

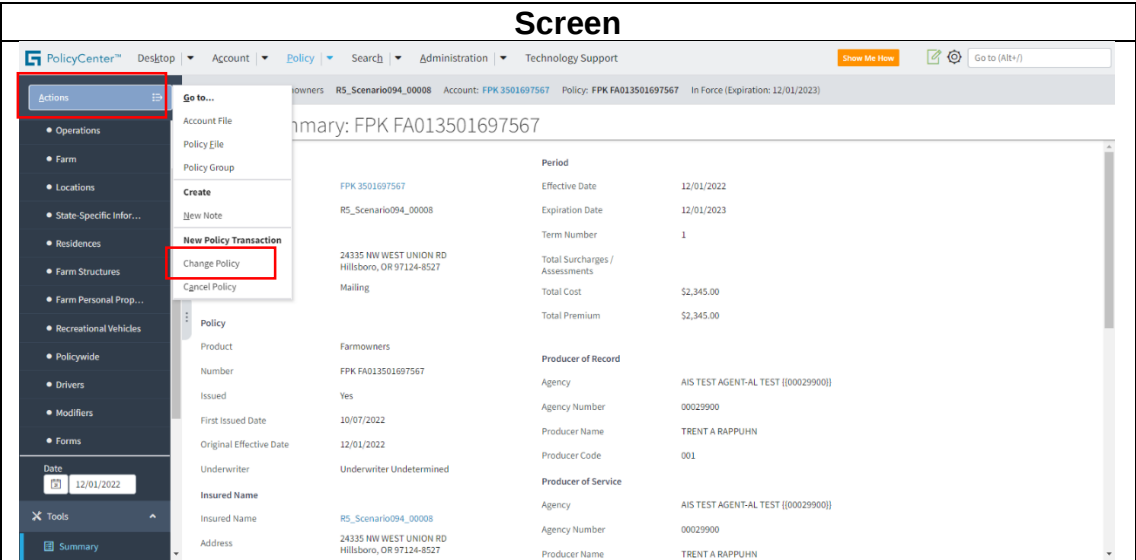
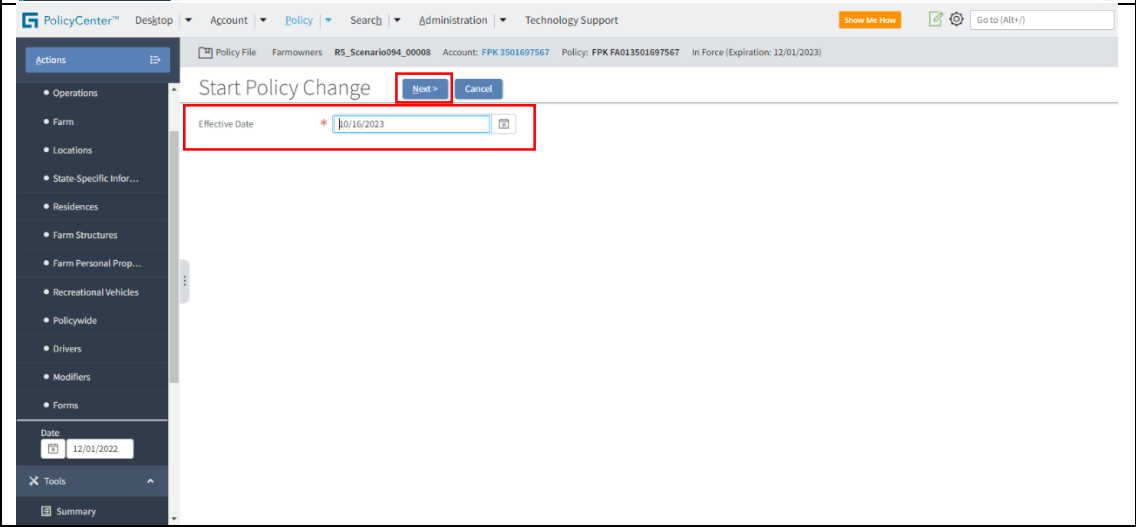
Description:

