# View a Dwelling Fire Policy PolicyCenter

#### **Description:**

This job aid describes how to view a Dwelling Fire 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					
On the left side of the PolicyCenter screens, the various screen links are listed	Desktop           ∆ctions         i⇒		▼ Searc <u>h</u>  ▼ <u>I</u> eam Testing ling Fire Indiana Nicholas Marsh Accou	<ul> <li>▼ Training   ▼</li> <li>nt: 2058995502 Policy: 9113DQ0</li> </ul>	: 🖉 🞯 Go to	
for your ease of navigation.	B Policy Contract					
	Policy Info	Current				
You may click on a screen link, at any	Dwelling	Account Information		Associated Policy Transac	tion	
	<ul> <li>Dwelling Protection/R</li> </ul>	Account Number	2058995502	Created	09/24/2021	
time, to jump to a new section of the	Dwelling Construction	Account Name	Nicholas Marsh	Closed	09/24/2021	
policy.	Coverages	Policy		Туре	Submission	
r - J	Quote	Product	Dwelling Fire	Period		
	Forms	Number	9113DQ000024	Effective Date	09/24/2021	
In this job aid, we will step through the	<ul> <li>Mortgagee/Billing</li> </ul>	Original Effective Date	09/24/2021	Expiration Date	09/24/2022	
property policy screens in order.	Date 📴 09/24/2021	Primary Named Insured		Number of Terms	1	
property policy screens in order.	tools	Name	Nicholas Marsh	Total Cost	\$1,061.06	
	Summary	Policy Address	1900 E 10TH ST BLOOMINGTON, IN 47406-7512	Full Term Premium	\$1,061.06	
Click the <b>Policy Info</b> link.	· · · ·	County	MONROE	Billing Status		
check the i oney into mik.	<ul> <li>Contacts</li> </ul>					

#### Step 2 Action Screen The Policy Info screen is where specific Ú Des<u>k</u>top | • A<u>c</u>count | • <u>Policy</u> | • Searc<u>h</u> | • <u>T</u>eam Testing | • Training | • : 🖉 🔕 Go ta details regarding the current policy are Policy File Dwelling Fire Indiana Nicholas Marsh Account: 2058995502 Policy: 9113DQ000024 In Force (Exp. 0 found. Policy Info Policy Contract Primary Named Insured Click the **Dwelling** link. Nicholas Marsh • Policy Address 1900 E 10TH ST BLOOMINGTON, IN 47406-7512 • Dwelling Protection/R MONROE elling Constructior County Business Type New Business Secondary Named Insured Additional Named Insured agee/Billing Name Description of Interest 09/24/2021 No data to display Have you previously been insured with Nationwide on Yes a Homeowners, Tenant, or Condo Policy? • Cont Participants Give Privacy, Credit Report and Insurance Score Notice? Yes Notes Notice Acceptance Timestamp 09/24/2021 12:48 PM



# Job Aid Process (Cont.) :

### Step 3

Action	Screen
The <i>Dwelling</i> screen displays detailed information about the policy's location and geographical data.	Desktop        Account        Policy        Search        Ieam Testing        Training        Training        Content in Force (Dep.
<ul> <li>Click the <b>Dwelling Protection/Risk</b> Details link.</li> </ul>	Pockling     Develling     Develling Protection(R     Develling Protection(R     Develling Protection(R     Develling Construction     Coursenges     Coursen

#### 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.

<u>a</u>	Des <u>k</u> top   -	<ul> <li>Account  </li></ul>	Search - Ieam Testing - Training -
	Ð	Policy File Dwelling	g Fire Indiana Nicholas Marsh Account: 2058995502 Policy: 9113DQ000024 In Force (Exp. 0
Policy Contract	^ ^	Dwelling Prote	ection/Risk Details
Policy Info		Dwelling Protection	
<ul> <li>Dwelling</li> </ul>		Fire Protective Device	Local Alarm
<ul> <li>Dwelling Protecti</li> </ul>	on/R	Burglar Alarm	
<ul> <li>Dwelling Constru</li> </ul>	ction	Dwelling Risk Details	
<ul> <li>Coverages</li> </ul>	_	Is there a swimming pool on premises?	No
<ul> <li>Quote</li> </ul>		premises? Is there a trampoline on the	No
Forms		premises?	
Mortgagee/Billing	5	Any dangerous or exotic animals owned?	No
Date 🗊 09/24/	2021	Do you currently own an animal that has caused injury ?	No
🏟 Tools	^	Any dogs on premises?	No

