

Add, Edit, or Change a Garaging Address

PolicyCenter



Description

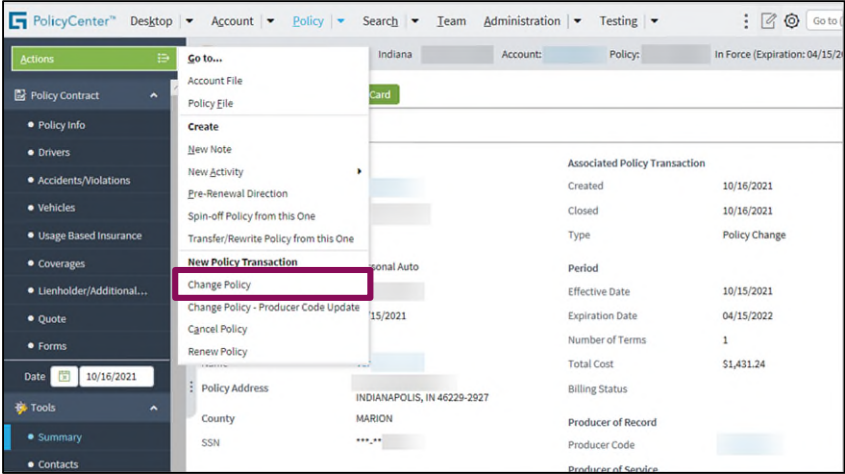
This job aid reviews how to add, change, or edit a garaging address on an existing Auto or Powersports policy:

Select the link to advance to the desired procedure:

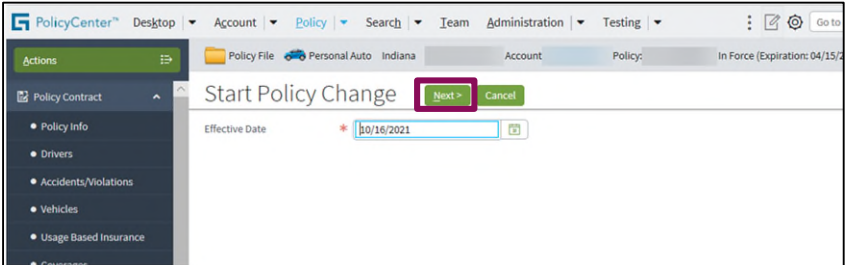
- [Add a Garaging Address](#)
- [Edit a Garaging Address](#)
- [Change a Garaging Address](#)

Add a Garaging Address

Step 1

Action	Screen
<p>Open an existing policy:</p> <ul style="list-style-type: none">Select the “Actions” button.Select “Change Policy” from the drop-down menu.	

Step 2

Action	Screen
<p>On the “Start Policy Change” screen:</p> <ul style="list-style-type: none">Enter the Effective Date. The “Effective Date” field defaults to today’s date but may be changed.Select the “Next >” button.	

Add a Garaging Address, continued

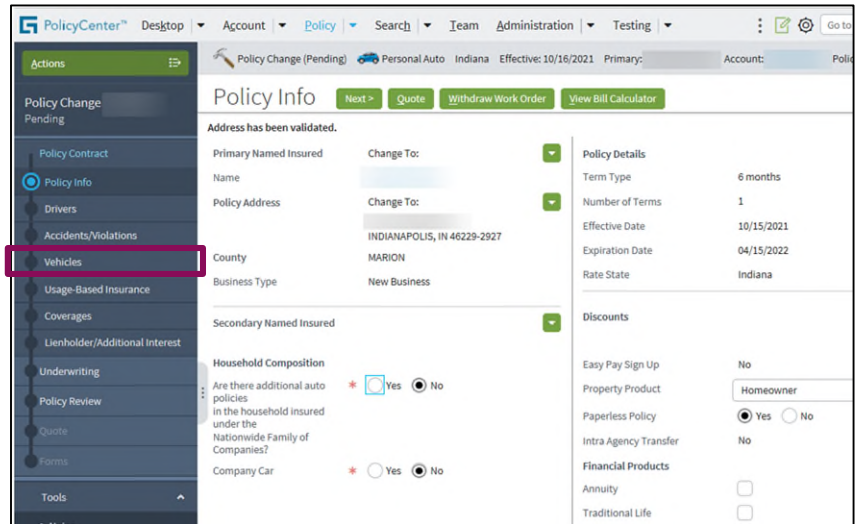
Step 3

Action

On the “Policy Info” screen:

- Select the “Vehicles” link.