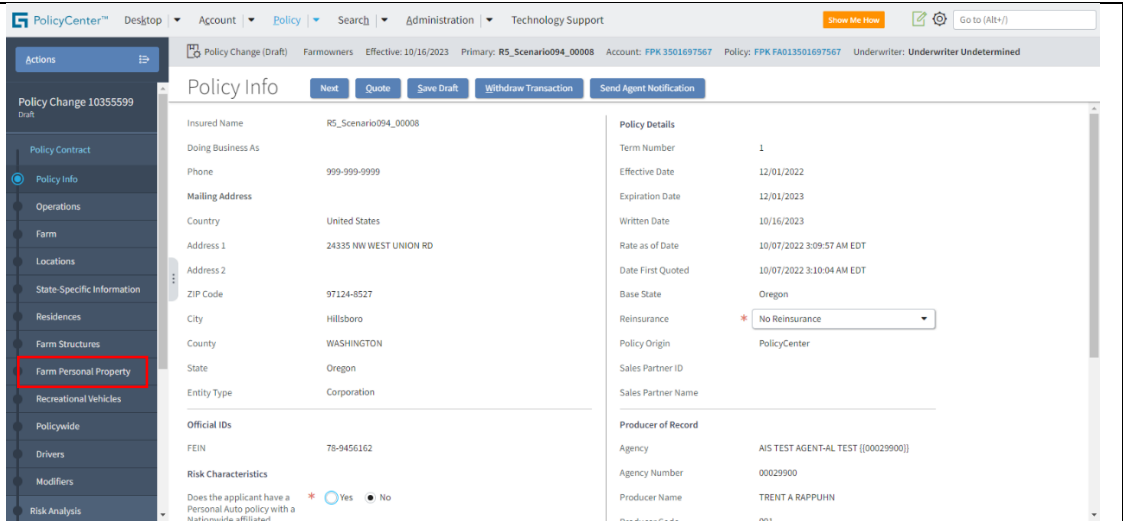
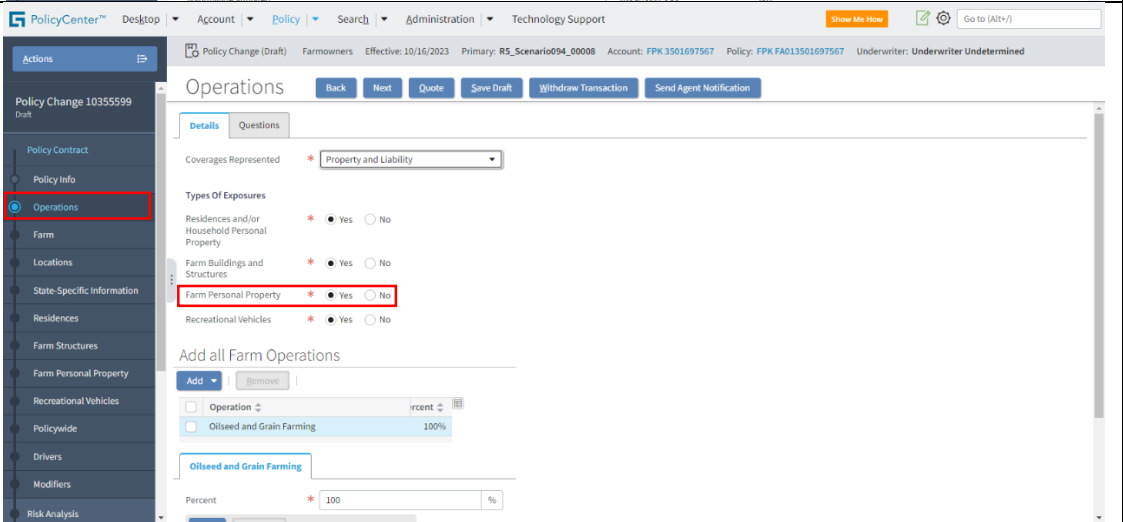
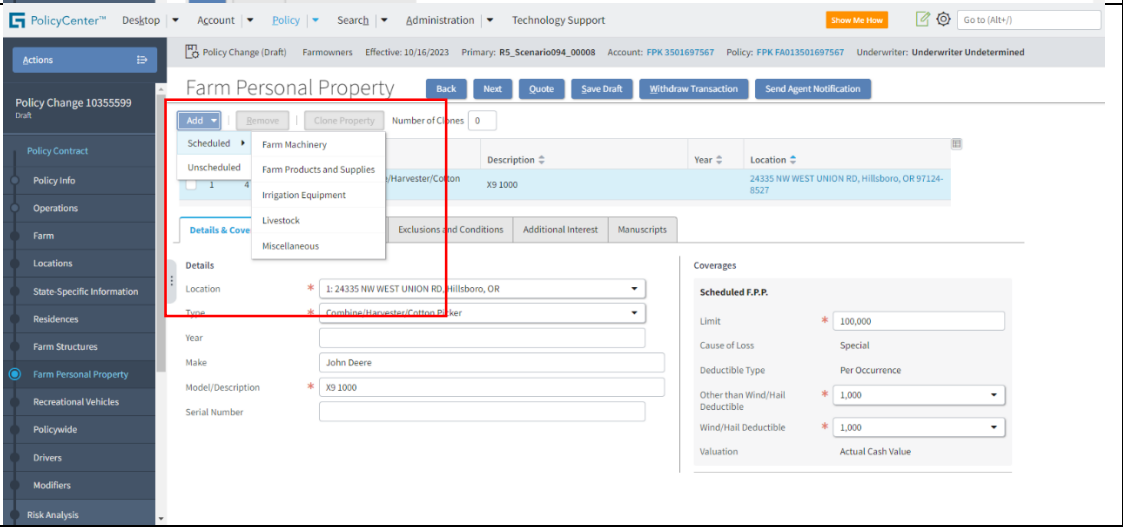
This job aid reviews how to add or remove personal property to an existing Farm policy.

