

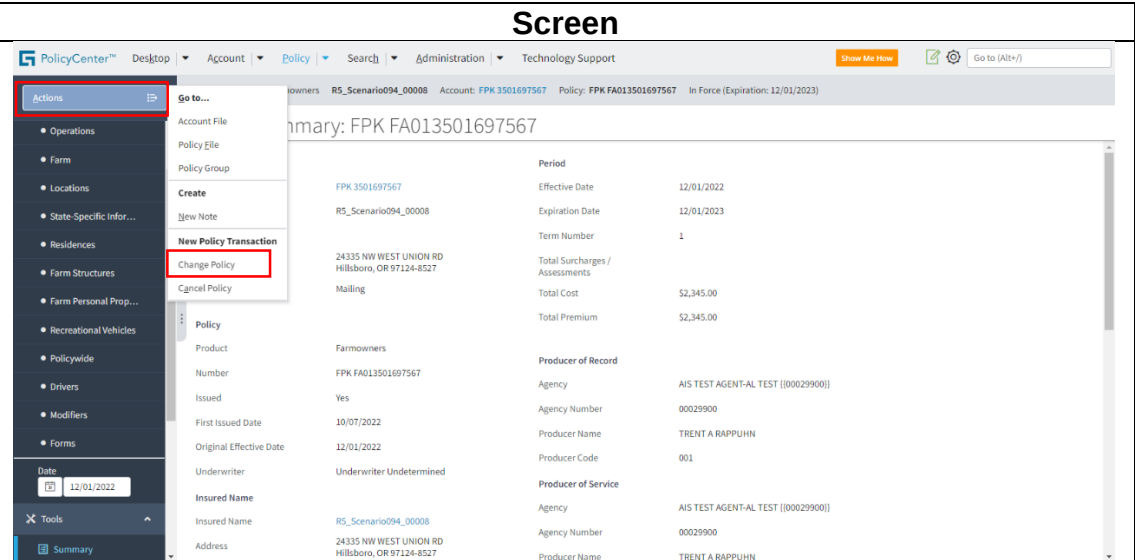
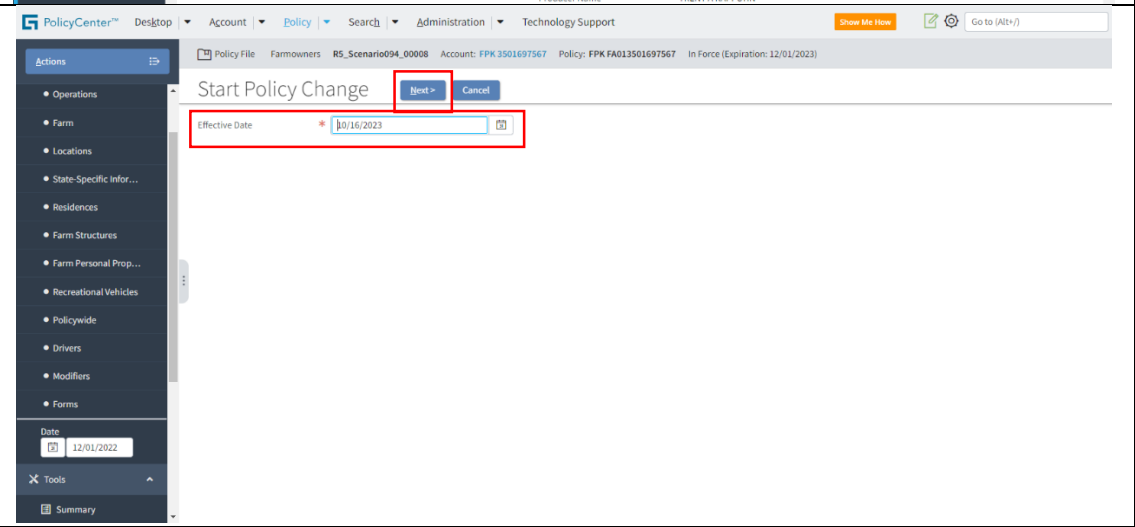
Description:

This job aid reviews how to add or remove a building to an existing Farm policy.