Screen



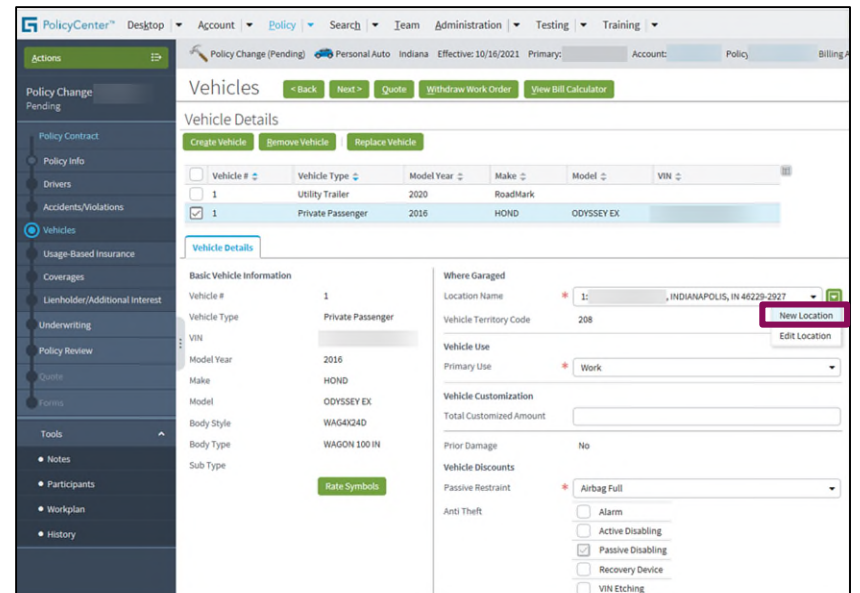
Step 4

Action

On the “Vehicles” screen:

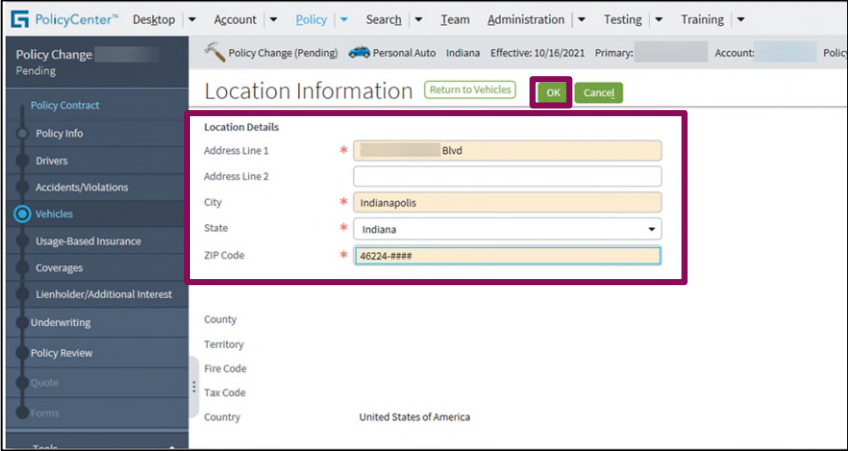
- Select the down arrow to the right of the “Location Name” field.
- Select “New Location” from the drop-down menu.