Screen

#### Step 5

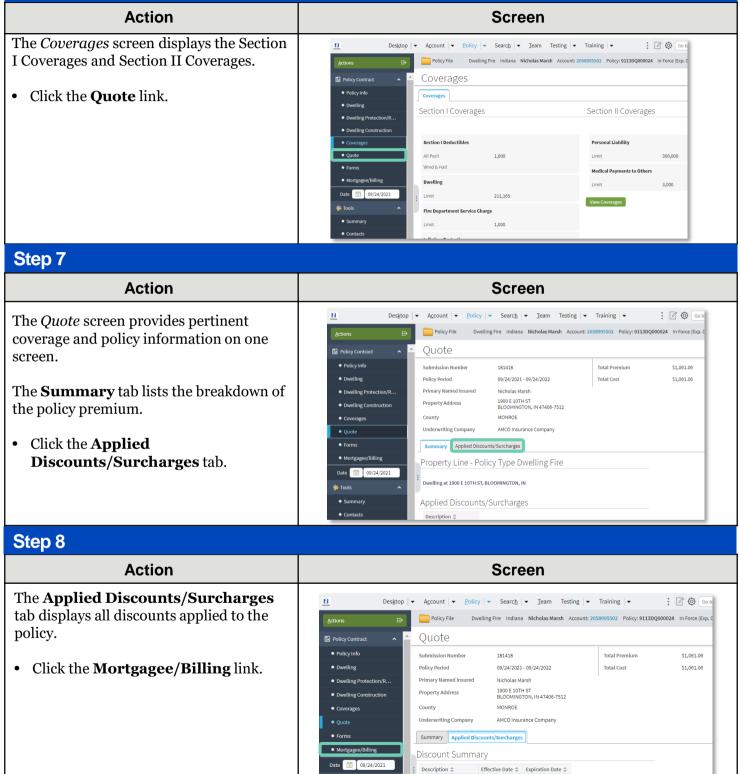
#### Action Screen The Dwelling Construction screen Des<u>k</u>top | • A<u>c</u>count | • Policy | • Searc<u>h</u> | • Ieam Testing | • Training | • : ú includes construction materials, roof type Policy File Dwelling Fire Indiana Nicholas Marsh Account: 2058995502 Policy: 9113DQ000024 In Force (Exp. C and renovation details. **Dwelling Construction** Policy Contract Policy Info • Click the **Coverages** link. Year Built 2019 • Dwelling Construction Type Frame Dwelling Protection/R.. Foundation Type Basement Additional Foundation Type(s)? No • Co\ Square Footage 1500 • Quote Number of stories 1 • Forms Roof Year 2019 Mortgagee/Billing Roof Type Architectural Shingle Flat Roof Date 1 09/24/2021 No Roof Condition Excellent Thermostatically Controlled Yes ntral Heat

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## Job Aid Process (Cont.) :

### Step 6



09/24/2021

Protective Device

Home And Car Discount 09/24/2021

09/24/2022

09/24/2022



## Job Aid Process (Cont.) :

#### Step 9

Action	Screen				
The <i>Mortgagee/Billing</i> screen lists detailed information about Third Party and/or Individual lienholder(s) or Additional Interests on the policy.	Desktop   • Account   • Policy   • Search   • Team Testing   • Training   •				
You have viewed a Dwelling Fire Policy.	Dwelling     Name © Third Party Type © Lien Type © Address © EDI Number © Loan Number ©     Notes © Third Party Type © Lien Type © Address © EDI Number © Loan Number ©     Notes © No data to display     Out of the Number © Third Party Type © Lien Type © Address © EDI Number © Certificate Required © Loan Number ©     No data to display				
	Event and the set of the set				

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