the document you wish to print. Select the “All” checkbox if you’d like to print all the documents related to the specific “as of” date.Select “View Selected Documents”. |  <p>The screenshot shows the 'Documents' page in PolicyCenter. A sidebar on the left contains navigation links. The main area has tabs for 'Online Documents', 'Policy Documents (As of Date)', and 'Recent Print'. The 'Policy Documents (As of Date)' tab is active, showing a table of documents. A red box highlights the 'View Selected Documents' button at the top of the table. Another red box highlights the 'All' checkbox in the first row of the table. The table columns include Document ID, Name, Form ID, Edition Date, Action, Transaction Type, Transaction Effective Date, Transaction Term, Transaction Close Date, and Print Date.</p> <table><tr><th>Document</th><th>Form ID</th><th>Edition Date</th><th>Action</th><th>Transaction Type</th><th>Transaction Effective Date</th><th>Transaction Term</th><th>Transaction Close Date</th><th>Print Date</th></tr><tr><td>Contract - Your Nationwide Auto Policy</td><td>A-4500</td><td>07-18</td><td><input checked="" type="checkbox"/></td><td>Contract</td><td>06/30/2023</td><td>11/09/25</td><td>04/30/2025</td><td>05/02/2023</td></tr><tr><td>Contract - Your Nationwide Auto Policy</td><td>A-4500</td><td>07-18</td><td><input checked="" type="checkbox"/></td><td>Contract</td><td>02/10/2023</td><td>05/42/32</td><td>01/10/2024</td><td>01/10/2023</td></tr><tr><td>Endorsement - Roadside Assistance Coverage</td><td>A-4500</td><td>07-18</td><td><input checked="" type="checkbox"/></td><td>Amendment</td><td>06/30/2023</td><td>11/09/25</td><td>04/30/2025</td><td>05/02/2023</td></tr><tr><td>Endorsement - Loyalty Rewards</td><td>A-4579</td><td>07-18</td><td><input checked="" type="checkbox"/></td><td>Amendment</td><td>06/30/2023</td><td>11/09/25</td><td>04/30/2025</td><td>05/02/2023</td></tr><tr><td>Endorsement - Rental Vehicle Coverage Endorsement - New York</td><td>A-4507</td><td>04-18</td><td><input checked="" type="checkbox"/></td><td>Amendment</td><td>06/30/2023</td><td>11/09/25</td><td>04/30/2025</td><td>05/02/2023</td></tr><tr><td>Endorsement - Full Coverage Window Glass - New York</td><td>A-4522</td><td>04-18</td><td><input checked="" type="checkbox"/></td><td>Amendment</td><td>06/30/2023</td><td>11/09/25</td><td>04/30/2025</td><td>05/02/2023</td></tr><tr><td>Endorsement - Special Provisions - New York</td><td>A-5011</td><td>04-18</td><td><input checked="" type="checkbox"/></td><td>Amendment</td><td>06/30/2023</td><td>11/09/25</td><td>04/30/2025</td><td>05/02/2023</td></tr><tr><td>Endorsement - Uninsured Motorists Endorsement - New York</td><td>A-5111</td><td>04-18</td><td><input checked="" type="checkbox"/></td><td>Amendment</td><td>06/30/2023</td><td>11/09/25</td><td>04/30/2025</td><td>05/02/2023</td></tr><tr><td>Endorsement - 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Loyalty Rewards | A-4579 | 07-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Rental Vehicle Coverage Endorsement - New York | A-4507 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Full Coverage Window Glass - New York | A-4522 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Special Provisions - New York | A-5011 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Uninsured Motorists Endorsement - New York | A-5111 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Personal Injury Protection Coverage - New York | A-5411 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Uninsured Motorists Endorsement - New York | A-5504 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Additional Personal Injury Protection Coverage - New York | A-5505 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | Endorsement - Roadside Assistance Coverage | A-4500 | 07-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Loyalty Rewards | A-4579 | 07-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Rental Vehicle Coverage Endorsement - New York | A-4507 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Full Coverage Window Glass - New York | A-4522 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Special Provisions - New York | A-5011 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Uninsured Motorists Endorsement - New York | A-5111 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Personal Injury Protection Coverage - New York | A-5411 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Uninsured Motorists Endorsement - New York | A-5504 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | Endorsement - Additional Personal Injury Protection Coverage - New York | A-5505 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 |
| Document | Form ID | Edition Date | Action | Transaction Type | Transaction Effective Date | Transaction Term | Transaction Close Date | Print Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract - Your Nationwide Auto Policy | A-4500 | 07-18 | <input checked="" type="checkbox"/> | Contract | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract - Your Nationwide Auto Policy | A-4500 | 07-18 | <input checked="" type="checkbox"/> | Contract | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Roadside Assistance Coverage | A-4500 | 07-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Loyalty Rewards | A-4579 | 07-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Rental Vehicle Coverage Endorsement - New York | A-4507 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Full Coverage Window Glass - New York | A-4522 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Special Provisions - New York | A-5011 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Uninsured Motorists Endorsement - New York | A-5111 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Personal Injury Protection Coverage - New York | A-5411 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Uninsured Motorists Endorsement - New York | A-5504 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Additional Personal Injury Protection Coverage - New York | A-5505 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 06/30/2023 | 11/09/25 | 04/30/2025 | 05/02/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Roadside Assistance Coverage | A-4500 | 07-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Loyalty Rewards | A-4579 | 07-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Rental Vehicle Coverage Endorsement - New York | A-4507 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Full Coverage Window Glass - New York | A-4522 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Special Provisions - New York | A-5011 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Uninsured Motorists Endorsement - New York | A-5111 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Personal Injury Protection Coverage - New York | A-5411 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Uninsured Motorists Endorsement - New York | A-5504 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsement - Additional Personal Injury Protection Coverage - New York | A-5505 | 04-18 | <input checked="" type="checkbox"/> | Amendment | 02/10/2023 | 05/42/32 | 01/10/2024 | 01/10/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>To review a document:</p> <ul style="list-style-type: none">Follow the same steps above for “To print a document” without printing the document.Select the green “View” button next to the name of the document you wish to review. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

