

# View Auto Policy

## PolicyCenter



### Description:

This job aid describes how to view an auto policy.

To view the policy details, you will need to search for the policy, either in PolicyCenter or in another system. Once the policy is located, click the policy link to open the policy. The policy will open to the *Summary* screen.

Desktop | Account | Policy | Search | Team | Administration | Testing

Policy File Personal Auto Indiana Veruca Salt Account: 679213782 Policy: 9113J 013616 In Force (Exp. 05/23/22)

### Summary

Print ID Card

Current

Account Information		Associated Policy Transaction	
Account Number	679213782	Created	11/23/2021
Account Name	Veruca Salt	Closed	11/23/2021
Policy		Type	Submission
Product	Personal Auto	Period	
Number	9113J 013616	Effective Date	11/23/2021
Original Effective Date	11/23/2021	Expiration Date	05/23/2022
Annual Anniversary Date	11/23/2022	Number of Terms	1
Primary Named Insured		Total Cost	\$1,318.58
Name	Veruca Salt	Full Term Premium	\$1,318.58
Policy Address	10 MONROE BLVD TERRE HAUTE, IN 47803-1628	Billing Status	
County	VIGO	Producer of Record	

Item	Name	Description
1	Date	This field can be changed to determine the policy summary information as of a specific date.
2	Original Effective Date	The date when the policy first became active, and coverage began.
3	Total Cost	The total cost of the policy associated with the <b>Date</b> field chosen.
4	Associated Policy Transaction	The date when a change to the policy becomes effective.
5	Type	The most recent type of policy transaction (submission, cancellation, reinstatement, etc.) created on the policy.

## Job Aid Process (Cont.) :

### Step 1

#### Action

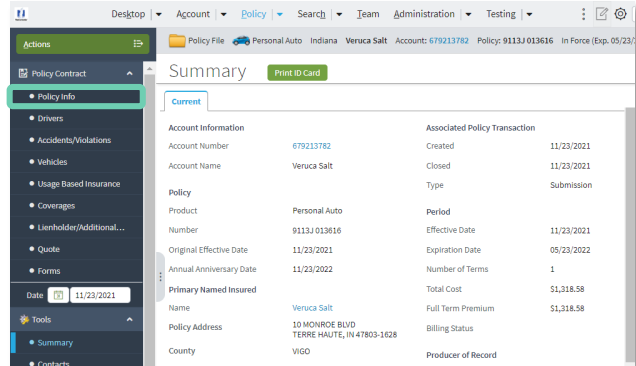
On the left side of the PolicyCenter screens, the various policy screen links are listed for ease of navigation.

You may click on a screen link at any time to jump to a new section of the policy.

In this job aid, we will step through the auto policy screens in order.

- Click the **Policy Info** link.

#### Screen



Account Information		Associated Policy Transaction	
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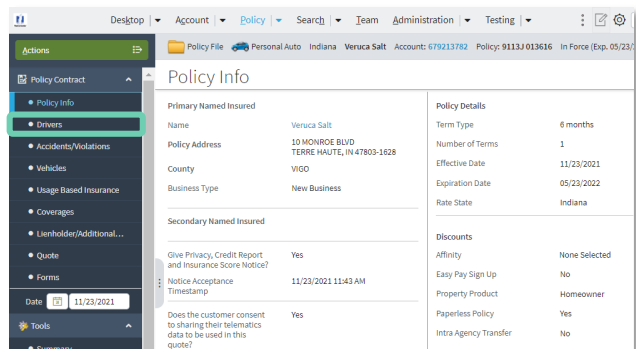
### Step 2

#### Action

The *Policy Info* screen is where specific details regarding the current policy are found.

- Click the **Drivers** link.

#### Screen



Primary Named Insured		Policy Details	
Name	Veruca Salt	Term Type	6 months
Policy Address	10 MONROE BLVD TERRE HAUTE, IN 47803-1628	Number of Terms	1
County	VIGO	Effective Date	11/23/2021
Business Type	New Business	Expiration Date	05/23/2022
		Rate State	Indiana
Secondary Named Insured		Discounts	
Give Privacy, Credit Report and Insurance Score Notice?	Yes	Affinity	None Selected
Notice Acceptance Timestamp	11/23/2021 11:43 AM	Easy Pay Sign Up	No
Does the customer consent to sharing their telematics data to be used in this quote?	Yes	Property Product	Homeowner
		Paperless Policy	Yes
		Intra Agency Transfer	No