Screen

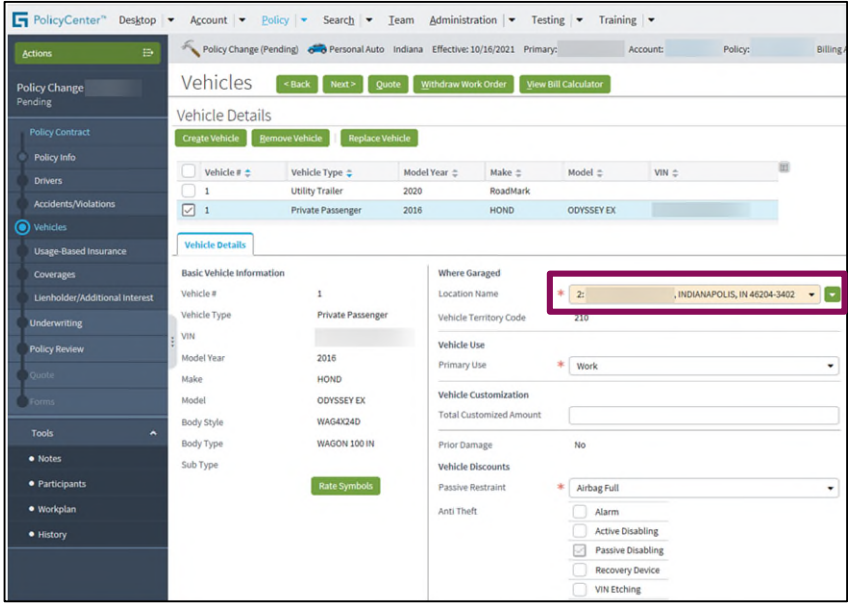


Add a Garaging Address, continued

Step 5

Action	Screen
<p>On the “Location Information” screen:</p> <ul style="list-style-type: none">• Enter the necessary information in the required fields.• Select the “OK” button.	

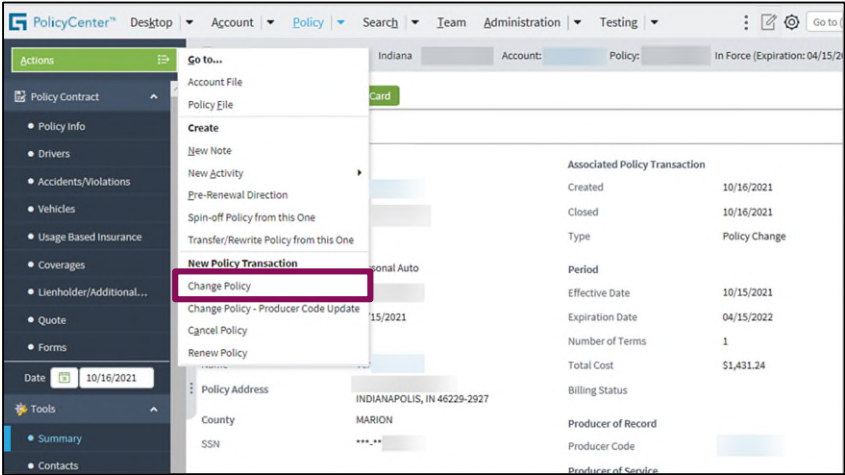
Step 6

Action	Screen
<p>On the “Vehicles” screen, the new garaging address displays.</p> <ul style="list-style-type: none">• Quote and issue the policy change.	

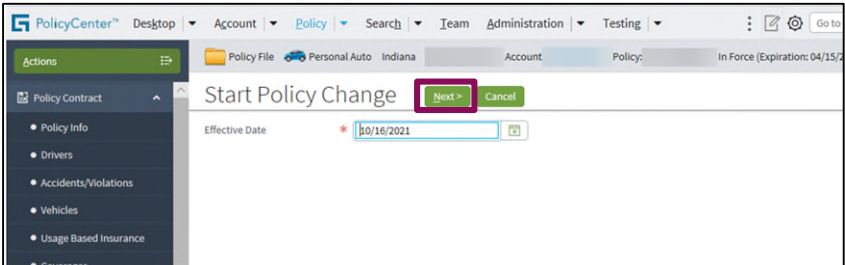
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Edit a Garaging Address