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

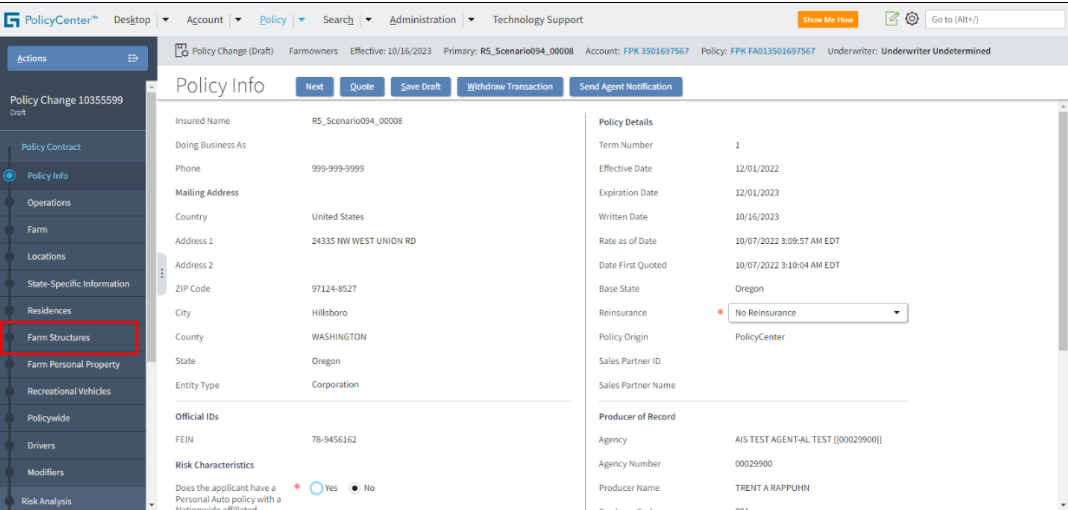
- [Add a building](#)
- [Remove a building](#)
- [Refer to underwriting](#)

Add a building

Step	Action	Screen
1	Navigate to an existing Farm policy: - Click Actions - Select Change Policy from the drop-down menu	
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	

3

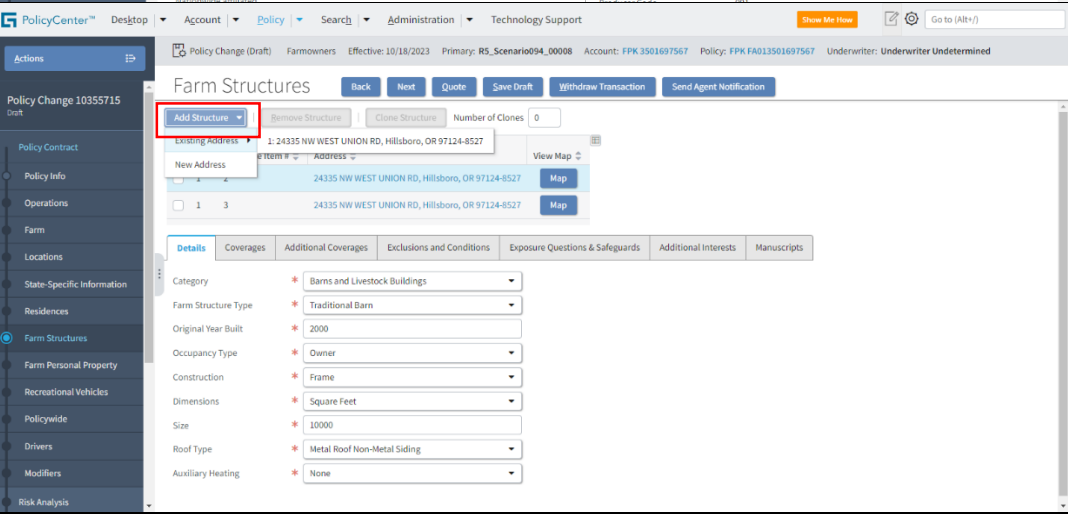
Click **Farm Structures** from the left-hand menu