Click each link below to jump to the relevant process steps:

- [Add personal property](#)
- [Remove personal property](#)
- [Refer to underwriting](#)

Add personal property

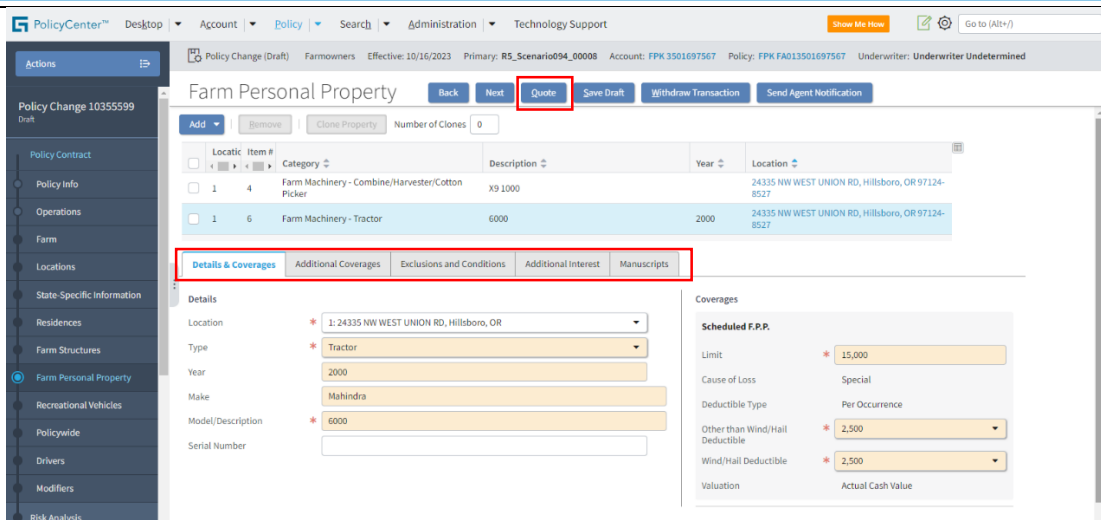
Step	Action	Screen
1	Navigate to an existing Farm policy: - Click Actions - Select Change Policy from the drop-down menu	 The screenshot shows the PolicyCenter Desktop interface. On the left, the 'Actions' menu is open, and 'Change Policy' is highlighted under the 'New Policy Transaction' section. The main area displays the 'Summary' page for policy FPK FA013501697567, showing details like Effective Date (12/01/2022), Expiration Date (12/01/2023), and Total Premium (\$2,345.00).
2	On the <i>Start Policy Change</i> screen, the Effective Date field defaults to the current date: - Enter the appropriate date in the Effective Date field - Click Next	 The screenshot shows the 'Start Policy Change' screen. The 'Effective Date' field is highlighted with a red box and contains the date 10/16/2023. The 'Next' button is also highlighted with a red box. The background shows the same policy summary as in the previous screenshot.

3	Select Farm Personal Property from the left-hand menu See step 4 if FPP is not visible within the left-hand menu	
4	If Farm Personal Property is not located on the left-hand menu: - Select Operations - Select Yes for Farm Personal Property and Next	
5	Click Add Select Scheduled (or Unscheduled) choose the appropriate type of item	

6

Review and complete all relevant tabs:

- Fill in the information for item being added
- When finished, select **Quote**



PolicyCenter™ Desktop Account Policy Search Administration Technology Support

Policy Change (Draft) Farmowners Effective: 10/16/2023 Primary: R5_Scenario094_00008 Account: FPK 3501697567 Policy: FPK FA013501697567 Underwriter: Underwriter Undetermined

Farm Personal Property Back Next **Quote** Save Draft Withdraw Transaction Send Agent Notification

Add Remove Clone Property Number of Clones 0

Localtic	Item #	Category	Description	Year	Location
1	4	Farm Machinery - Combine/Harvester/Cotton Picker	X9 1000		24335 NW WEST UNION RD, Hillsboro, OR 97124-8527
1	6	Farm Machinery - Tractor	6000	2000	24335 NW WEST UNION RD, Hillsboro, OR 97124-8527

Details & Coverages Additional Coverages Exclusions and Conditions Additional Interest Manuscripts

Details

Location * 1: 24335 NW WEST UNION RD, Hillsboro, OR

Type * Tractor

Year 2000

Make Mahindra

Model/Description * 6000

Serial Number

Coverages

Scheduled F.P.P.

