

# Add, Replace or Remove a Vehicle to an Existing Motorcycle/Off-Road Powersports Policy

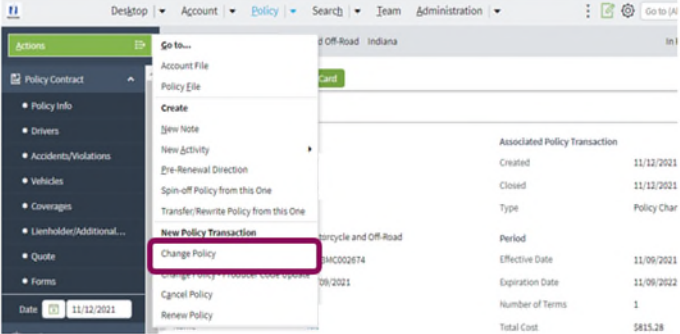


## Description

This job aid reviews how to add, replace, or remove a vehicle to an existing Powersports Motorcycle/Off-Road Vehicle policy.

If adding, replacing, or removing a vehicle to an existing Auto policy, see the “Add, Replace, or Remove a Vehicle – Auto” job aid.

## Step 1

Action	Screen
<p>Open an existing Motorcycle/Off-Road Vehicle Powersports policy:</p> <p>Select the “Actions” button.</p> <p>Select “Change Policy” from the drop-down menu.</p>	

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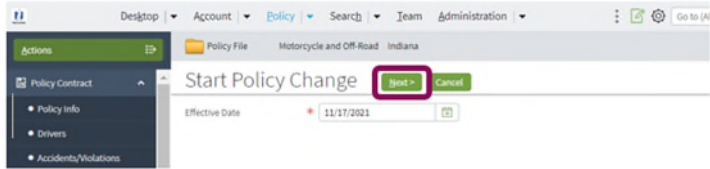
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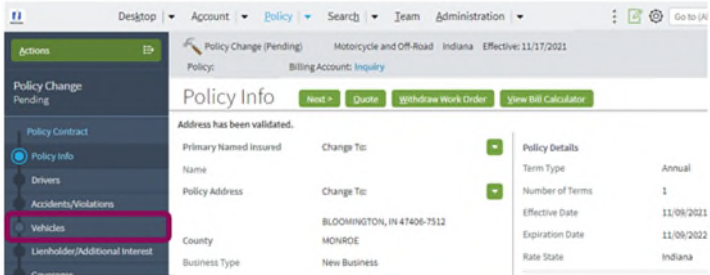
# Add, Replace or Remove a Vehicle to an Existing Motorcycle/Off-Road Powersports Policy



## Step 2

Action	Screen
<p>On the “Start Policy Change” screen, the “Effective Date” field defaults to the current date:</p> <p>Enter the appropriate information in the Effective Date field.</p> <p>Select the “Next” button.</p>	

## Step 3

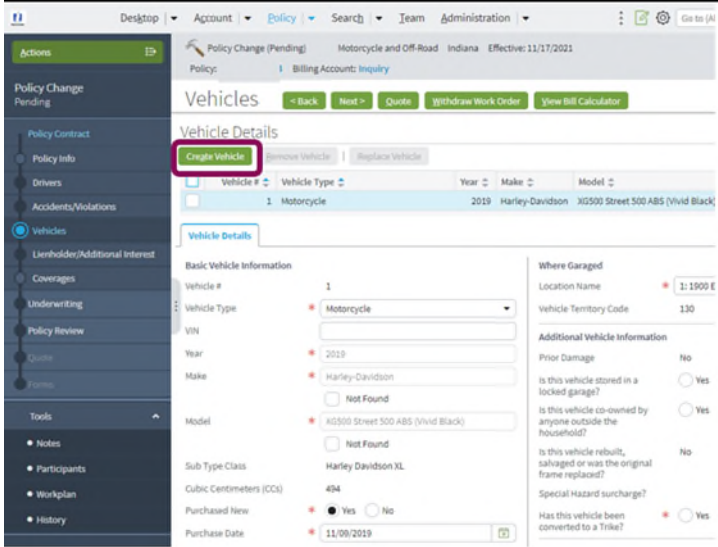
Action	Screen
<p>On the “Policy Info” screen:</p> <p>Select the “Vehicles” link.</p>	

Select each link below from the menu items to jump to the relevant process steps:

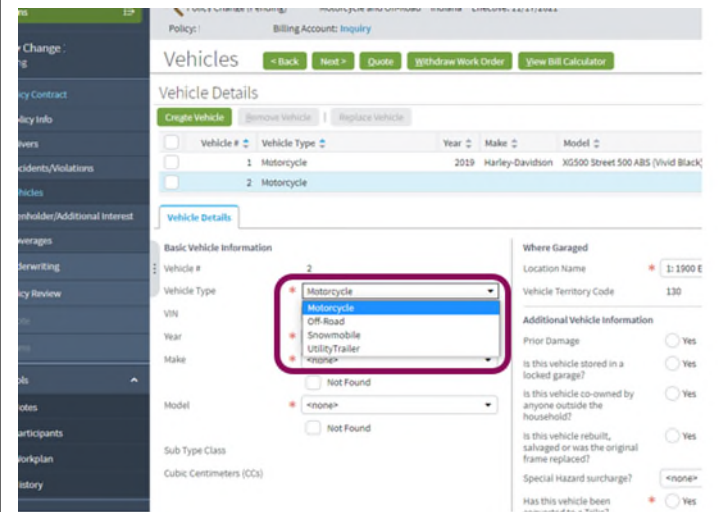
- [Add a Vehicle](#)
- [Replace a Vehicle](#)
- [Remove a Vehicle](#)

Add a Vehicle

Step 4

Action	Screen
On the “Vehicles” screen:  Select the “Create Vehicle” button.	

Step 5

Action	Screen
On the “Vehicles” screen:  Select the desired vehicle you wish to add via the “Vehicle Type” drop-down list.  In this example, “Off-Road” is selected.	

## Add a Vehicle (Continued)

### Step 6

#### Action

In the “Basic Vehicle Information” section:

Enter the appropriate information into the “VIN” field.

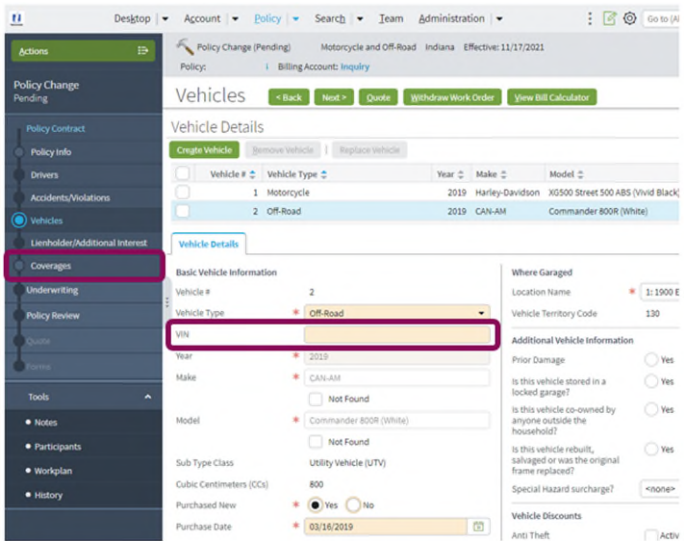
Press the Tab key to populate the remaining Basic Vehicle Information.

Complete any related non-VIN-related fields. For example, customization and garaging address.

**Note:** In some cases, an additional screen may display for the entered VIN, requiring you to select a more specific make/model combination via a radio button and then select the OK button.

Select the “Coverages” link.

#### Screen



Desktop | Account | Policy | Search | Team | Administration | Go to [X]

Policy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021

Policy: Billing Account: Inquiry

### Vehicles

Back Next Quote Withdraw Work Order View Bill Calculator

#### Vehicle Details

Create Vehicle Remove Vehicle Replace Vehicle

Vehicle #	Vehicle Type	Year	Make	Model
1	Motorcycle	2019	Harley-Davidson	XG500 Street 500 ABS (Vivid Black)
2	Off-Road	2019	CAN-AM	Commander 800R (White)

#### Vehicle Details

Basic Vehicle Information

Vehicle # 2

Vehicle Type Off-Road

VIN

Year 2019

Make CAN-AM

Model Commander 800R (White)

Sub Type Class Utility Vehicle (UTV)