Step 1

Action	Screen
<p>Open an existing policy:</p> <ul style="list-style-type: none">• Select the “Actions” button.• Select “Change Policy” from the drop-down menu.	 <p>The screenshot shows the PolicyCenter Desktop interface. The left sidebar has the 'Actions' button highlighted. A dropdown menu is open, showing options like 'Go to...', 'Account File', 'Policy File', 'Create', 'New Note', 'New Activity', 'Pre-Renewal Direction', 'Spin-off Policy from this One', 'Transfer/Rewrite Policy from this One', 'New Policy Transaction', 'Change Policy', 'Change Policy - Producer Code Update', 'Cancel Policy', and 'Renew Policy'. The 'Change Policy' option is highlighted with a red box. The main area shows a policy summary for a Personal Auto policy in Indiana, with details like Effective Date (10/15/2021), Expiration Date (04/15/2022), and Total Cost (\$1,431.34).</p>

Step 2

Action	Screen
<p>On the “Start Policy Change” screen:</p> <ul style="list-style-type: none">• Enter the Effective Date. The “Effective Date” field defaults to today’s date but may be changed.• Select the “Next >” button.	 <p>The screenshot shows the 'Start Policy Change' screen in PolicyCenter. The 'Effective Date' field is highlighted with a red box, showing the date 10/16/2021. The 'Next >' button is also highlighted with a red box. The background shows the same policy summary as in Step 1.</p>

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Edit a Garaging Address, continued

Step 3

Action

On the "Policy Info" screen:

- Select the "Vehicles" link.

Screen

Step 4

Action

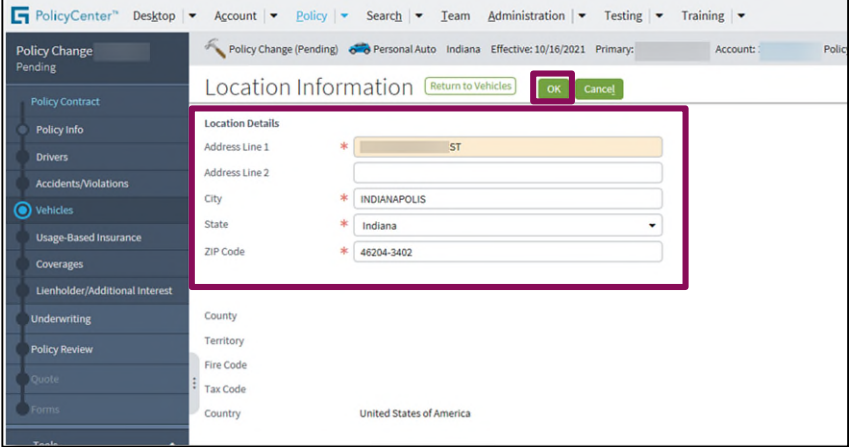
On the "Vehicles" screen:

- Select the down arrow to the right of the "Location Name" field.
- Select "Edit Location" from the drop-down menu.