Limit * 15,000

Cause of Loss Special

Deductible Type Per Occurrence

Other than Wind/Hail Deductible * 2,500

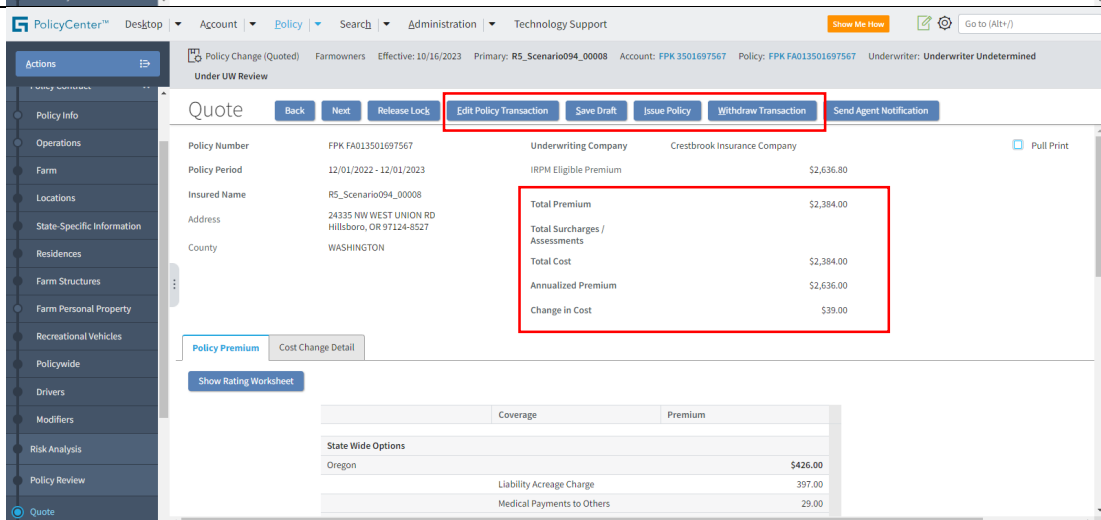
Wind/Hail Deductible * 2,500

Valuation Actual Cash Value

7

Once quoted:

- The **Total Premium** is the full-term premium including the prorated amount for this change. The **Total Cost** is same as the Total Premium.
- The **Annualized Premium** is full-term premium assuming that all changes, including this change, were effective for a full-term
- **Change in Cost** is the prorated premium related to this change



PolicyCenter™ Desktop Account Policy Search Administration Technology Support

Policy Change (Quoted) Farmowners Effective: 10/16/2023 Primary: R5_Scenario094_00008 Account: FPK 3501697567 Policy: FPK FA013501697567 Underwriter: Underwriter Undetermined

Quote Back Next Release Lock **Edit Policy Transaction** Save Draft Issue Policy Withdraw Transaction Send Agent Notification

Policy Number FPK FA013501697567 Underwriting Company Crestbrook Insurance Company Pull Print