Cubic Centimeters (CCs) 800

Purchased New Yes No

Purchase Date 03/16/2019

Where Garaged

Location Name 1: 1900 E

Vehicle Territory Code 130

Additional Vehicle Information

Prior Damage Yes No

Is this vehicle stored in a locked garage? Yes No

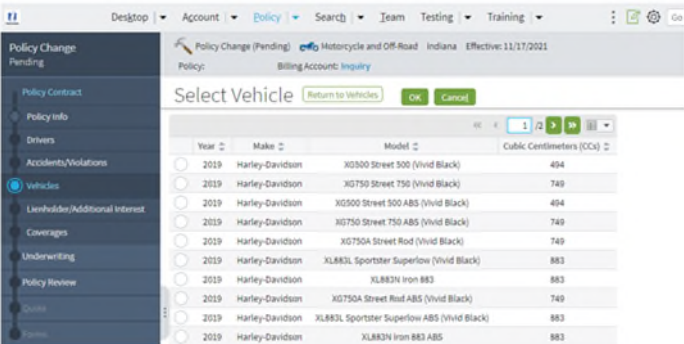
Is this vehicle co-owned by anyone outside the household? Yes No

Is this vehicle rebuilt, salvaged or was the original frame replaced? Yes No

Special Hazard surcharge? <none>

Vehicle Discounts

Anti Theft Activ



Desktop | Account | Policy | Search | Team | Testing | Training | Go

Policy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021

Policy: Billing Account: Inquiry

### Select Vehicle

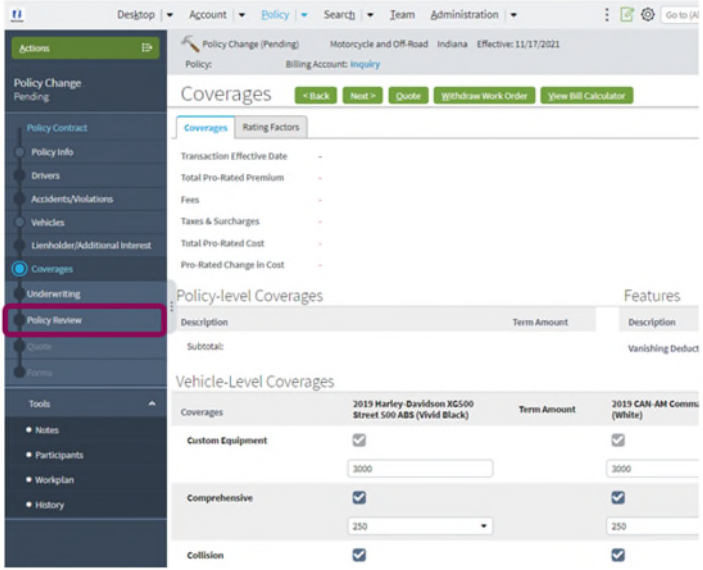
Return to Vehicles OK Cancel

Year	Make	Model	Cubic Centimeters (CCs)
2019	Harley-Davidson	XG500 Street 500 (Vivid Black)	494
2019	Harley-Davidson	XG750 Street 750 (Vivid Black)	749
2019	Harley-Davidson	XG500 Street 500 ABS (Vivid Black)	494
2019	Harley-Davidson	XG750 Street 750 ABS (Vivid Black)	749
2019	Harley-Davidson	XG750A Street Rod (Vivid Black)	749
2019	Harley-Davidson	XL883L Sportster Superlow (Vivid Black)	883
2019	Harley-Davidson	XL883N Iron 883	883
2019	Harley-Davidson	XG750A Street Rod ABS (Vivid Black)	749
2019	Harley-Davidson	XL883L Sportster Superlow ABS (Vivid Black)	883
2019	Harley-Davidson	XL883N Iron 883 ABS	883

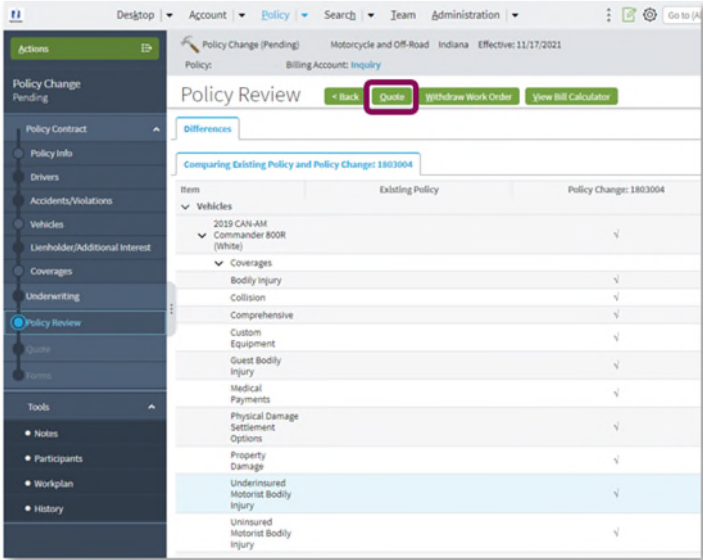


Add a Vehicle (Continued)