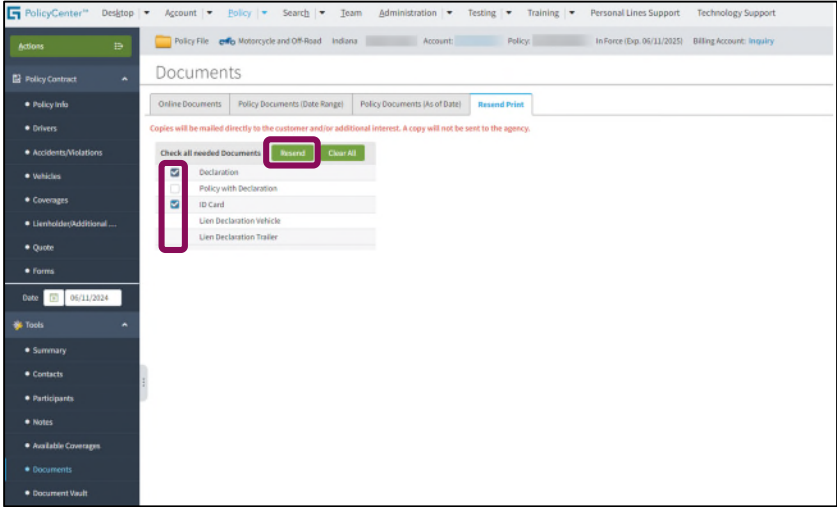
[Return to Top](#)

Resend Print

Step 1


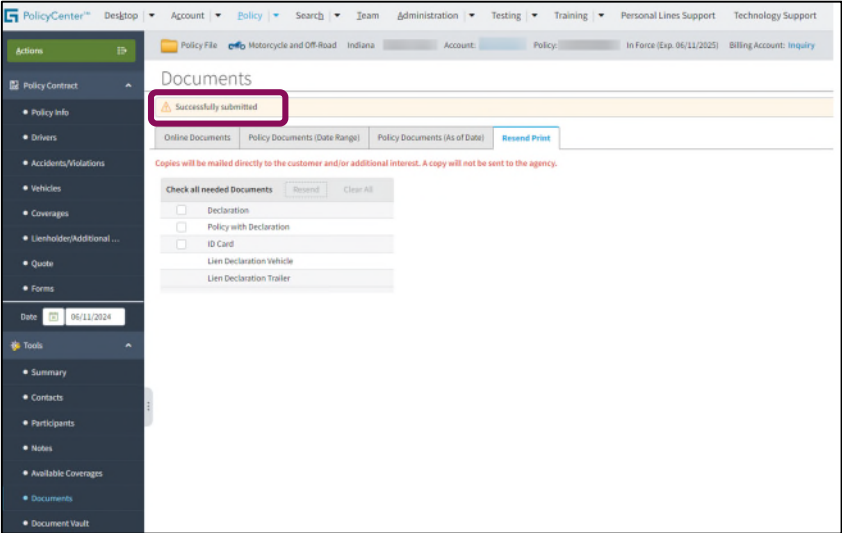
| Action | Screen |
|--|--|
| <p>Once you have a policy open, navigate to the “Documents” screen.</p> <p>From the “Documents” screen:</p> <ul style="list-style-type: none">Select the “Resend Print” tab. |  |

Step 2

| Action | Screen |
|--|--|
| <p>From the “Resend Print” tab:</p> <ul style="list-style-type: none">Select all the documents being requested.Select “Resend”. |  |

Resend Print, continued

Step 3

| Action | Screen |
|--|--|
| <p>You will see an alert (“Successfully submitted”) at the top of the screen.</p> <div><p>Documents will be mailed out the following business day.</p></div> |  |

[Return to Top](#)