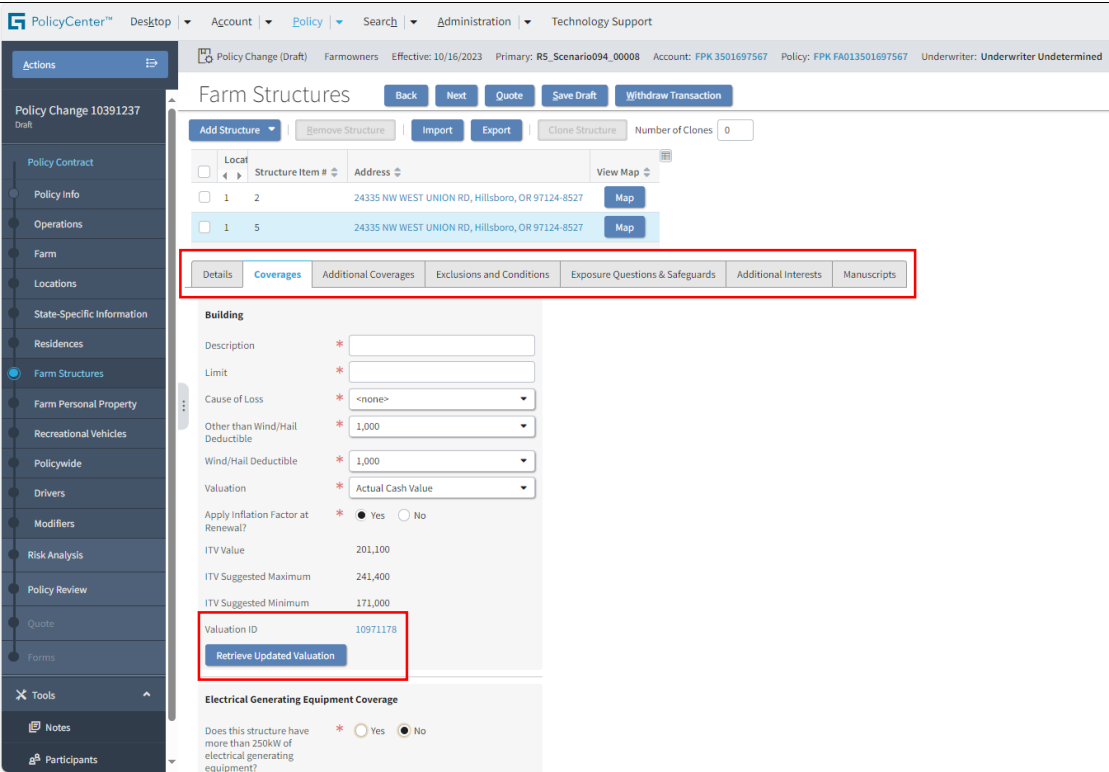
4

Select **Add Structure** button:

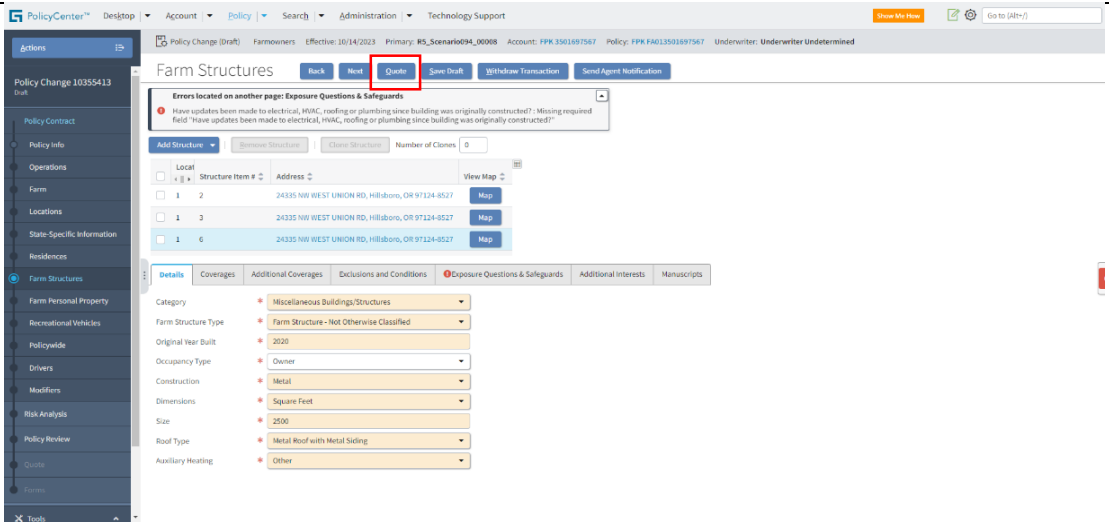
- Use an existing address or add a new address for the building being added



- 5
- Enter information on the Details tab and then select the *Coverages* tab:
- Note the ITV values listed – suggested min and max
 - To view or edit the cost estimator, click the number next to **Valuation ID**
 - o If a change to the cost estimator is made, click **Retrieve Updated Valuation**
 - Complete information on the remaining tabs



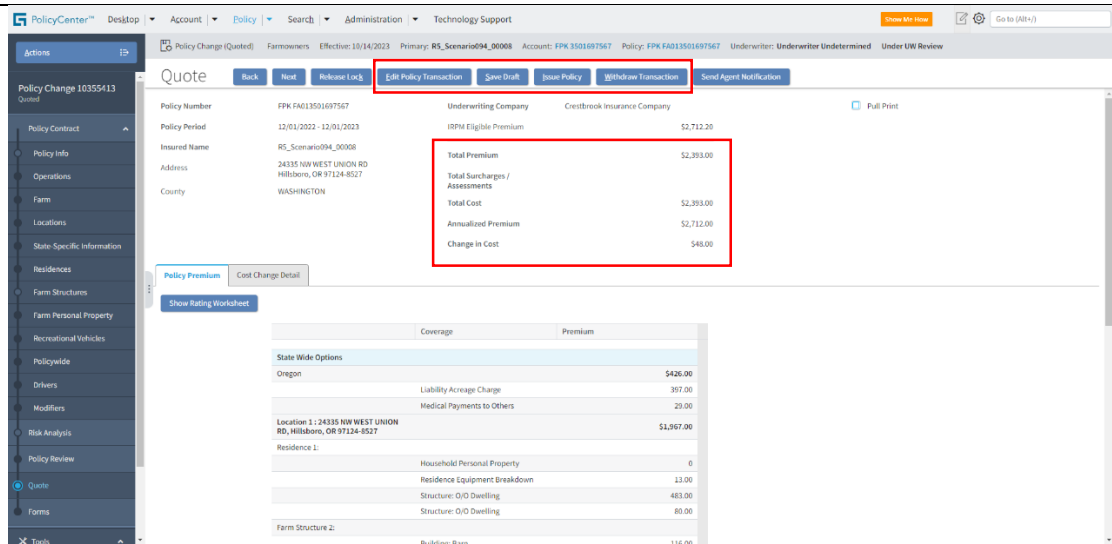
- 6
- Select **Quote** button:
- Errors may be noted with a red exclamation point at the top of the page
 - Address any errors and select **Quote** button