Policy Period 12/01/2022 - 12/01/2023 IRPM Eligible Premium \$2,636.80

Insured Name R5_Scenario094_00008

Address 24335 NW WEST UNION RD Hillsboro, OR 97124-8527

County WASHINGTON

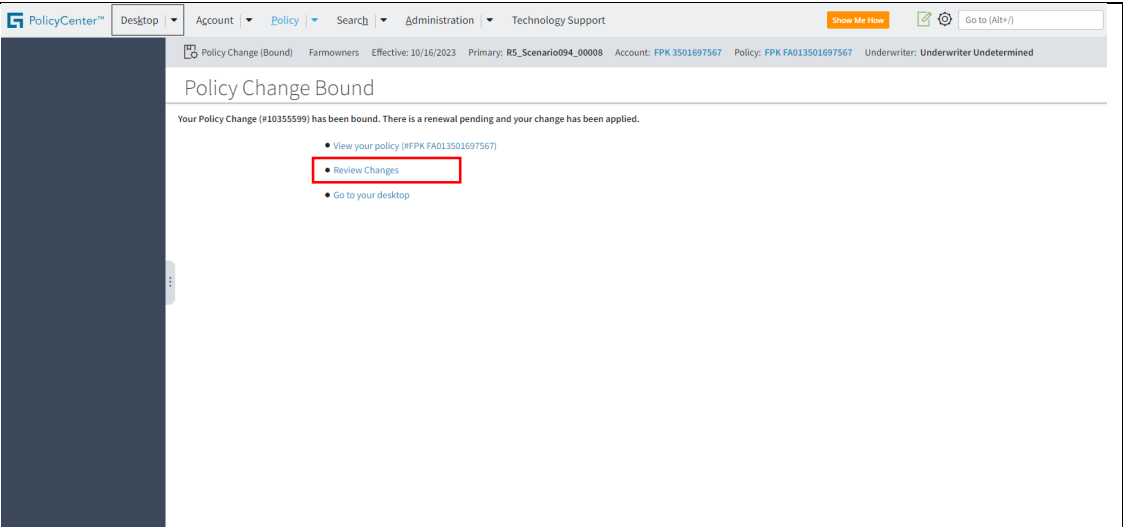
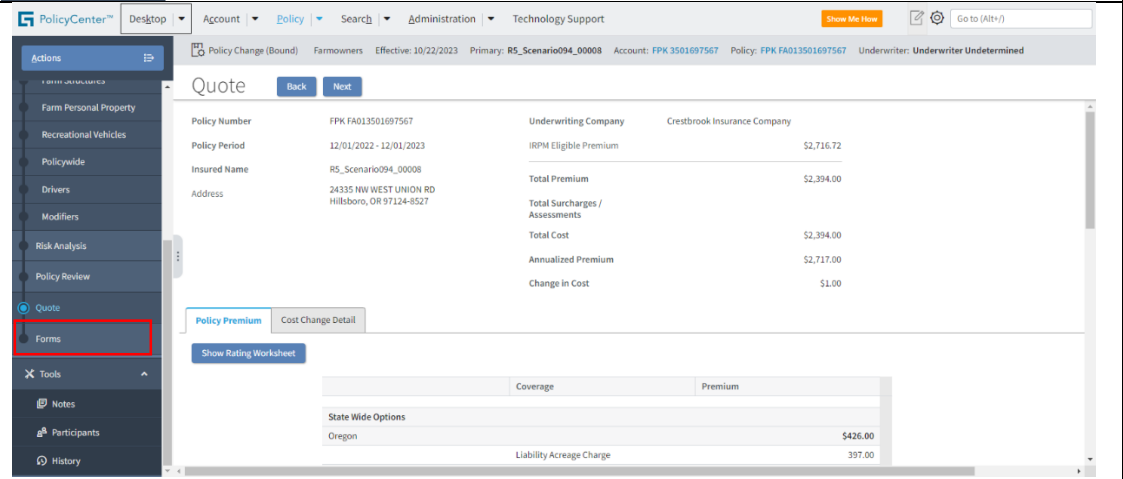
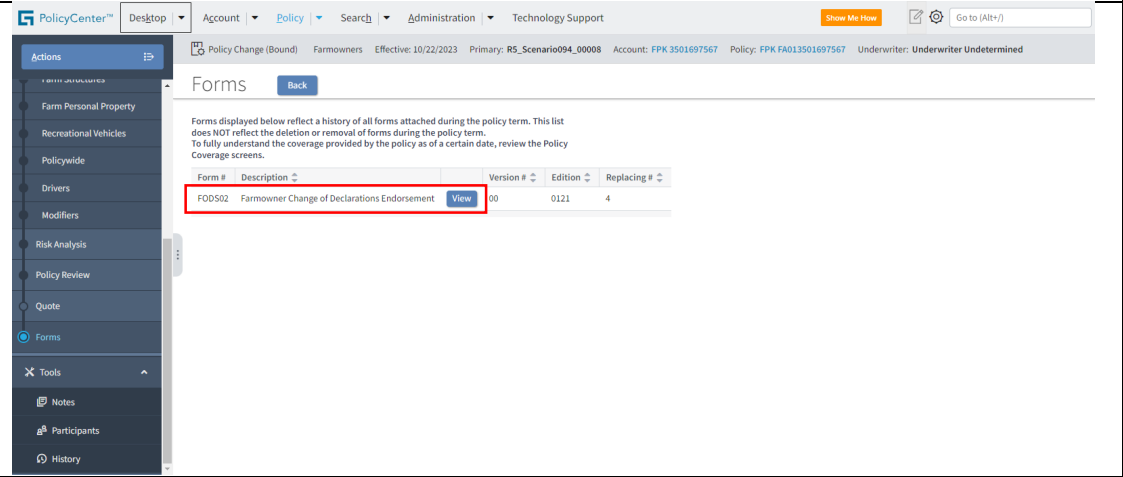
Total Premium	\$2,384.00
Total Surcharges / Assessments	
Total Cost	\$2,384.00
Annualized Premium	\$2,636.00
Change in Cost	\$39.00

