

How to Add a Secondary Residence to an Umbrella Policy

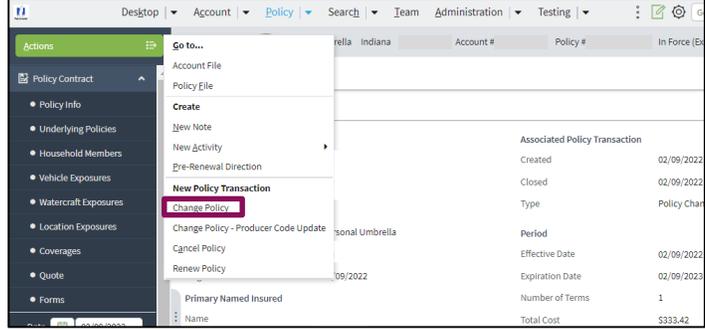


Description:

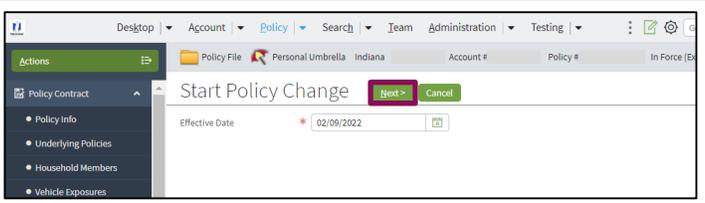
This job aid describes how to add a secondary residence to an umbrella policy. In most cases, the liability for the secondary residence is being extended from the primary home. A location needs to be added to the policy on the “Location Exposures” screen.

On the “Location Exposures” screen, you can add a “New Location”, “Remove an Existing Location” from the Umbrella policy, or “Add an Existing Location”, which is already on the account, to the umbrella policy.

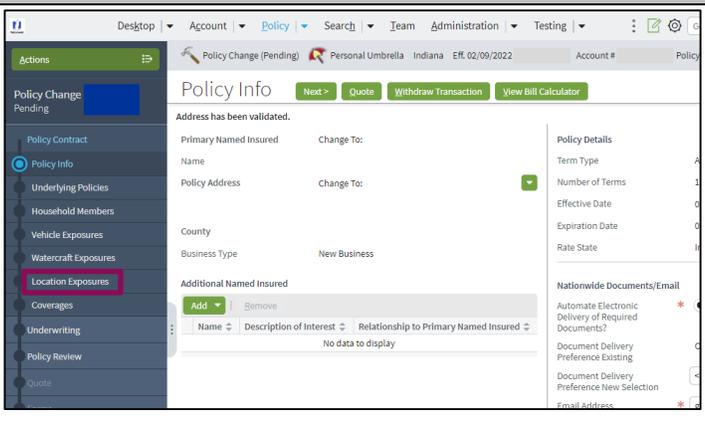
Step 1

Action	Screen
<p>Navigate to an existing umbrella policy.</p> <ul style="list-style-type: none"> Select the “Actions” button. Select “Change Policy” from the drop-down menu. 	

Step 2

Action	Screen
<p>On the “Start Policy Change” screen, the “Effective Date” field defaults to the current date:</p> <ul style="list-style-type: none"> Adjust the “Effective Date” field if necessary. Select the “Next” button. 	

Step 3

Action	Screen
<p>On the “Policy Info” screen:</p> <ul style="list-style-type: none"> Select the “Location Exposures” link. 	

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Step 4

Action

On the “Location Exposures” screen:

If the location exists on the policyholder’s account:

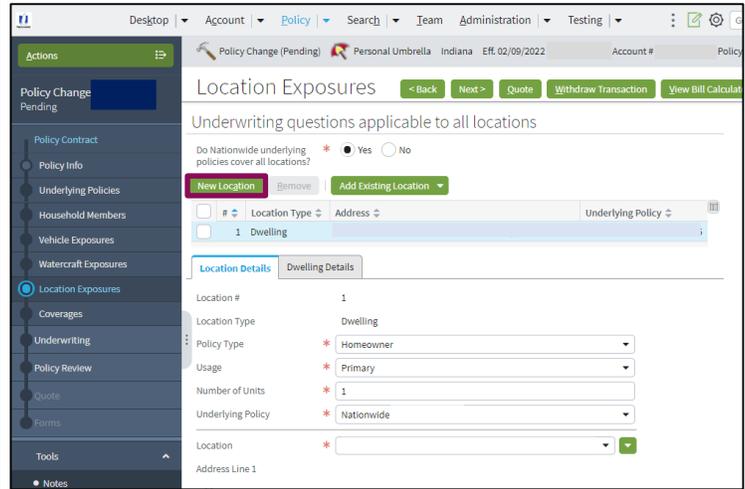
- Select the “Add Existing Location” button.