Step 7

Action	Screen
<p>On the “Coverages” screen:</p> <p>Verify all coverages for the added vehicle.</p> <p>Select the “Policy Review” link.</p>	

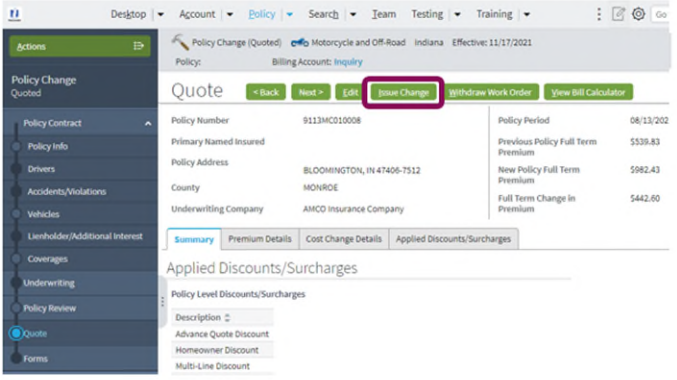
Step 8

Action	Screen
<p>In the “Policy Review” section:</p> <ul style="list-style-type: none"><li>Review the coverage changes for the revised policy.</li><li>Select the “Quote” button.</li></ul>	

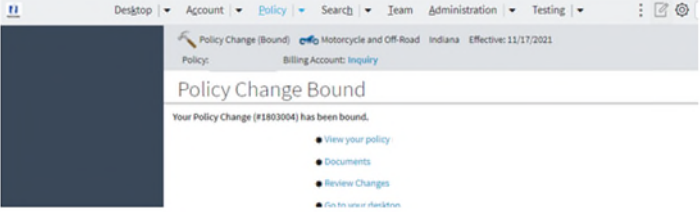


Add a Vehicle (Continued)

Step 9

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 10

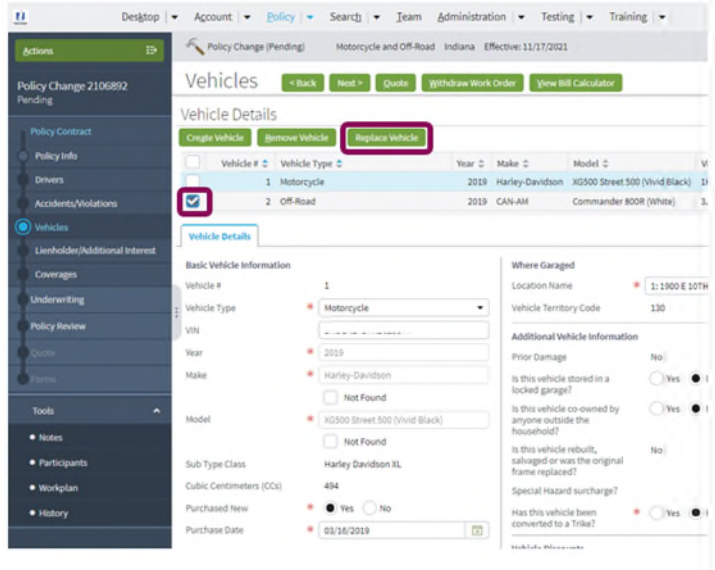
Action	Screen
<p>The “Policy Change Bound” screen displays. This indicates the change is bound.</p>	