Policy Premium Cost Change Detail

Show Rating Worksheet

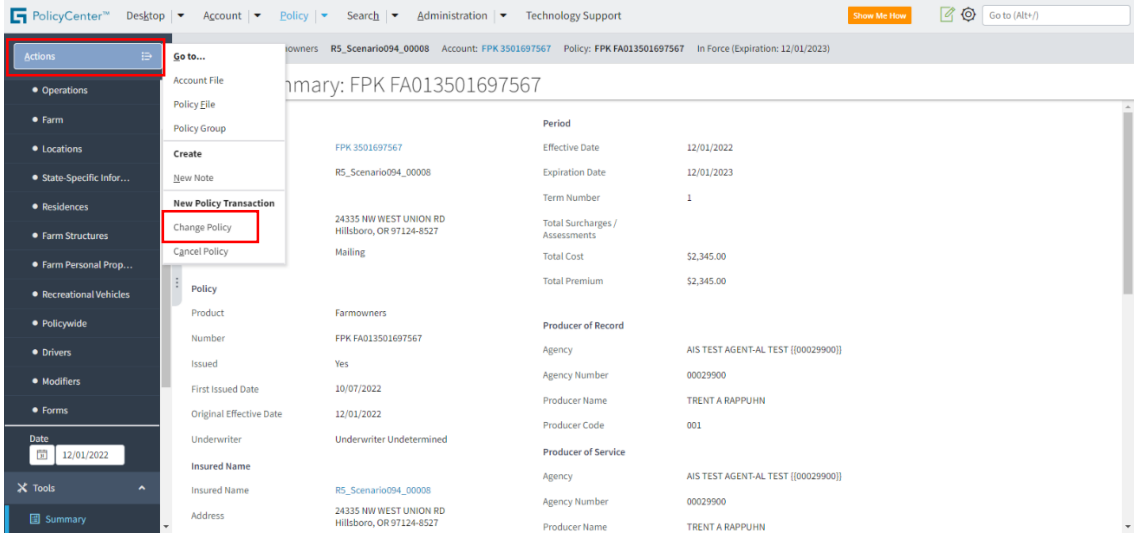
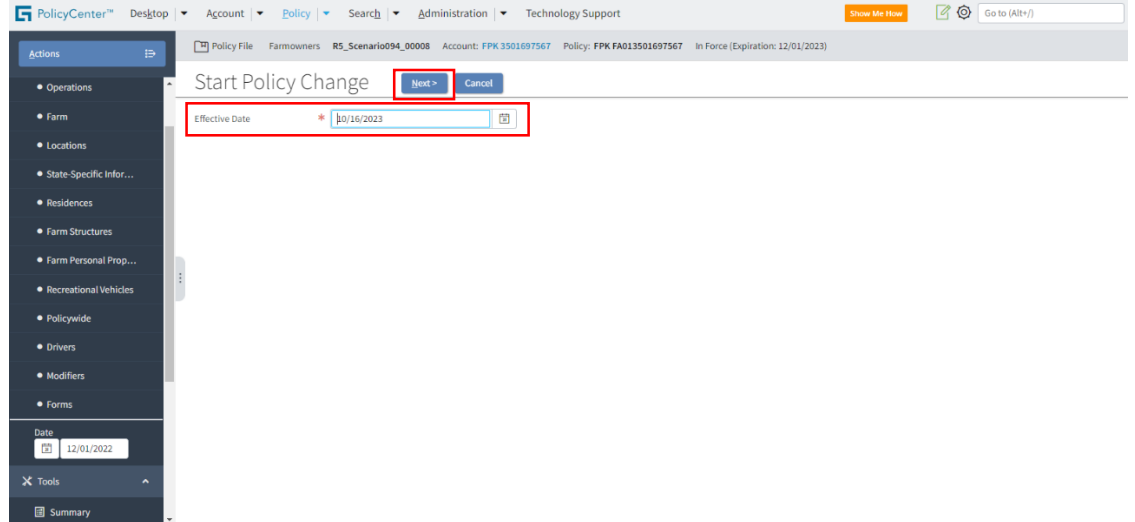
Coverage	Premium
State Wide Options	
Oregon	\$426.00
Liability Accrue Charge	397.00
Medical Payments to Others	29.00

- Agent can select **Issue Policy** if change is requested
- To amend the quote, click **Edit Policy Transaction**
- If agent needs to come back to quote, select **Save Draft**
 - If change is not needed, **Withdraw Transaction**
- If the quote print(s) are needed, click the **Forms** link on the left side of the screen
- Quotes stay on PolicyCenter for 30 days

8	Once issued, the Policy Change Bound screen will populate. Click Review Changes.	
9	Select Forms from the left-hand menu	
10	Select View next to the Change of Declarations Endorsement	

[Return to Top](#)

