



# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy

## Description

This job aid reviews how to add, replace, or remove an outboard motor to an existing PowerSports Pleasure Boatowners policy.

**Note:** There are different procedures for replacing the original motor and replacing an additional motor.

All pleasure boats must have a pre-set number of engines assigned to the policy (as prescribed by the VIN. In this example, the boat must have one engine defined in the policy. You **MUST** have the exact number of engines specified by the VIN or PolicyCenter will not allow you to proceed with the policy submission or change.

In the example of replacing the primary motor, you must first add the new motor and then remove the primary motor to fulfill the requirement of the exact number of engines. The steps are listed first on this job aid.

Suppose the customer has additional engines they occasionally use with the boat. In that case, you must follow the procedures under the *Add an Additional Motor*, *Replace an Additional Motor*, or *Remove an Additional Motor*.

For example, the client has a single outboard boat, but they utilize a second motor they sometimes swap out and use on the same boat. In that case, use the *Add Motor procedure below (and the corresponding Remove procedure to delete the separate motor from the policy. This additional motor is added and rated as if it is a vehicle.*

Vehicle Details

Basic Vehicle Information

Vehicle #

1

Vehicle Type

\* Boat

HIN

BUJ54597G920

Year

2020

Make

\* May-Craft Boats

☐ Not Found

Model

\* 1900 CC

☐ Not Found

Hull Type

Fiberglass

Type

Fishing

Motor Type

Outboard

Number of Motors

1

## Step 1

### Action

Begin by locating the policy and initiating a policy change.  
  
Navigate to the “Vehicles” screen.

### Screen

Desktop | Account | Policy | Search | Team | Testing | Training

Policy Change (Pending) | Pleasure Boatowners | Indiana | Effective: 08/28/2021

Vehicles

Create Vehicle

Remove Vehicle

Replace Vehicle

Vehicle #

1

Vehicle Type

\* Boat

Year

2020

Make

\* May-Craft Boats

☐ Not Found

Model

1900 CC

☐ Not Found

HIN/Serial Number

BUJ54597G920

Where Garaged

Location Name

\* 1:1

Vehicle Territory Code

010

Additional Vehicle Information

Prior Damage

No

Is this vehicle co-owned by anyone outside the household?

\* ☐

# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy

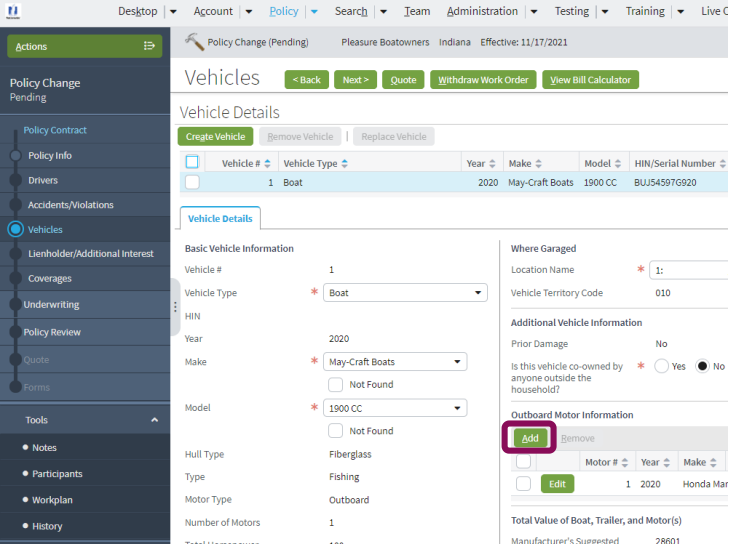


Select the appropriate link from the list below to continue with the policy change.