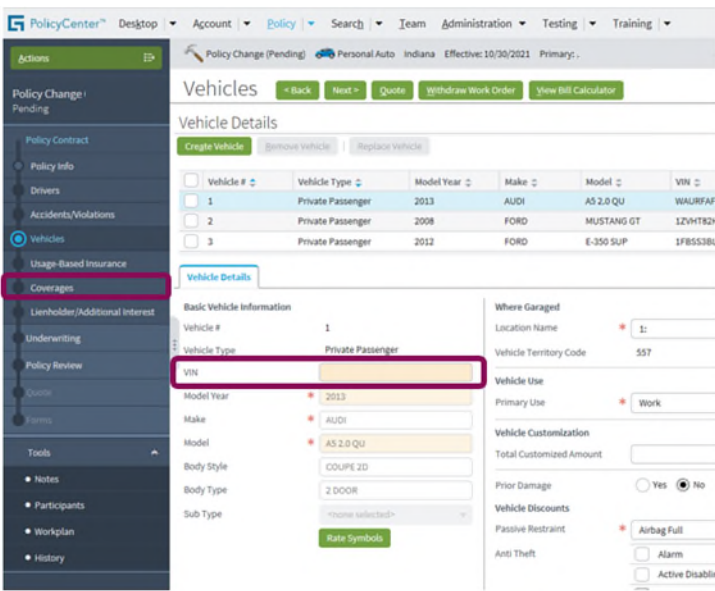
# Add, Replace or Remove a Vehicle to an Existing Motorcycle/Off-Road Powersports Policy

## Replace a Vehicle

### Step 4

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none"> <li>Select the checkbox to the left of the Vehicle # which needs to be replaced.</li> <li>Select the “Replace Vehicle” button.</li> </ul>	

### Step 5

Action	Screen
<p>In the “Basic Vehicle Information” section:</p> <ul style="list-style-type: none"> <li>Enter the appropriate information into the “VIN” field.</li> <li>Press the tab key to populate the remaining Basic Vehicle Information.</li> <li>Complete any related non-VIN-related information: for example, customization and garaging address.</li> </ul> <p><b>Note:</b> In some cases, an additional screen may display for the entered VIN, requiring you to select a more specific make/model combination via a radio button.</p> <ul style="list-style-type: none"> <li>Select the “Coverages” link.</li> </ul>	

# Add, Replace or Remove a Vehicle to an Existing Motorcycle/Off-Road Powersports Policy



## Replace a Vehicle (Continued)

### Step 6

Action	Screen
<p>On the “Coverages” screen:</p> <p>Verify all coverages for the added vehicle.</p> <p>Select the “Policy Review” link.</p>	

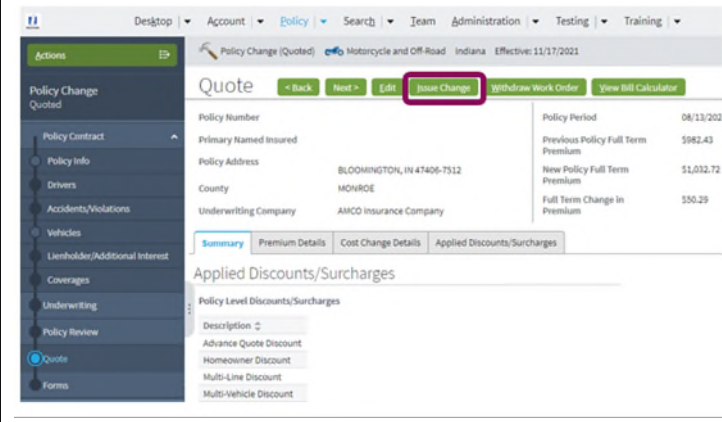
### Step 7

Action	Screen
<p>In the “Policy Review” section:</p> <p>Review the coverage changes for the revised policy.</p> <p>Select the “Quote” button.</p>	