Remove Personal Property

Step	Action	Screen
1	Navigate to an existing Farm policy: - Click Actions - Select Change Policy from the drop-down menu	 The screenshot shows the PolicyCenter Desktop interface. The 'Policy' tab is selected in the top navigation bar. On the left sidebar, the 'Actions' menu is open, and 'Change Policy' is highlighted. The main content area displays the 'Summary' page for policy FPK FA013501697567, showing details like Effective Date (12/01/2022), Expiration Date (12/01/2023), and various financial figures.
2	On the <i>Start Policy Change</i> screen, the Effective Date field defaults to the current date: - Enter the appropriate date in the Effective Date field - Click Next	 The screenshot shows the 'Start Policy Change' screen. The 'Effective Date' field is highlighted with a red box, showing a date picker set to 12/16/2023. The 'Next' button is also highlighted with a red box. The interface includes a sidebar with navigation options and a top navigation bar with tabs for Policy File, Farmowners, and Account.

3

Click **Farm Personal Property** from the left-hand menu

- Select the checkbox to the left of the item # to be deleted
- Select **Remove**

PolicyCenter™ Desktop

Account Policy Search Administration Technology Support

Policy Change (Draft) Farmowners Effective: 10/16/2023 Primary: R5_Scenario094_00008 Account: FPK 3501697567 Policy: FPK FA013501697567 Underwriter: Underwriter Undetermined

Farm Personal Property

Back Next Quote Save Draft Withdraw Transaction Send Agent Notification

Add Remove Clone Property Number of Clones 0

Locatic	Item #	Category	Description	Year	Location
☐	1 4	Farm Machinery - Combine/Harvester/Cotton Picker	X9 1000		24335 NW WEST UNION RD, Hillsboro, OR 97124-8527
☒	1 6	Farm Machinery - Tractor	6000	2000	24335 NW WEST UNION RD, Hillsboro, OR 97124-8527

Details & Coverages

Additional Coverages Exclusions and Conditions Additional Interest Manuscripts

Details

Location 1: 24335 NW WEST UNION RD, Hillsboro, OR

Type Combine/Harvester/Cotton Picker

Year

Make John Deere

Model/Description X9 1000

Serial Number

Coverages

Scheduled F.P.P.

Limit 100,000

Cause of Loss Special

Deductible Type Per Occurrence

Other than Wind/Hail Deductible 1,000

Wind/Hail Deductible 1,000

Valuation Actual Cash Value

4

Select **Quote**

PolicyCenter™ Desktop

Account Policy Search Administration Technology Support

Policy Change (Draft) Farmowners Effective: 10/16/2023 Primary: R5_Scenario094_00008 Account: FPK 3501697567 Policy: FPK FA013501697567 Underwriter: Underwriter Undetermined

Farm Personal Property

Back Next Quote Save Draft Withdraw Transaction Send Agent Notification

Add Remove Clone Property Number of Clones 0

Locatic	Item #	Category	Description	Year	Location
☐	1 4	Farm Machinery - Combine/Harvester/Cotton Picker	X9 1000		24335 NW WEST UNION RD, Hillsboro, OR 97124-8527

Details & Coverages

Additional Coverages Exclusions and Conditions Additional Interest Manuscripts

Details

Location 1: 24335 NW WEST UNION RD, Hillsboro, OR

Type Combine/Harvester/Cotton Picker

Year

Make John Deere

Model/Description X9 1000

Serial Number

Coverages

Scheduled F.P.P.

Limit 100,000

Cause of Loss Special

Deductible Type Per Occurrence

Other than Wind/Hail Deductible 1,000

Wind/Hail Deductible 1,000

Valuation Actual Cash Value

5

Select **Issue Policy**

PolicyCenter™ Desktop

Account Policy Search Administration Technology Support

Policy Change (Quoted) Farmowners Effective: 10/16/2023 Primary: R5_Scenario094_00008 Account: FPK 3501697567 Policy: FPK FA013501697567 Underwriter: Underwriter Undetermined

Under UW Review

Quote

Back Next Release Locks Edit Policy Transaction Save Draft Issue Policy Withdraw Transaction Send Agent Notification

Policy Number FPK FA013501697567

Policy Period 12/01/2022 - 12/01/2023

Insured Name R5_Scenario094_00008

Address 24335 NW WEST UNION RD Hillsboro, OR 97124-8527

County WASHINGTON

Underwriting Company Crestbrook Insurance Company

IRPM Eligible Premium \$2,599.56

Total Premium \$2,379.00

Total Surcharges / Assessments

Total Cost \$2,379.00

Annualized Premium \$2,599.00

Change in Cost (\$5.00)

