



# 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

Model \* 1900 CC

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

**Vehicle Details**

Create Vehicle Remove Vehicle Replace Vehicle

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

**Vehicle Details**

**Basic Vehicle Information**

Vehicle # 1

Vehicle Type \* Boat

HIN

Year 2020

Make \* May-Craft Boats

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? \*

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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

On the “Vehicles” screen:

Select the “Add” button in the “Outboard Motor Information” section of the existing boat.

#### Screen

The screenshot shows the 'Vehicles' screen for a policy change. The left sidebar contains navigation options like 'Policy Change Pending', 'Policy Contract', 'Drivers', 'Accidents/Violations', 'Vehicles', 'Lienholder/Additional Interest', 'Coverages', 'Underwriting', 'Policy Review', 'Quote', and 'Forms'. The main content area is titled 'Vehicles' and includes a table with columns for Vehicle #, Vehicle Type, Year, Make, Model, and HIN/Serial Number. Below the table is the 'Vehicle Details' section, which is divided into 'Basic Vehicle Information' and 'Outboard Motor Information'. The 'Outboard Motor Information' section has an 'Add' button highlighted with a red box.

### Step 3

#### Action

In the “Outboard Motor Information” section:

Select the “Edit” button for the newly added motor.

#### Screen

This screenshot is similar to the previous one but shows the 'Outboard Motor Information' section with two motors listed. The 'Edit' button for the second motor is highlighted with a red box. The 'Basic Vehicle Information' section now shows the HIN as BUJ54597G920.

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## Step 4

### Action

On the “Motor Details” screen:  
Complete all required fields.  
Select the “OK” button.

### Screen

The screenshot shows the 'Motor Details' screen in a web application. The left sidebar contains a navigation menu with 'Vehicles' selected. The main content area shows a form for adding a motor. Fields include Serial Number (2222), Year (2020), Make (Evinrude), Model (A115GHL 115 HP E-TEC DI), and Horsepower (115). At the top right, there are buttons for 'Return to Vehicles', 'OK' (highlighted with a red box), and 'Cancel'.

## Step 5

### Action

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

### Screen

The screenshot shows the 'Vehicles' screen. The left sidebar has 'Vehicles' selected. The main content area shows a table of vehicles. The first row is selected, and the 'Outboard Motor Information' section is expanded. In this section, there is a table of motors. The first motor (Motor # 1, Year 2020, Make Honda Mar) has a checkbox checked and a 'Remove' button highlighted with a red box.

## Step 6

### Action

On the “Vehicles” screen:  
• Select the “Quote” button.

### Screen

The screenshot shows the 'Vehicles' screen. The left sidebar has 'Vehicles' selected. The main content area shows a table of vehicles. The first row is selected, and the 'Quote' button is highlighted with a red box.

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## 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	Screen
<p>On the “Vehicles” screen in the “Vehicle Details” section select “Create Vehicle.”</p> <p>Select the desired vehicle you wish to add via the “Vehicle Type” drop-down list.</p> <p>Select “Motor.”</p>	<p>The screenshot shows the 'Vehicles' screen in the 'Vehicle Details' section. The 'Create Vehicle' button is highlighted with a red box. Below it, the 'Vehicle Type' dropdown menu is open, and 'Motor' is selected, also highlighted with a red box. The 'Basic Vehicle Information' section shows fields for Vehicle #, Year, Make, Model, Hull Type, Type, and Motor Type. The 'Where Garaged' section shows Location Name and Vehicle Territory Code. The 'Additional Vehicle Information' section includes a checkbox for 'Prior Damage' and a radio button for 'Is this vehicle co-owned by anyone outside the household?'. The 'Outboard Motor Information' section has an 'Add' button and fields for Motor #, Year, and Make.</p>

### Step 3

Action	Screen
<p>Enter all required fields (required fields are indicated by a red asterisk).</p> <p>Select the “Next” button at the top of the screen to move on to “Coverages”.</p>	<p>The screenshot shows the 'Vehicles' screen in the 'Vehicle Details' section. The 'Next' button is highlighted with a red box. The 'Basic Vehicle Information' section shows fields for Vehicle # (1), Vehicle Type (Motor), Serial Number (6262R2), Year (2020), Make (Yamaha), Model (F150JB Jet), Motor Type (Outboard), Total Horsepower (0), and Fuel Type (Gasoline). The 'Where Garaged' section shows Location Name and Vehicle Territory Code (010). The 'Additional Vehicle Information' section shows 'Prior Damage' (Not Selected) and 'Is this vehicle co-owned by anyone outside the household?' (Not Selected). The 'Outboard Motor Information' section shows 'Total Value of Boat, Trailer, and Motor' (180), 'Manufacturer's Suggested Retail Price' (155), and 'Estimated Market Value' (155). The 'Market Value' field is set to \$155.</p>

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## 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>	

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## Step 7

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



## 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>	

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## 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

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## 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. The top navigation bar includes 'Desktop', 'Account', 'Policy', 'Search', 'Team', 'Testing', and 'Training'. The main header indicates 'Policy Change (Pending)' for 'Pleasure Boatowners Indiana' effective 08/28/2021. The 'Quote' button is highlighted with a red box. Below the header, there are buttons for '< Back', 'Quote', 'Withdraw Work Order', and 'View Bill Calculator'. The main content area is titled 'Comparing Existing Policy and' and shows a table comparing 'existing Policy' and 'Policy Change: 82367385'. The table lists vehicles and their coverages, with checkmarks or 'x' marks indicating the status of each coverage.

## Step 6

### Action

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.

### Screen

The screenshot shows the 'Quote' screen. The top navigation bar includes 'Desktop', 'Account', 'Policy', 'Search', 'Team', 'Administration', and 'Testing'. The main header indicates 'Policy Change (Quoted)' for 'Pleasure Boatowners Indiana' effective 08/28/2021. The 'Issue Change' button is highlighted with a red box. Below the header, there are buttons for '< Back', 'Next >', 'Edit', 'Issue Change', 'Withdraw Work Order', and 'View Bill Calculator'. The main content area displays policy details such as 'Policy Number', 'Primary Named Insured', 'Policy Address', 'County', and 'Underwriting Company'. Below this, there is a section for 'Applied Discounts/Surcharges' with a table listing various discounts and their descriptions.

## Step 7

### Action

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

### Screen

The screenshot shows the 'Policy Change Bound' screen. The top navigation bar includes 'Desktop', 'Account', 'Policy', 'Search', 'Team', 'Administration', and 'Testing'. The main header indicates 'Policy Change (Bound)' for 'Motorcycle and Off-Road Indiana' effective 11/17/2021. The screen displays the message 'Your Policy Change (#1803004) has been bound.' Below this, there is a list of actions: 'View your policy', 'Documents', 'Review Changes', and 'Go to your desktop'.



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## Remove an Additional Motor

### Step 2

Action	Screen
<p>On the “Vehicles” screen:</p> <p>Select the checkbox to the left of the Vehicle # to be removed.</p> <p>Select the “Remove Vehicle” button.</p>	

### Step 3

Action	Screen
<p>After removing the motor</p> <p>Select the “Next” button to continue.</p>	

# 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. The left sidebar contains a navigation menu with 'Coverages' selected. The main content area displays various policy details and coverage options. 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. The left sidebar contains a navigation menu with 'Policy Review' selected. The main content area displays a comparison table between the existing policy and the policy change. 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

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## 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>	



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