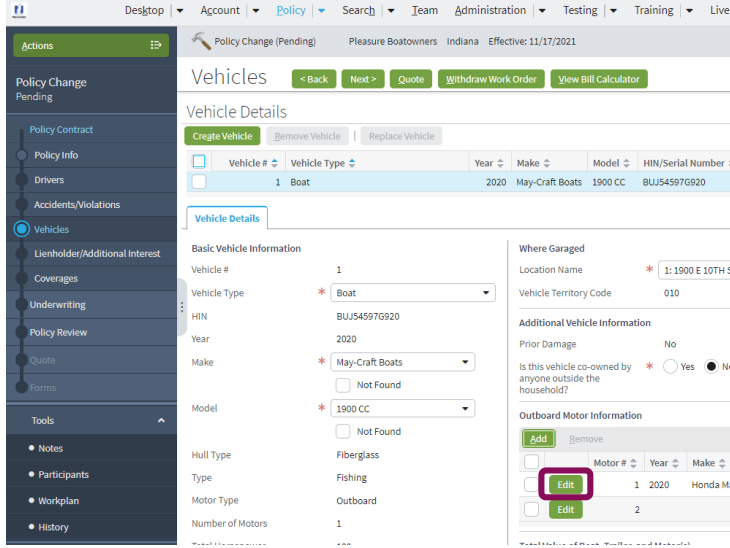
- [Replace the Primary Motor](#)
- [Add an Additional Motor](#)
- [Replace an Additional Motor](#)
- [Remove an Additional Motor](#)

## Replace a Primary Motor

### Step 2

Action	Screen
On the “Vehicles” screen:  Select the “Add” button in the “Outboard Motor Information” section of the existing boat.	 <p>The screenshot shows the 'Vehicles' screen in the policy management system. The left sidebar contains a menu with 'Vehicles' selected. The main area displays 'Vehicle Details' for a boat. The 'Outboard Motor Information' section is visible, showing a table with one motor listed. The 'Add' button is highlighted in the 'Add' row of the table.</p>

### Step 3

Action	Screen
In the “Outboard Motor Information” section:  Select the “Edit” button for the newly added motor.	 <p>The screenshot shows the 'Vehicles' screen in the policy management system. The left sidebar contains a menu with 'Vehicles' selected. The main area displays 'Vehicle Details' for a boat. The 'Outboard Motor Information' section is visible, showing a table with one motor listed. The 'Edit' button is highlighted in the 'Edit' row of the table.</p>

# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy



## Step 4

Action	Screen
<p>On the “Motor Details” screen:</p> <p>Complete all required fields.</p> <p>Select the “OK” button.</p>	

## Step 5

Action	Screen
<p>In the “Outboard Motor Information” section:</p> <p>Select the original motor by selecting the checkbox to the left of it in the grid.</p> <p>Select the “Remove” button.</p>	

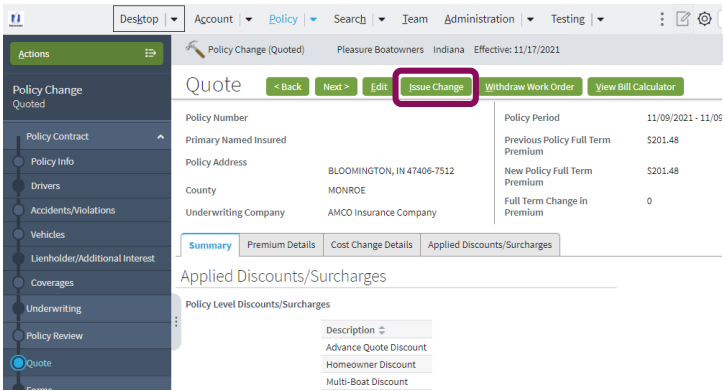
## Step 6

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none"> <li>Select the “Quote” button.</li> </ul>	

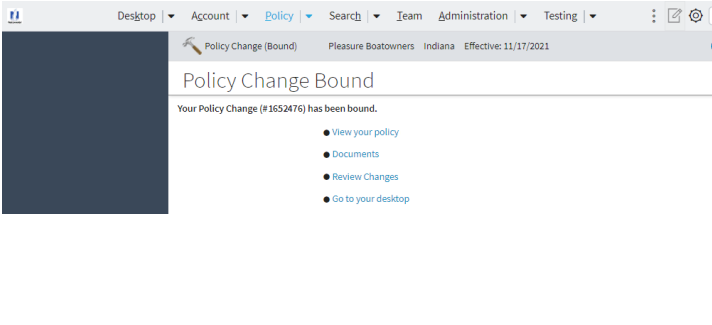
# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy



## Step 7

Action	Screen
<p>On the “Quote” screen:</p> <p>Select the “Issue Change” button.</p> <p>Select the “OK” button on the Issue Change pop-up window after reviewing the disclosure statement.</p>	

## Step 8

Action	Screen
<p>The “Policy Change Bound” screen displays. This indicates the change is bound.</p>	



# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy

## Add an Additional Motor

### Step 2

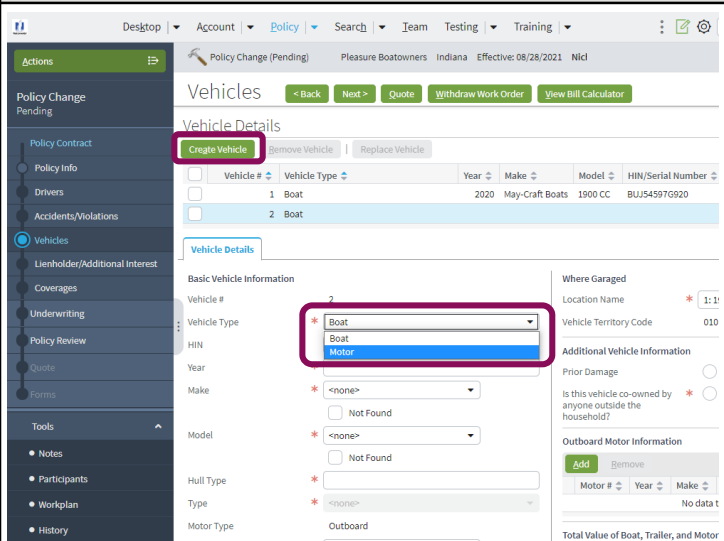
#### Action

On the “Vehicles” screen in the “Vehicle Details” section select “Create Vehicle.”

Select the desired vehicle you wish to add via the “Vehicle Type” drop-down list.

Select “Motor.”

#### Screen



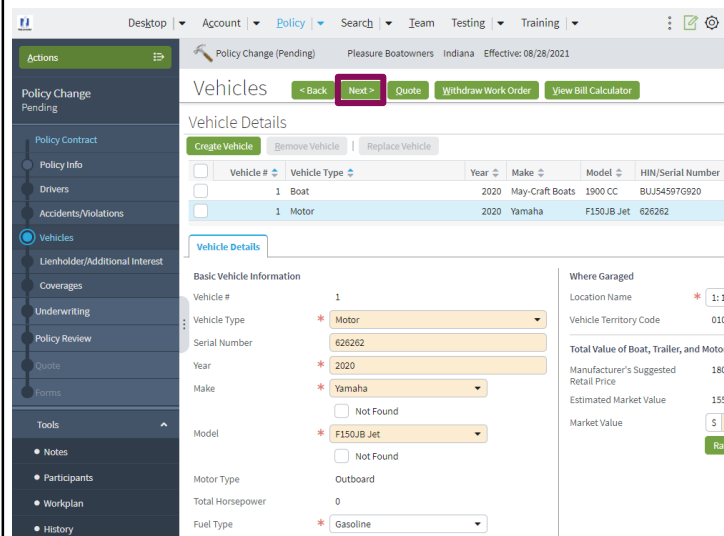
### Step 3

#### Action

Enter all required fields (required fields are indicated by a red asterisk).

Select the “Next” button at the top of the screen to move on to “Coverages”.