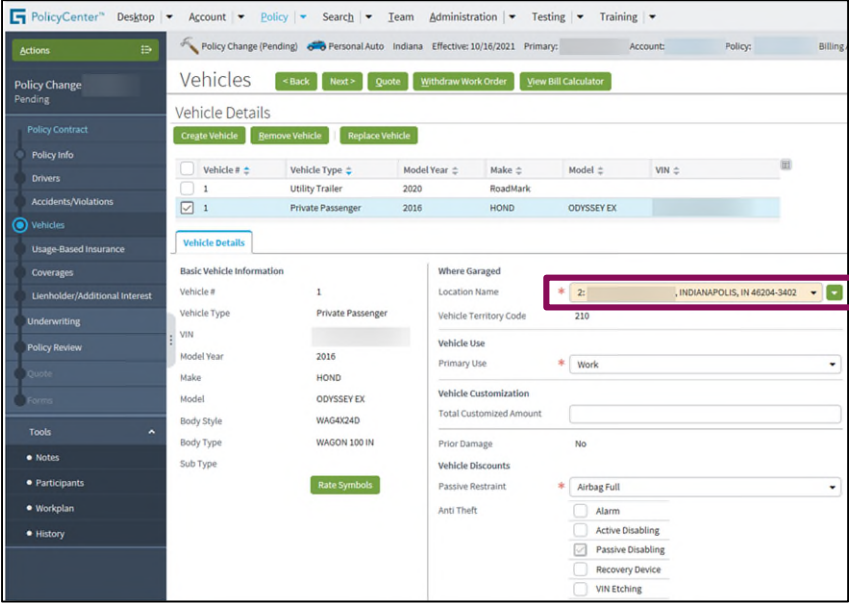
Screen

Edit a Garaging Address, continued

Step 5

Action	Screen
<p>On the “Location Information” screen:</p> <ul style="list-style-type: none">Update the necessary information in the required fields.Select the “OK” button.	

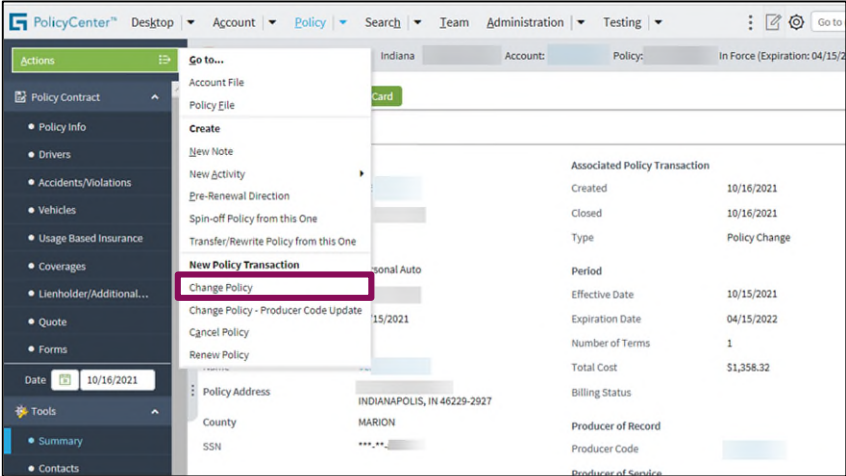
Step 6

Action	Screen
<p>On the “Vehicles” screen, the new garaging address displays.</p> <ul style="list-style-type: none">Quote and Issue the policy change.	

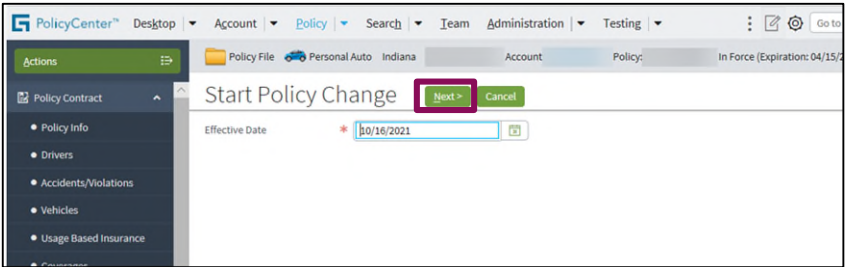
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Change a Garaging Address