7

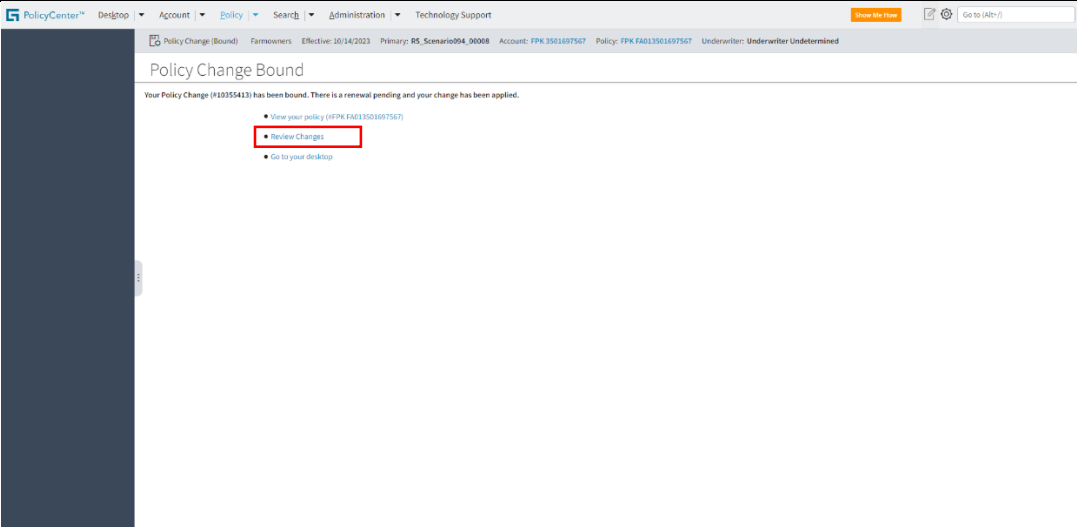
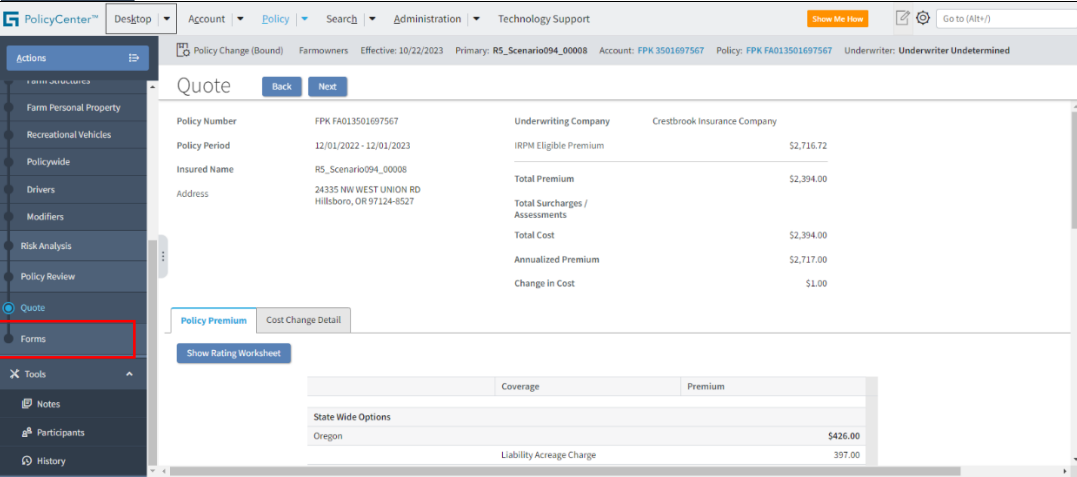
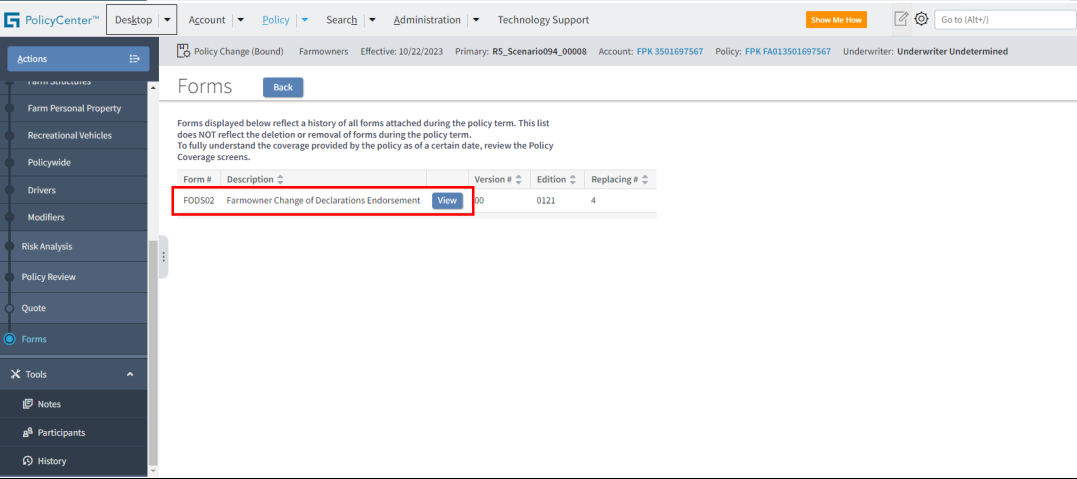
Once quoted:

- 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



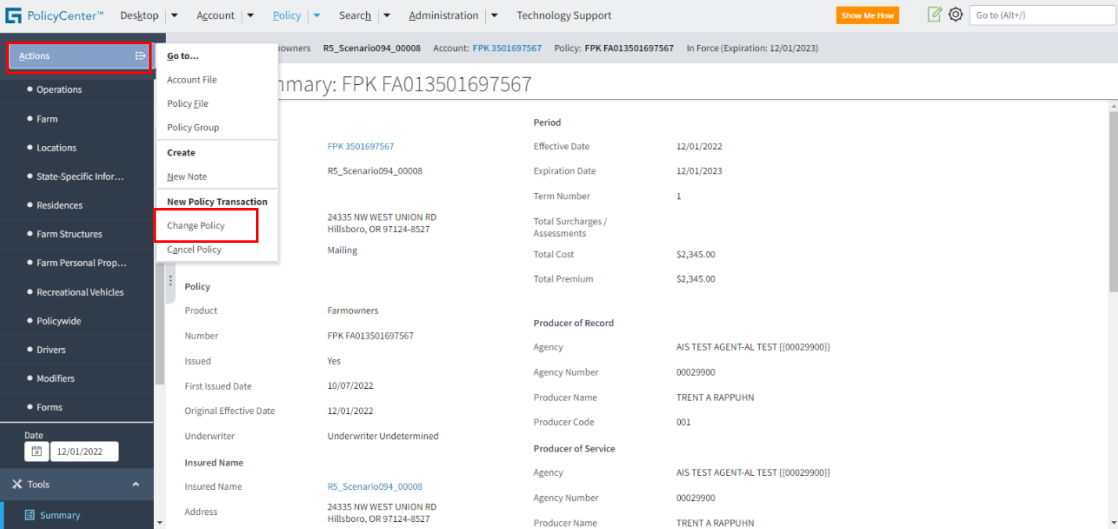
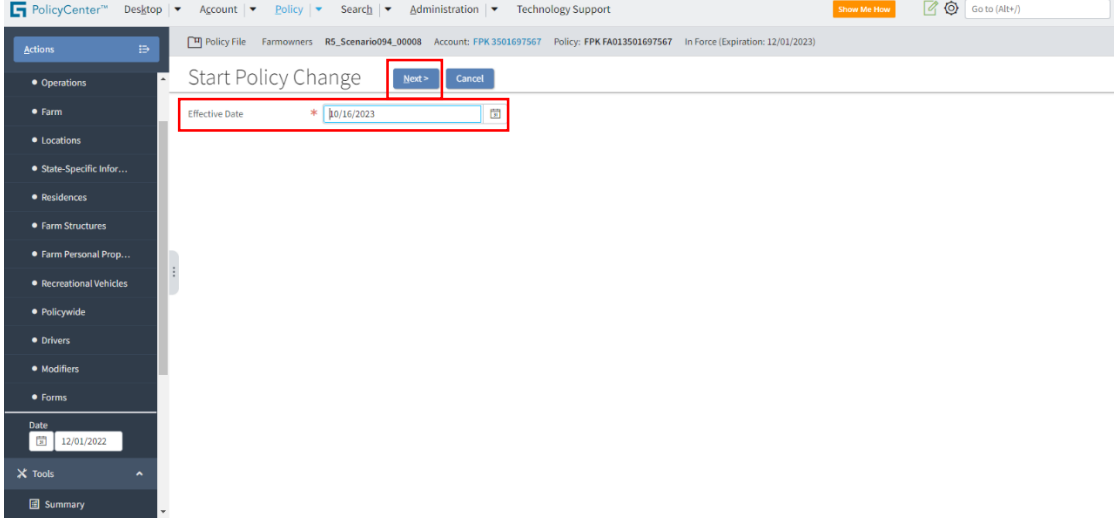
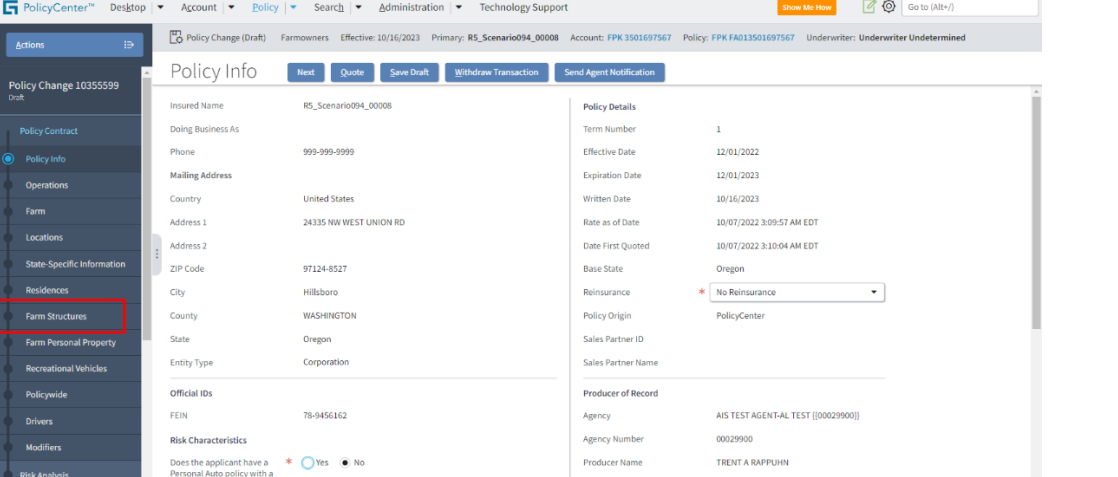
Coverage	Premium
State Wide Options	
Oregon	\$426.00
Liability Acceage Charge	397.00
Medical Payments to Others	29.00
Location 1 : 24335 NW WEST UNION RD, Hillsboro, OR 97124-8527	\$1,967.00
Residence 1:	
Household Personal Property	0
Residence Equipment Breakdown	13.00
Structure: Q/O Dwelling	463.00
Structure: Q/O Dwelling	80.00
Farm Structure 2:	
Buildings Barn	116.00