#### Screen



# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy



## Step 4

Action	Screen
<p>On the “Coverages” screen:</p> <p>Verify all coverages for the added motor.</p> <p>Select “Next” to continue.</p>	

## Step 5

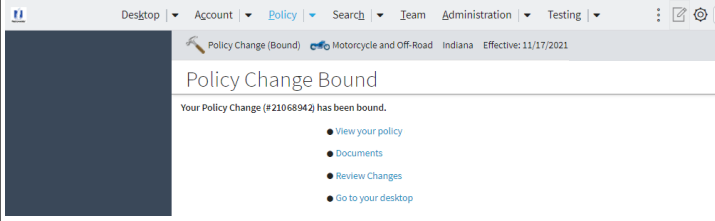
Action	Screen
<p>In the “Policy Review” section:</p> <p>Review the coverage changes for the revised policy. If everything is correct, move to the next step. If something needs to change, select the “Back” button or one of the menu items in the left navigation to make any corrections.</p> <p>Select the “Quote” button.</p>	

## Step 6

Action	Screen
<p>On the “Quote” screen:</p> <p>Select the “Issue Change” button.</p> <p>Select the “OK” button on the Issue Change pop-up window after reviewing the disclosure statement.</p>	

# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy

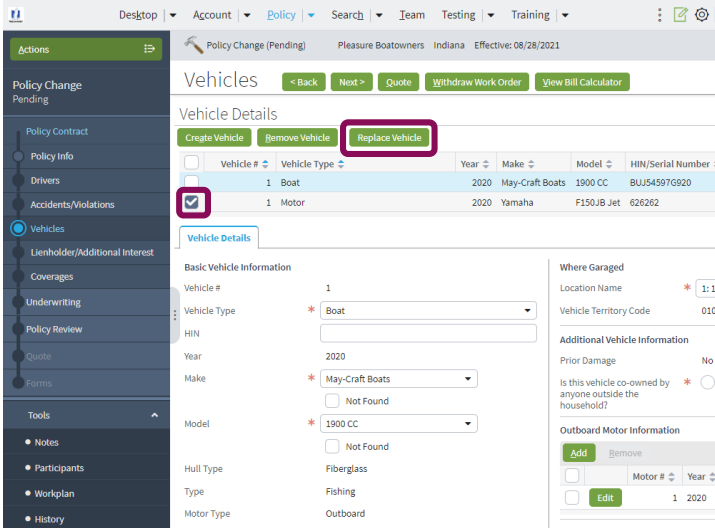
## Step 7

Action	Screen
The "Policy Change Bound" screen displays. This indicates the change is bound.	



## Replace an Additional Motor

### Step 2

Action	Screen
<p>On the "Vehicles" screen:</p> <p>Select the checkbox to the left of the Vehicle # which needs to be replaced.</p> <p>Select the "Replace Vehicle" button.</p>	

# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy



## Step 3

### Action

In the "Vehicle Details" section:

- Complete all required fields.
- Select the "Next" button.

### Screen

## Step 4

### Action

On the "Coverages" screen:

Verify all coverages for the added motor and make changes if needed.

Select the "Next" button.