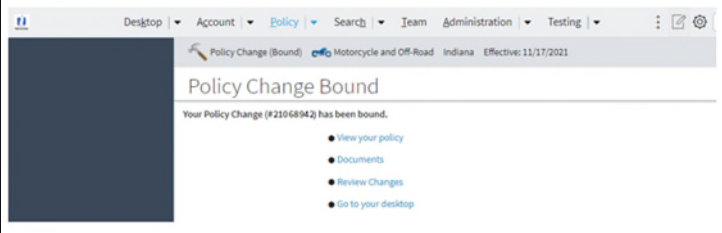


## Replace a Vehicle (Continued)

### Step 8

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>	

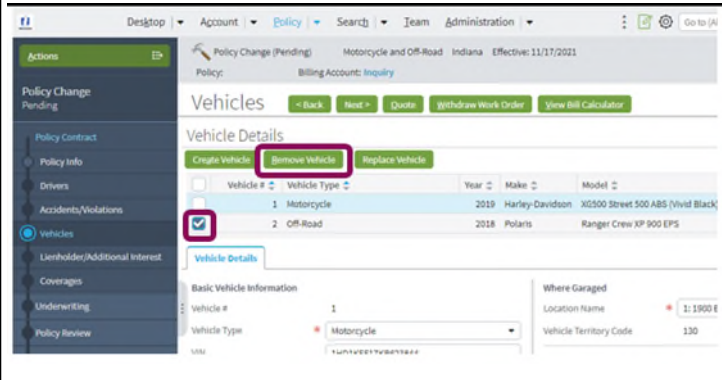
### Step 9

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

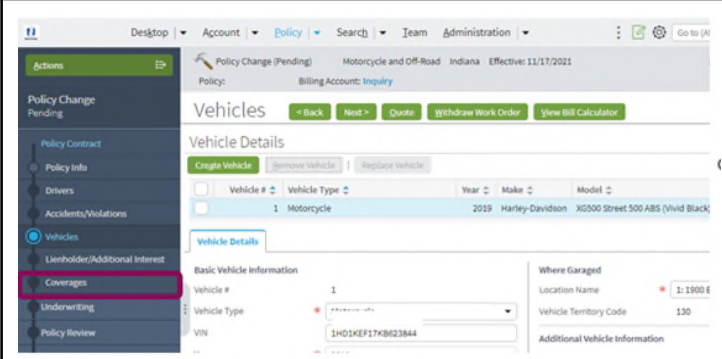
# Add, Replace or Remove a Vehicle to an Existing Motorcycle/Off-Road Powersports Policy

## Remove a Vehicle

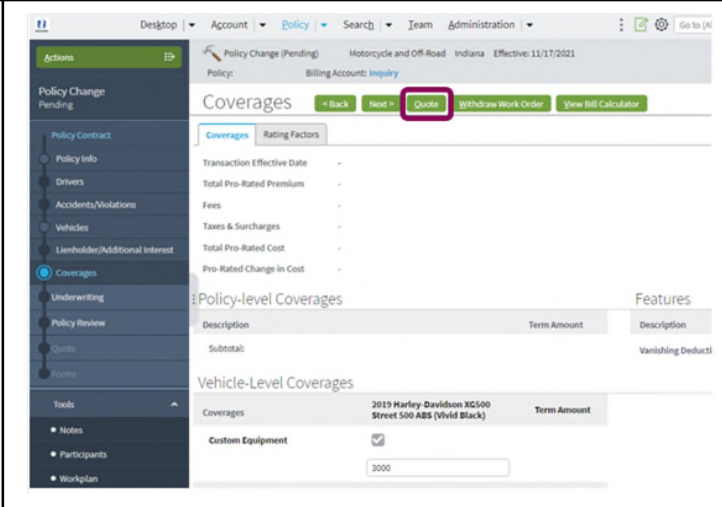
### Step 4

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none"> <li>Select the checkbox to the left of the Vehicle # to be removed.</li> <li>Select the “Remove Vehicle” button.</li> </ul>	

### Step 5

Action	Screen
<p>After removing the vehicle:</p> <p>Select the “Coverages” link to ensure the coverages have also been removed.</p>	

### Step 6

Action	Screen
<p>In the “Policy Review” section:</p> <p>Review the coverage changes for the revised policy.</p> <p>Select the “Quote” button.</p>	

## Remove a Vehicle (Continued)

### Step 7

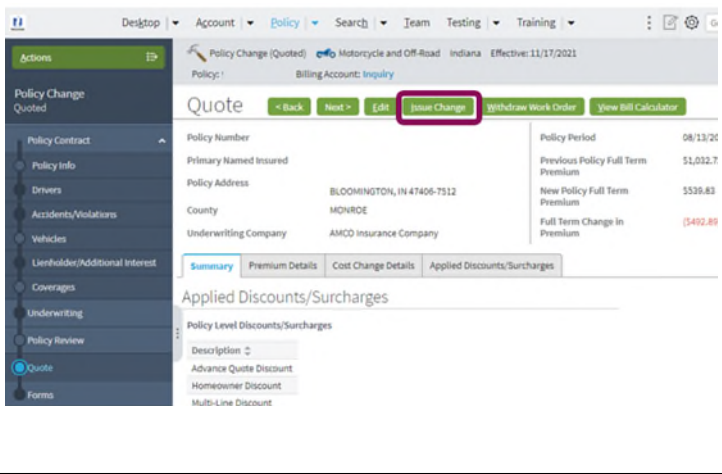
#### Action

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



### Step 8

#### Action

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

#### Screen

