

Update Umbrella Coverages

PolicyCenter

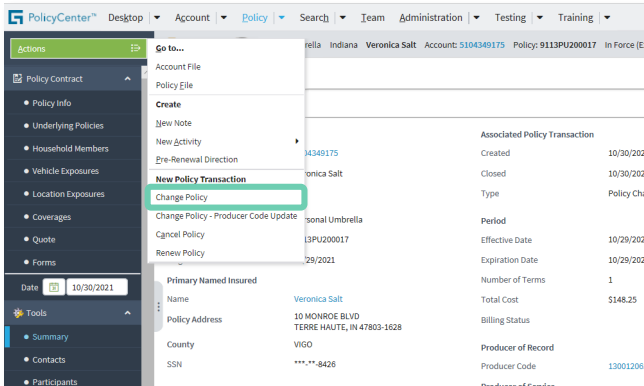


Description:

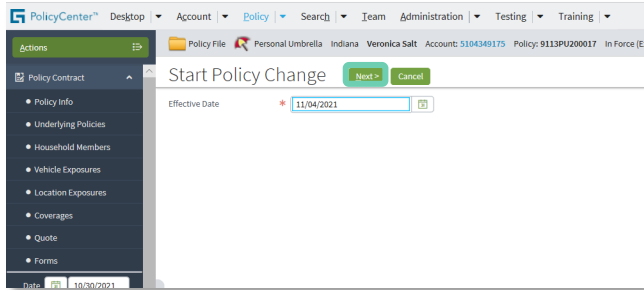
This job aid reviews how to update the coverages on an existing Umbrella policy. Any changes to a current policy require a new policy transaction, re-quoting the policy, and issuing the changes. Once changes are made to an existing policy on the Umbrella policy, the entire Umbrella policy automatically updates.

In this example, you will update the Umbrella Liability limit from 1ML to 2ML. Underwriting approval may be required for limits over 5ML or higher or if another underwriting issue is identified.

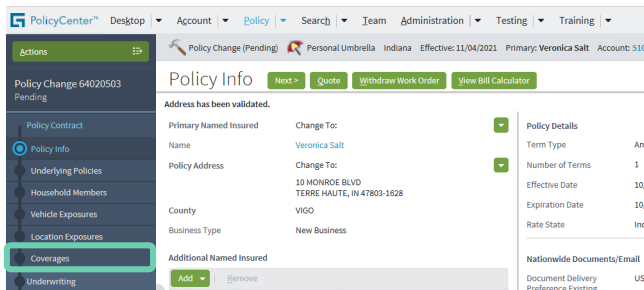
Step 1

Action	Screen
<p>Navigate to an existing Umbrella policy:</p> <p>Click the Actions button.</p> <p>Select “Change Policy” from the drop-down menu.</p>	

Step 2

Action	Screen
<p>On the <i>Start Policy Change</i> screen, the Effective date field defaults to the current date.</p> <ul style="list-style-type: none"> If needed, you may enter a new date in the Effective Date field. Click the Next > button. 	

Step 3

Action	Screen
<p>On the <i>Policy Info</i> screen:</p> <ul style="list-style-type: none"> Click the Coverages link. 	

Job Aid Process (Cont.) :

Step 4

Action

On the *Coverages* screen:

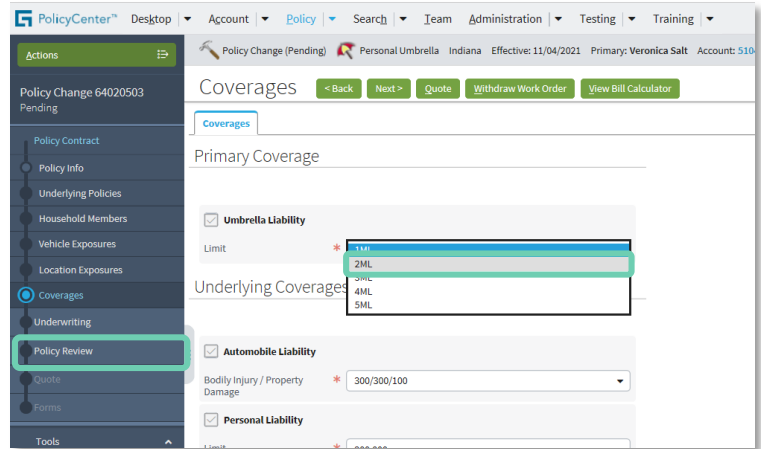
- Select the desired **Umbrella Liability Limit** from the **Limit** drop-down list.

In this example, the **2ML** limit is selected.

Note: Underwriting approval is required for limits of 3ML or higher, or if another underwriting issue is identified.