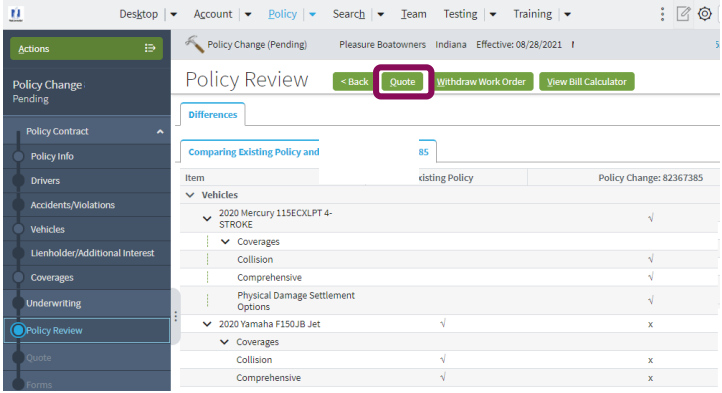
### Screen



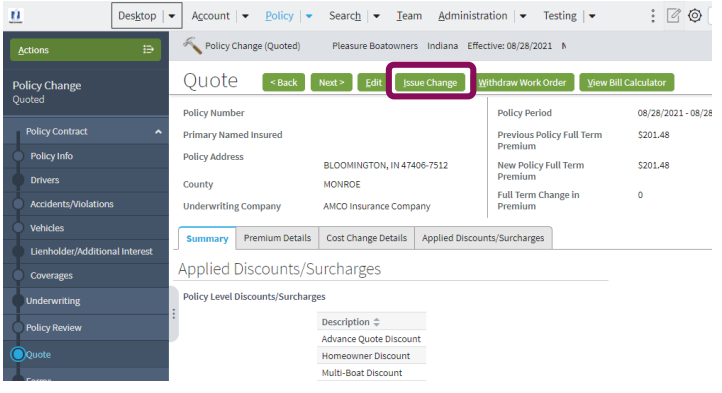
# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy



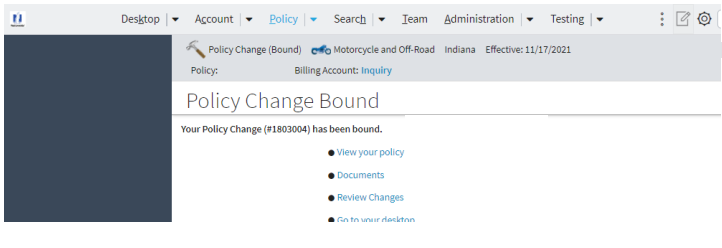
## Step 5

Action	Screen
<p>In the “Policy Review” section review the coverage changes for the revised policy.</p> <p>If everything is correct, move to the next step. If something needs to change, select the “Back” button or one of the menu items in the left navigation to make any corrections.</p> <p>Select the “Quote” button.</p>	

## Step 6

Action	Screen
<p>On the “Quote” screen:</p> <p>Select the “Issue Change” button.</p> <p>Select the “OK” button on the Issue Change pop-up window after reviewing the disclosure statement.</p>	

## Step 7

Action	Screen
<p>The Policy Change Bound screen displays. This indicates the change is bound.</p>	



# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy

## Remove an Additional Motor

### Step 2

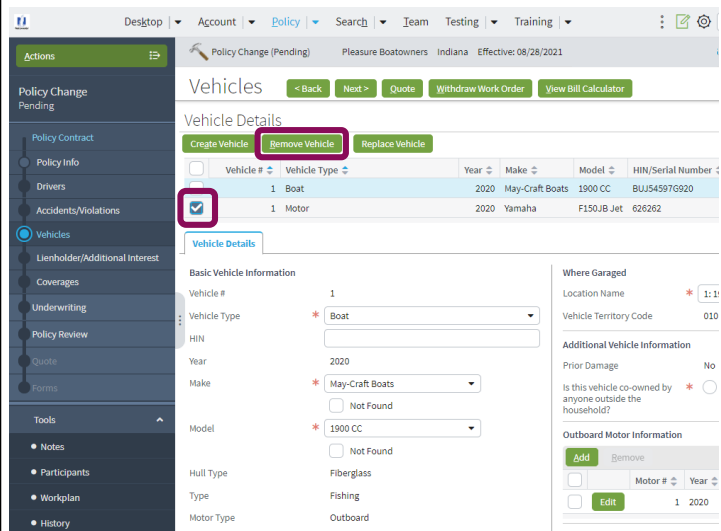
#### Action

On the “Vehicles” screen:

Select the checkbox to the left of the Vehicle # to be removed.

Select the “Remove Vehicle” button.

#### Screen



Desktop Account Policy Search Team Testing Training

Policy Change (Pending) Pleasure Boatowners Indiana Effective: 08/28/2021

Vehicles < Back Next > Quote Withdraw Work Order View Bill Calculator

Vehicle Details

Create Vehicle Remove Vehicle Replace Vehicle

Vehicle #	Vehicle Type	Year	Make	Model	HIN/Serial Number
1	Boat	2020	May-Craft Boats	1900 CC	BUJ54597G920
1	Motor	2020	Yamaha	F150JB-Jet	626262