### Step 3

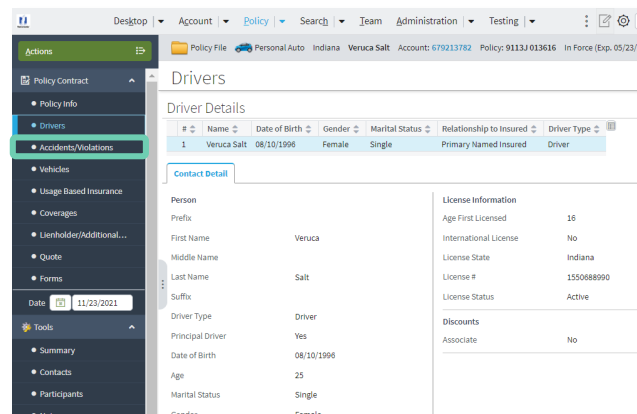
#### Action

On the *Drivers* screen, the details of the driver(s) on the policy are listed.

If the policy includes multiple drivers, all drivers will be listed on this page.

- Click the **Accidents/Violations** link.

#### Screen



#	Name	Date of Birth	Gender	Marital Status	Relationship to Insured	Driver Type
1	Veruca Salt	08/10/1996	Female	Single	Primary Named Insured	Driver

Contact Detail		License Information	
Person		Age First Licensed	18
Prefix		International License	No
First Name	Veruca	License State	Indiana
Middle Name		License #	1550688990
Last Name	Salt	License Status	Active
Suffix		Discounts	
Driver Type	Driver	Associate	No
Principal Driver	Yes		
Date of Birth	08/10/1996		
Age	25		
Marital Status	Single		
Gender	Female		

### Job Aid Process (Cont.) :

#### Step 4

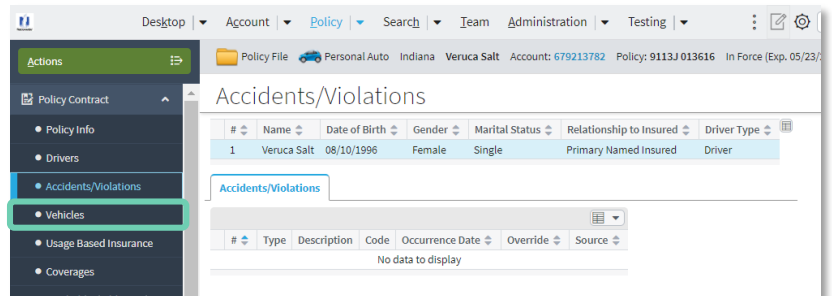
##### Action

On the *Accidents/Violations* screen, any accidents or violations on the policy are listed with details.

To view the details for a driver, click the desired line item.

- Click the **Vehicles** link.

##### Screen



#	Name	Date of Birth	Gender	Marital Status	Relationship to Insured	Driver Type
1	Veruca Salt	08/10/1996	Female	Single	Primary Named Insured	Driver

#### Step 5

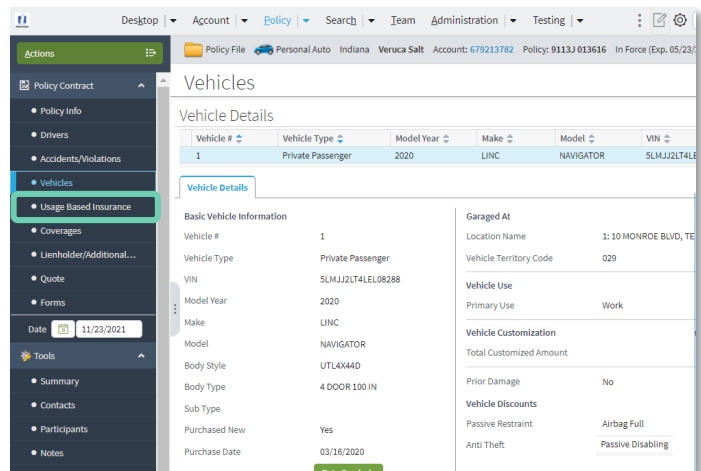
##### Action

On the *Vehicles* screen, details of the vehicle(s) and trailer(s) included on the policy are listed.