Step 1

Action	Screen
<p>Open an existing policy:</p> <ul style="list-style-type: none">• Select the “Actions” button.• Select “Change Policy” from the drop-down menu.	 <p>The screenshot shows the PolicyCenter Desktop interface. The left sidebar has a menu with 'Actions' at the top. A dropdown menu is open under 'Actions', showing options like 'Go to...', 'Account File', 'Policy File', 'Create', 'New Note', 'New Activity', 'Pre-Renewal Direction', 'Spin-off Policy from this One', 'Transfer/Rewrite Policy from this One', 'New Policy Transaction', 'Change Policy' (highlighted with a red box), 'Change Policy - Producer Code Update', 'Cancel Policy', and 'Renew Policy'. The main area shows policy details for a policy in Indiana, including an 'Associated Policy Transaction' table with columns for Created, Closed, Type, Period, Effective Date, Expiration Date, Number of Terms, Total Cost, Billing Status, Producer of Record, and Producer Code.</p>

Step 2

Action	Screen
<p>On the “Start Policy Change” screen:</p> <ul style="list-style-type: none">• Enter the Effective Date. The “Effective Date” field defaults to today’s date but may be changed.• Select the “Next >” button.	 <p>The screenshot shows the 'Start Policy Change' screen in the PolicyCenter interface. The 'Effective Date' field is highlighted with a red box and contains the date 10/16/2021. To the right of the field are two buttons: 'Next >' (highlighted with a red box) and 'Cancel'.</p>

Add, Edit, or Change a Garaging Address PolicyCenter



Change a Garaging Address, continued

Step 3

Action

On the "Policy Info" screen:

- Select the "Vehicles" link.

Screen

Step 4

Action

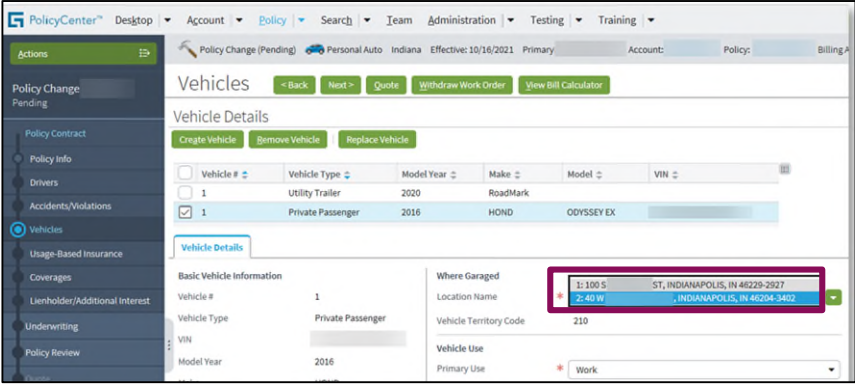
On the "Vehicles" screen:

- Select the down arrow, to the right of the "Location Name" field, to select a different location.

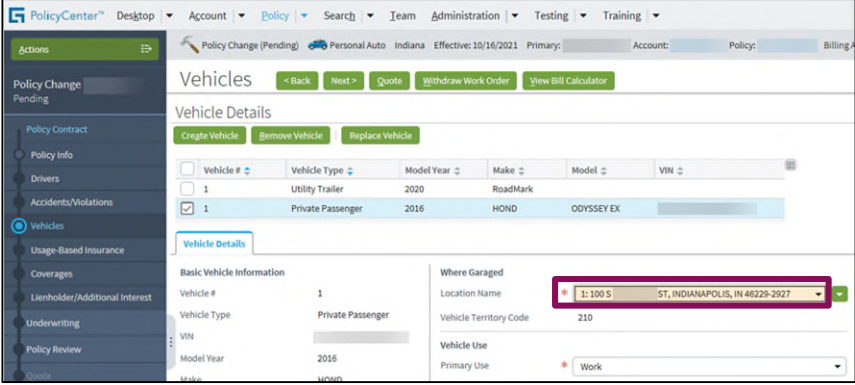
Screen

Change a Garaging Address, continued

Step 5

Action	Screen
<p>From the “Location Name” drop-down list:</p> <ul style="list-style-type: none">Select the appropriate Location Name.	

Step 6

Action	Screen
<p>On the “Vehicles” screen, the new garaging address displays.</p> <ul style="list-style-type: none">Quote and Issue the policy change.	

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