- Click the **Policy Review** link, to review the changes to the policy.

Screen



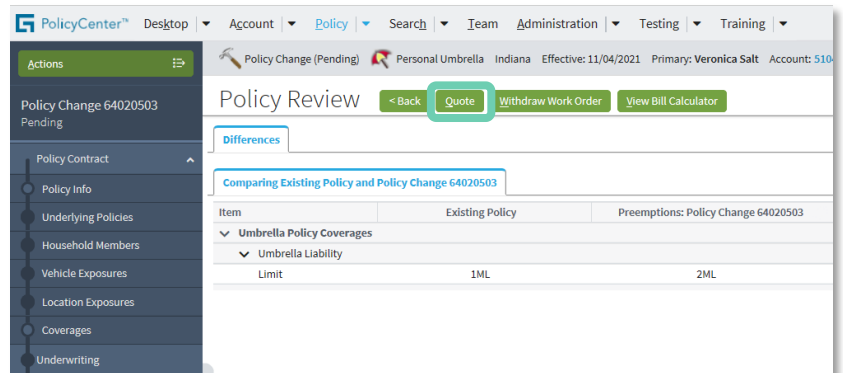
Step 5

Action

On the *Policy Review* screen:

- Click the **Quote** button.

Screen



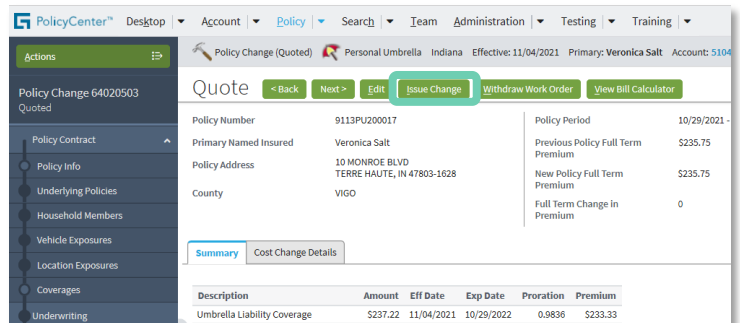
Step 6

Action

On the *Quote* screen:

- Click the **Issue Change** button.
- Click the **OK** button on the confirmation pop-up window.

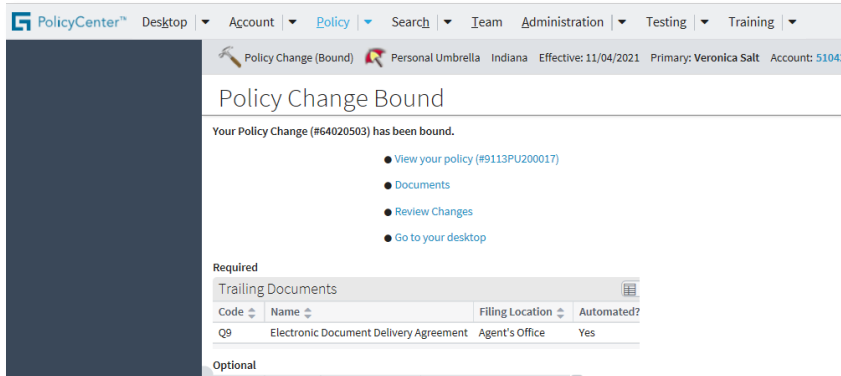
Screen



Description	Amount	Eff Date	Exp Date	Proration	Premium
Umbrella Liability Coverage	\$237.22	11/04/2021	10/29/2022	0.9836	\$233.33

Job Aid Process (Cont.) :

Step 7

Action	Screen								
The <i>Policy Change Bound</i> screen displays, confirming the binding of the policy change. The overall Umbrella policy is automatically updated with the change as well.	 <p>The screenshot shows the 'PolicyChange Bound' screen in the PolicyCenter application. The top navigation bar includes links for Desktop, Account, Policy, Search, Team, Administration, Testing, and Training. The main content area displays a confirmation message: 'Your Policy Change (#64020503) has been bound.' Below this message, there are four links: 'View your policy (#9113PU200017)', 'Documents', 'Review Changes', and 'Go to your desktop'. A 'Required' section contains a table of trailing documents.</p> <table><thead><tr><th>Code</th><th>Name</th><th>Filing Location</th><th>Automated?</th></tr></thead><tbody><tr><td>Q9</td><td>Electronic Document Delivery Agreement</td><td>Agent's Office</td><td>Yes</td></tr></tbody></table>	Code	Name	Filing Location	Automated?	Q9	Electronic Document Delivery Agreement	Agent's Office	Yes
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Q9	Electronic Document Delivery Agreement	Agent's Office	Yes						

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