Vehicle Details

Basic Vehicle Information

Vehicle # 1

Vehicle Type \* Boat

HIN

Year 2020

Make \* May-Craft Boats

Model \* 1900 CC

Hull Type Fiberglass

Type Fishing

Motor Type Outboard

Where Garaged

Location Name \* 1:1

Vehicle Territory Code 010

Additional Vehicle Information

Prior Damage No

Is this vehicle co-owned by anyone outside the household? \*

Outboard Motor Information

Add Remove

Motor # 1 Year 2020

Edit

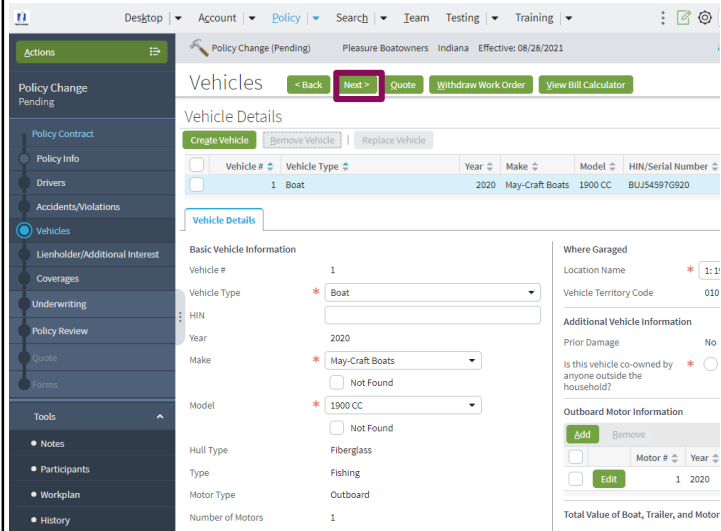
### Step 3

#### Action

After removing the motor

Select the “Next” button to continue.

#### Screen



Desktop Account Policy Search Team Testing Training

Policy Change (Pending) Pleasure Boatowners Indiana Effective: 08/28/2021

Vehicles < Back Next > Quote Withdraw Work Order View Bill Calculator

Vehicle Details

Create Vehicle Remove Vehicle Replace Vehicle

Vehicle #	Vehicle Type	Year	Make	Model	HIN/Serial Number
1	Boat	2020	May-Craft Boats	1900 CC	BUJ54597G920
1	Motor	2020	Yamaha	F150JB-Jet	626262

Vehicle Details

Basic Vehicle Information

Vehicle # 1

Vehicle Type \* Boat

HIN

Year 2020

Make \* May-Craft Boats

Model \* 1900 CC

Hull Type Fiberglass

Type Fishing

Motor Type Outboard

Where Garaged

Location Name \* 1:1

Vehicle Territory Code 010

Additional Vehicle Information

Prior Damage No

Is this vehicle co-owned by anyone outside the household? \*

Outboard Motor Information

Add Remove

Motor # 1 Year 2020

Edit

Total Value of Boat, Trailer, and Motor

# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy

## Step 4

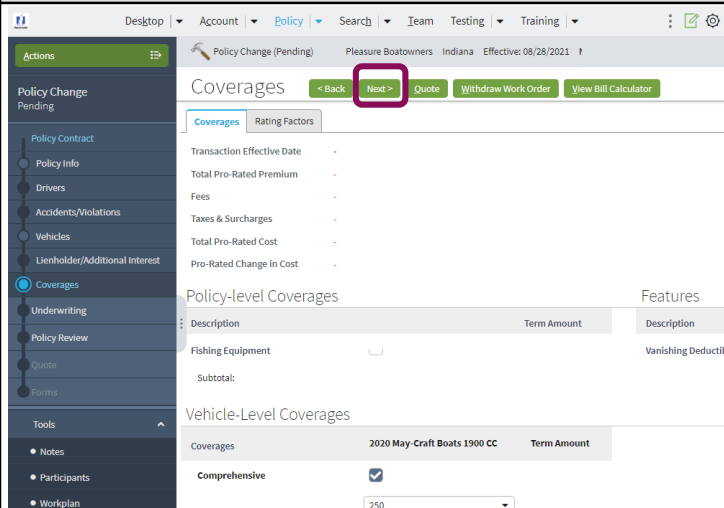
### Action

On the "Coverages" screen:

Verify all coverages for the deleted motor.