- 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**

8	This is the Policy Change Bound screen. Agents can print endorsement by clicking Review Changes.	
9	Select Forms from the left-hand menu	
10	Select View next to the Change of Declarations Endorsement	

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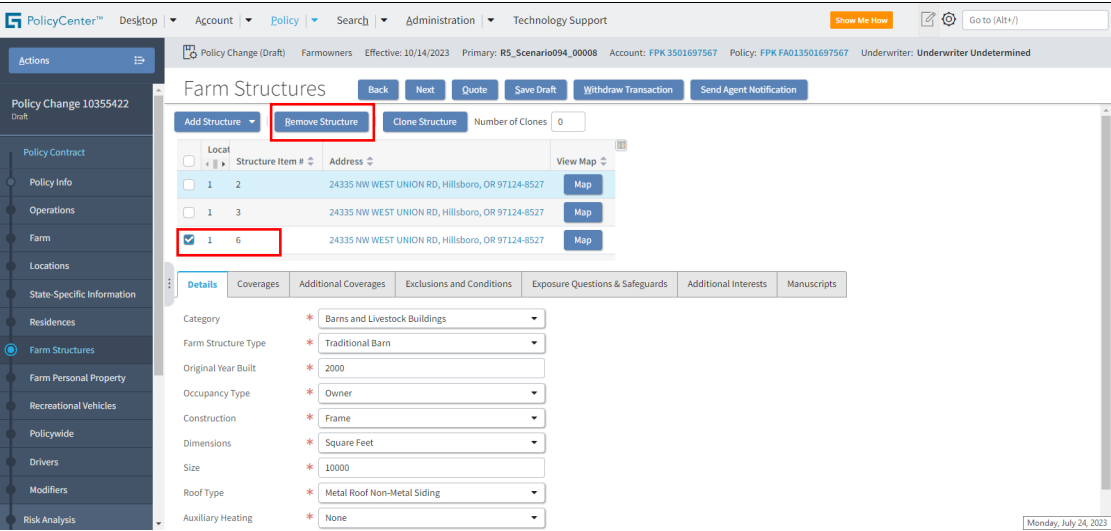
Remove a building

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 'Actions' menu is open, and 'Change Policy' is highlighted. The background shows the 'Summary' page for policy FPK FA013501697567, with details like Effective Date (12/01/2022) and Expiration Date (12/01/2023).
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. The 'Next >' button is also highlighted. The background shows the 'Policy Info' page for the same policy.
3	To delete a farm building: Click Farm Structures	 The screenshot shows the 'Policy Info' screen. The 'Farm Structures' tab is highlighted in the left sidebar. The main content area shows details for the insured, including name, address, and contact information. The 'Reinsurance' dropdown is set to 'No Reinsurance'.