If the location does not exist on the policyholder’s account:

- Select the “New Location” button.

In this example, “New Location” is selected.

Screen



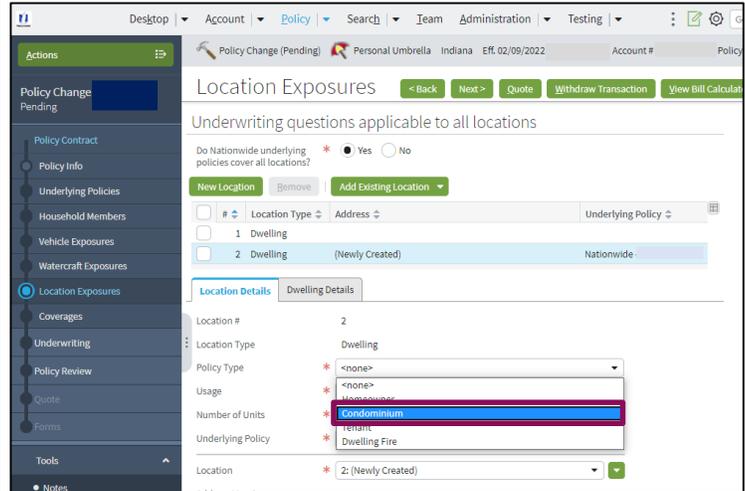
Step 5

Action

On the “Location Details” tab:

- Select “Condominium” from the “Policy Type” drop-down list.

Screen



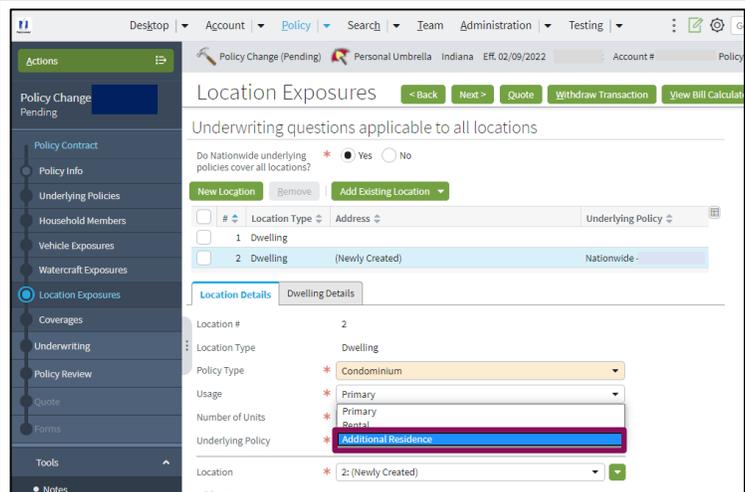
Step 6

Action

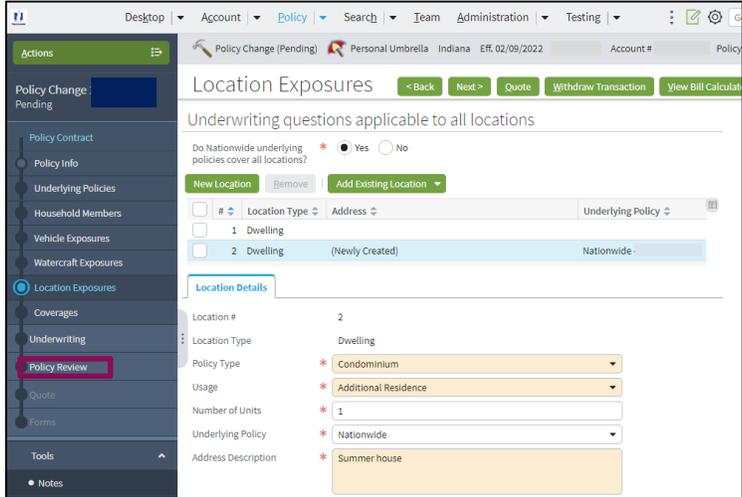
On the “Location Details” tab:

- Select “Additional Residence” from the “Usage” drop-down list.