If the policy includes multiple vehicles, all vehicles will be listed on this page. Each policy can include up to nine (9) vehicles or utility trailers.

- Click the **Usage Based Insurance** link.

##### Screen



Vehicle #	Vehicle Type	Model Year	Make	Model	VIN
1	Private Passenger	2020	LINC	NAVIGATOR	5LMJ2L74LE

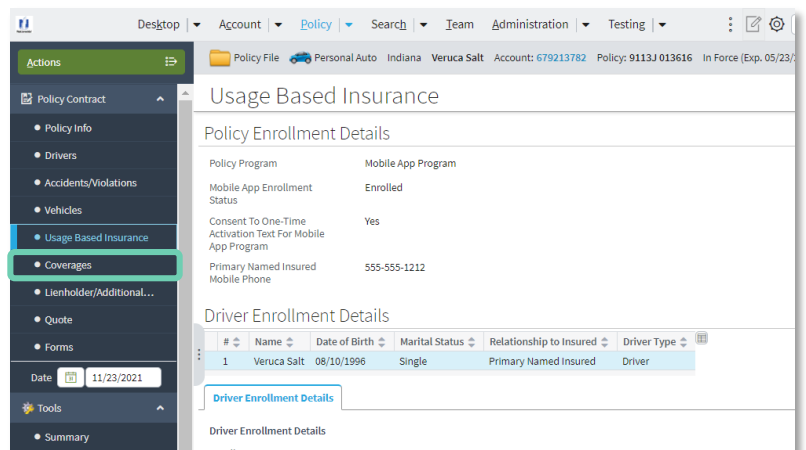
#### Step 6

##### Action

On the *Usage Based Insurance* screen, details of the vehicle(s) and discount programs included on the policy are listed.

- Click the **Coverages** link.

##### Screen



#	Name	Date of Birth	Marital Status	Relationship to Insured	Driver Type
1	Veruca Salt	08/10/1996	Single	Primary Named Insured	Driver

### Job Aid Process (Cont.) :

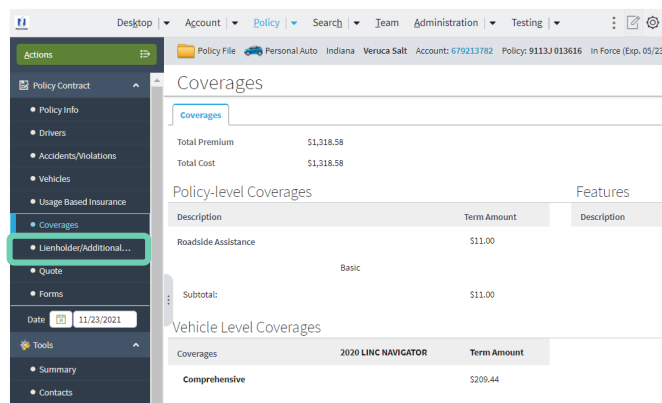
#### Step 7

##### Action

On the *Coverages* screen, the policy-level coverages, vehicle-level coverages, and any selected features are listed.

- Click the **Lienholder/Additional Interest** link.

##### Screen



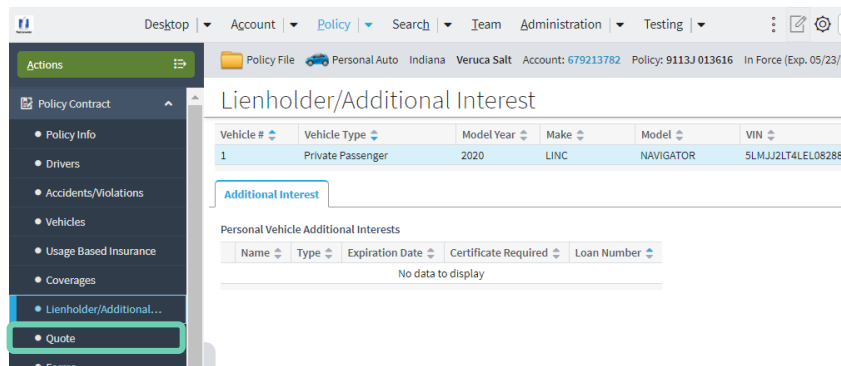
#### Step 8

##### Action

Any vehicle lienholder or lessor information is listed on the *Lienholder/Additional Interest* screen.

- Click the **Quote** link.