4

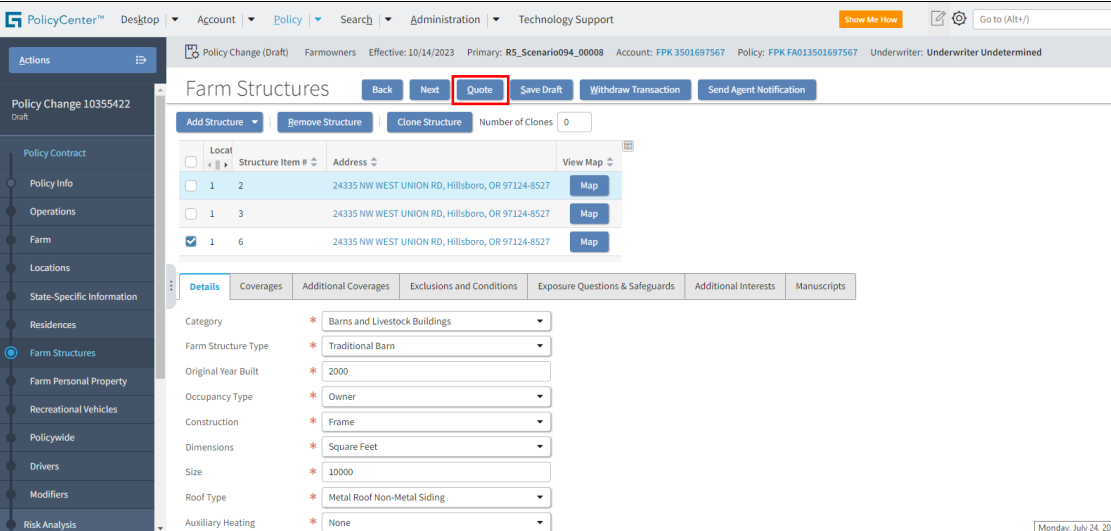
Select the check box to the left of the item # to be deleted:

- Select **Remove Structure**



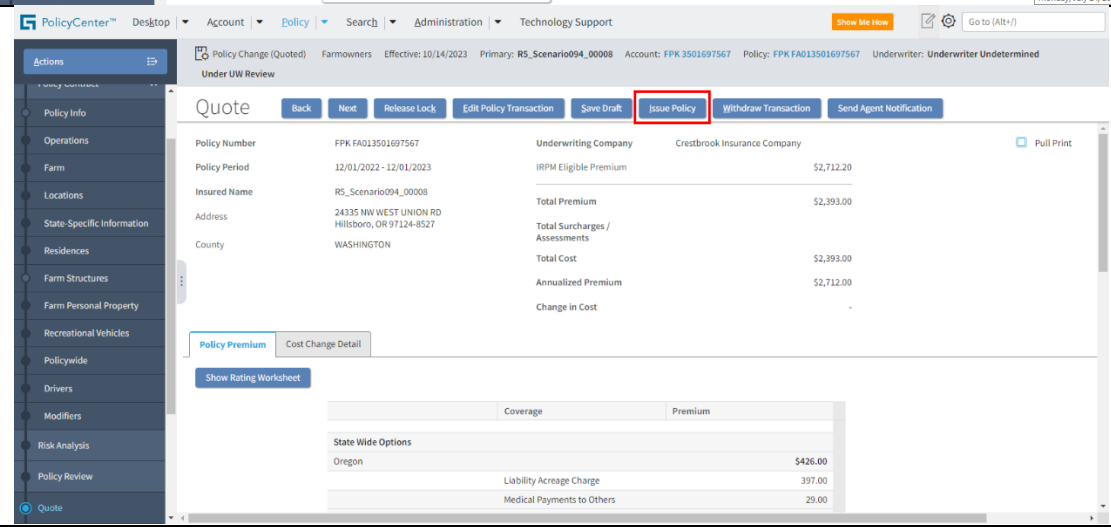
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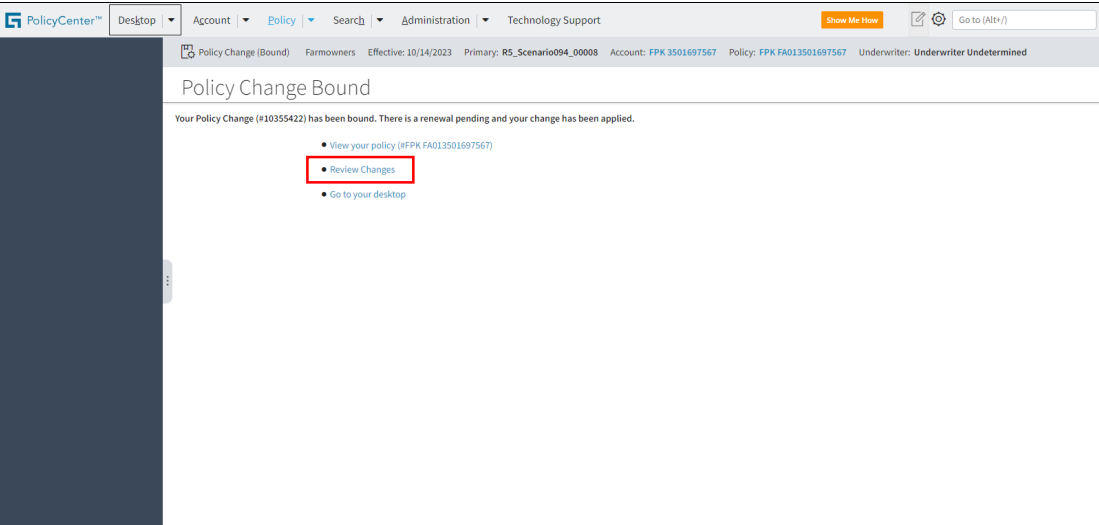
Select **Quote**