Policy Premium

Cost Change Detail

Show Rating Worksheet

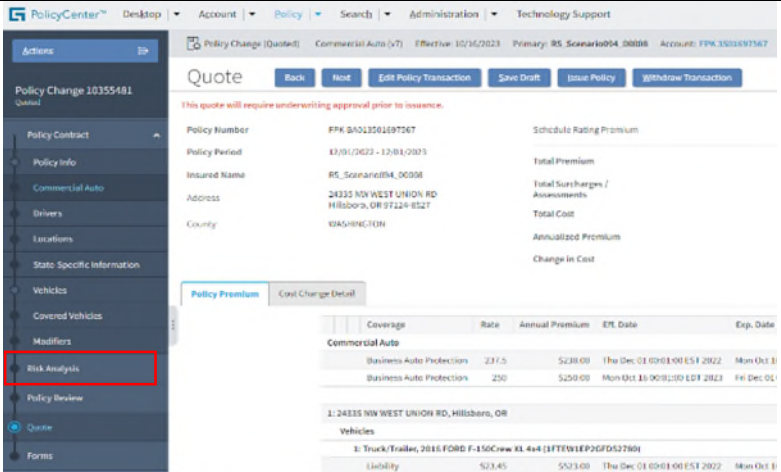
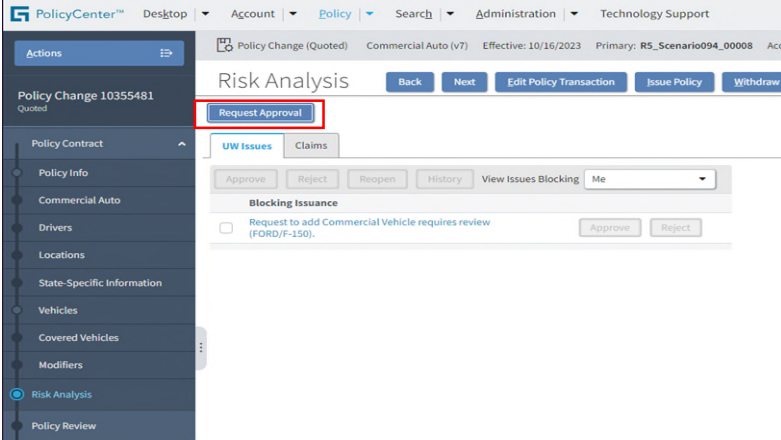
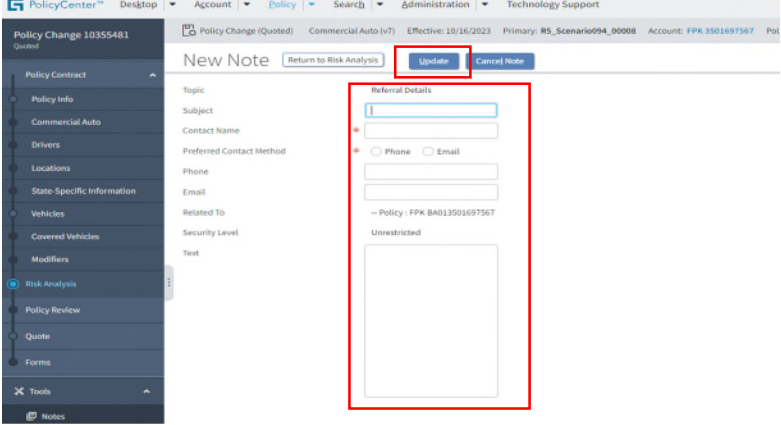
Coverage	Premium
State Wide Options	
Oregon	\$426.00
Liability Acreage Charge	397.00
Medical Payments to Others	29.00

Nationwide, the Nationwide N and Eagle, and Nationwide is On Your Side are service marks of Nationwide Mutual Insurance Company. ©2024 Nationwide. Internal Use only.

6	This is the Policy Change Bound screen. Agents can print endorsements by clicking Review Changes and following the steps previously shown.	PolicyCenter™ Desktop AccountPolicySearchAdministrationTechnology Support Show Me HowGo to (Alt+) Policy Change (Bound) FarmownersEffective: 10/16/2023Primary: R5_Scenario094_00008Account: FPK 3501697567Policy: FPK FA013501697567Underwriter: Underwriter Undetermined Policy Change Bound Your Policy Change (#10355600) has been bound. There is a renewal pending and your change has been applied. View your policy (#FPK FA013501697567) Review Changes Go to your desktop
---	--	---

[Return to the top](#)

Refer to Underwriting

1	If underwriter referral is required, select Risk Analysis	
2	Select Request Approval	
3	Complete the requested information: • Referrals to underwriting lock that line of business until reviewed by underwriting, but do not affect other lines of business on the account • Select Update • Complete <i>Are you sure you want to request approval?</i> • Select OK	

[Return to the top](#)