##### Screen



#### Step 9

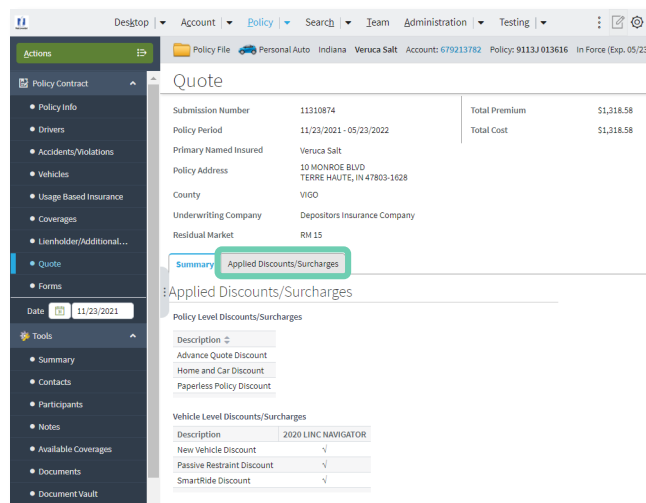
##### Action

The *Quote* screen provides pertinent coverage and policy information on one screen.

The **Summary** tab lists the detailed policy level coverages, vehicle-level coverages and premiums for the policy.

- Click the **Applied Discounts/Surcharges** tab.

##### Screen



### Job Aid Process (Cont.) :

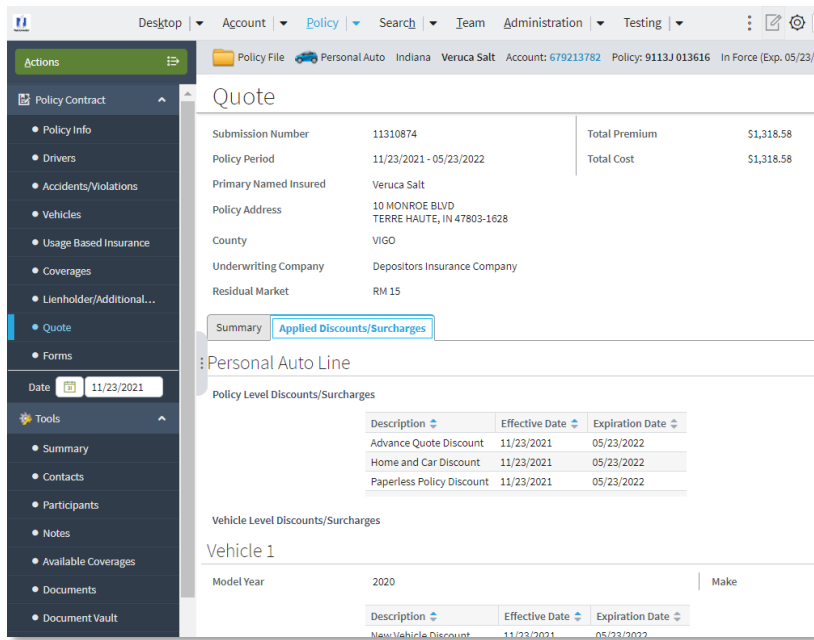
#### Step 10

##### Action

The **Applied Discounts/Surcharges** tab displays Policy Level and Vehicle Level discounts.

You have viewed an Auto Policy.

##### Screen



The screenshot displays the Nationwide PolicyCenter interface. The top navigation bar includes links for Desktop, Account, Policy, Search, Team, Administration, and Testing. The main content area is titled 'Quote' and shows policy details for a Personal Auto Line. The 'Applied Discounts/Surcharges' tab is selected, displaying a table of discounts and surcharges. The table includes columns for Description, Effective Date, and Expiration Date. The discounts listed are Advance Quote Discount, Home and Car Discount, and Paperless Policy Discount, all with effective dates of 11/23/2021 and expiration dates of 05/23/2022. The total premium is \$1,318.58 and the total cost is \$1,318.58. The vehicle level discounts/surcharges section shows a 2020 model year vehicle with a New Vehicle Discount.

Description	Effective Date	Expiration Date
Advance Quote Discount	11/23/2021	05/23/2022
Home and Car Discount	11/23/2021	05/23/2022
Paperless Policy Discount	11/23/2021	05/23/2022

Description	Effective Date	Expiration Date
New Vehicle Discount	11/23/2021	05/23/2022

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