6

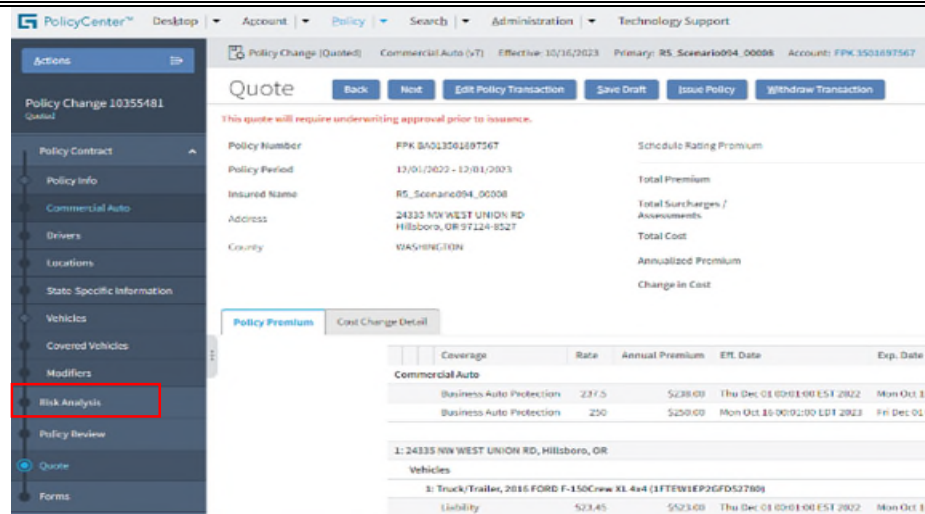
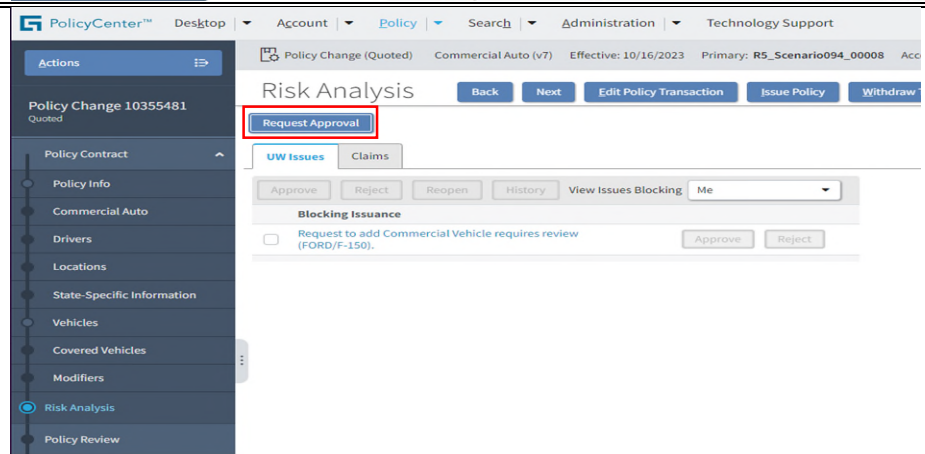
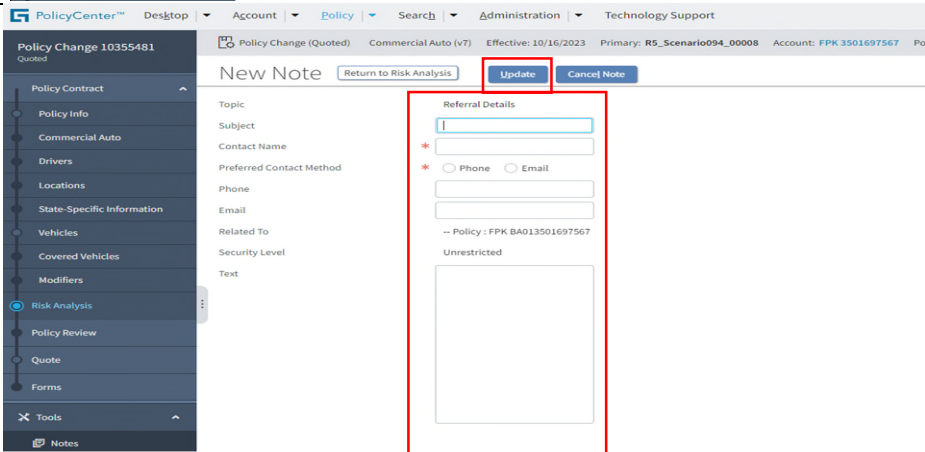
Select **Issue Policy**



7	This is the Policy Change Bound screen. Agents can print endorsements by clicking Review Changes and following the steps previously shown.	
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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	

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