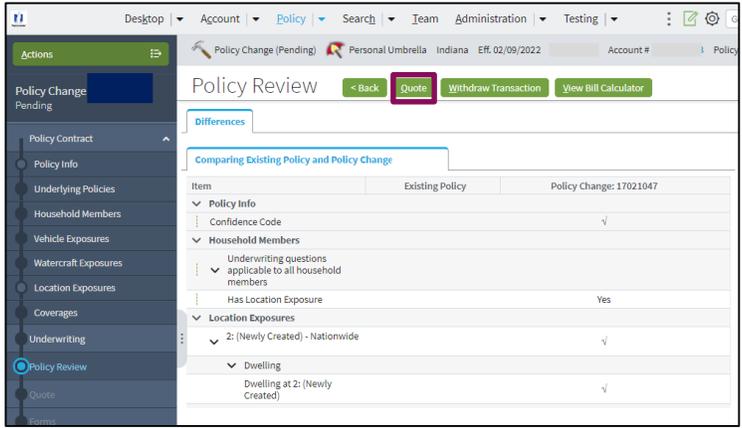
Screen



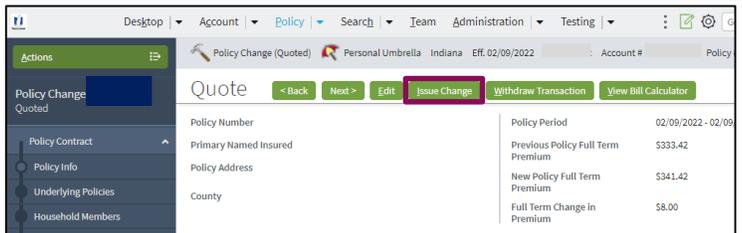
Step 7

Action	Screen
<p>On the “Location Details” tab:</p> <ul style="list-style-type: none"> Update the “Underlying Policy” information, as necessary, and “Address Description”. Select the “Policy Review” link to review the changes to the policy. 	

Step 8

Action	Screen																														
<p>On the “Policy Review” screen:</p> <ul style="list-style-type: none"> Select the “Quote” button. <p>Note: An “x” indicates the line item has been removed from the policy. A “√” indicates the line item has been added to the policy.</p>	 <table border="1" data-bbox="925 955 1485 1207"> <thead> <tr> <th>Item</th> <th>Existing Policy</th> <th>Policy Change: 17021047</th> </tr> </thead> <tbody> <tr> <td>Policy Info</td> <td></td> <td></td> </tr> <tr> <td>Confidence Code</td> <td></td> <td>√</td> </tr> <tr> <td>Household Members</td> <td></td> <td></td> </tr> <tr> <td>Underwriting questions applicable to all household members</td> <td></td> <td></td> </tr> <tr> <td>Has Location Exposure</td> <td></td> <td>Yes</td> </tr> <tr> <td>Location Exposures</td> <td></td> <td></td> </tr> <tr> <td>2: (Newly Created) - Nationwide</td> <td></td> <td>√</td> </tr> <tr> <td>Dwelling</td> <td></td> <td></td> </tr> <tr> <td>Dwelling at 2: (Newly Created)</td> <td></td> <td>√</td> </tr> </tbody> </table>	Item	Existing Policy	Policy Change: 17021047	Policy Info			Confidence Code		√	Household Members			Underwriting questions applicable to all household members			Has Location Exposure		Yes	Location Exposures			2: (Newly Created) - Nationwide		√	Dwelling			Dwelling at 2: (Newly Created)		√
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Step 9

Action	Screen
<p>On the “Quote” screen:</p> <ul style="list-style-type: none"> Select the “Issue Change” button. Select the “OK” button on the confirmation pop-up window. 	

Step 10

Action	Screen
<p>The “Policy Change Bound” screen displays confirming the binding of the policy change.</p>	