Select "Next" button.

### Screen



The screenshot shows the 'Coverages' screen for a 'Policy Change (Pending)' for 'Pleasure Boatowners' in 'Indiana', effective '08/28/2021'. The left sidebar shows the 'Coverages' menu item is selected. The main content area displays various coverage details, including 'Transaction Effective Date', 'Total Pro-Rated Premium', 'Fees', 'Taxes & Surcharges', 'Total Pro-Rated Cost', and 'Pro-Rated Change In Cost'. Below this, there are sections for 'Policy-level Coverages' and 'Vehicle-Level Coverages'. The 'Next' button is highlighted with a red box.

## Step 5

### Action

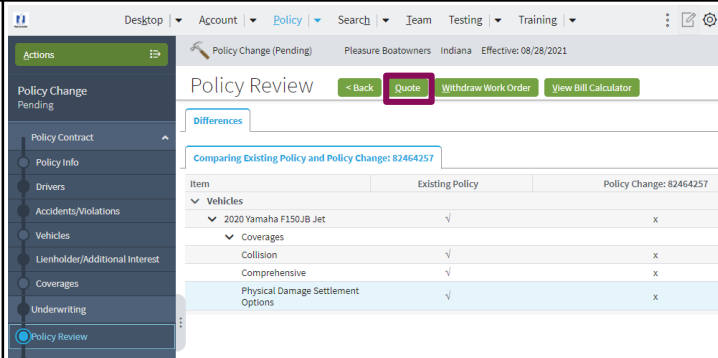
In the "Policy Review" section:

Review the coverage changes for the revised policy.

If everything is correct, move to the next step. If something needs to change, select the "Back" button or one of the menu items in the left navigation to make any corrections.

Select the "Quote" button.

### Screen



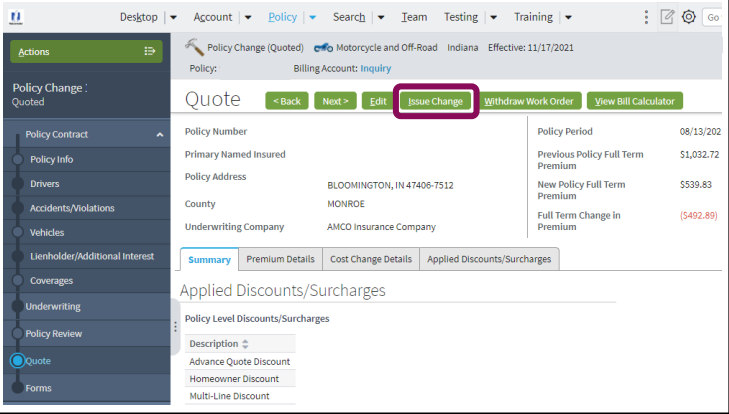
The screenshot shows the 'Policy Review' screen for a 'Policy Change (Pending)' for 'Pleasure Boatowners' in 'Indiana', effective '08/28/2021'. The left sidebar shows the 'Policy Review' menu item is selected. The main content area displays a 'Differences' section comparing the 'Existing Policy' with the 'Policy Change: 82464257'. The comparison table shows differences in 'Vehicles' and 'Coverages'. The 'Quote' button is highlighted with a red box.

Item	Existing Policy	Policy Change: 82464257
2020 Yamaha F150JB Jet	✓	x
Collision	✓	x
Comprehensive	✓	x
Physical Damage Settlement Options	✓	x

# Add, Replace, or Remove a Motor to an Existing Pleasure Boatowners Powersports Policy



## Step 6

Action	Screen
On the “Quote” screen:  Select the “Issue Change” button.  Select the “OK” button on the Issue Change pop-up window after reviewing the disclosure statement.	

## Step 7

Action	Screen
The Policy Change Bound screen displays. This indicates the change is bound.	



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.