Change Property Policy Coverage Amount

In Brief

In this Quick Card, you will change the Property policy coverage amount for an existing policy.

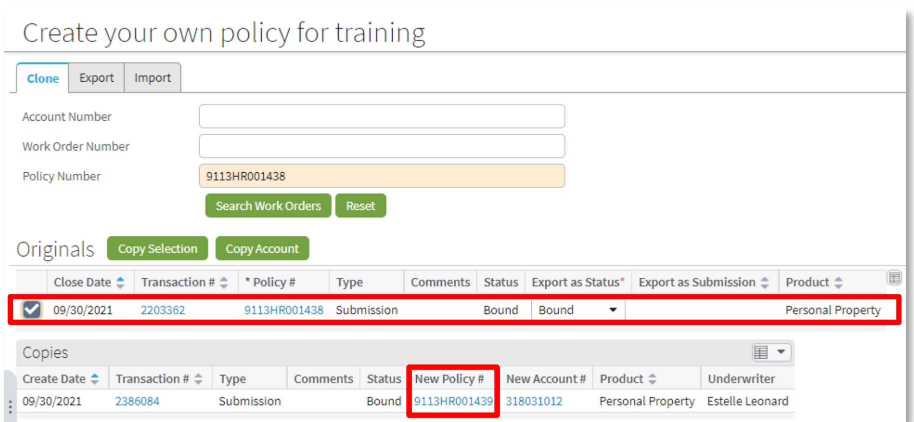
Log in to the VTO using the appropriate generic user account from the **VTO Information Guide** document.

Quick Card

IMPORTANT: This is a test environment. The next seven (7) steps are ONLY used in the VTO.

Clone the Policy

1. Click the down arrow to the right of the **Training** button on the **Tab Bar**. Select "**Create your own policy for training**" from the drop-down list.
2. Enter "9113HR001438" in the **Policy Number** field exactly as it is shown, including spaces and capital letters.
3. Click the **Search Work Orders** button.
4. In the *Originals* section, click the checkbox to the left of the **Submission** Transaction Type for the policy being cloned. In this example, select the checkbox to the left of Work Order # 65640845.



5. Click the **Copy Selection** button.
   Note: If the *Copies* section does not automatically populate, click on the **Search** tab, then back on the **Training** tab. The clone information should be visible.
6. Scroll down, if necessary, to the *Copies* section.
7. Click the link in the **New Policy #** column.

IMPORTANT: PolicyCenter automatically created a **New Account #**. The new account is linked to the *cloned* policy, not the original. The cloned policy opens on the policy *Summary* screen.

Summary screen

8. Click the **Actions** button.
9. Select "**Change Policy**" from the drop-down list.

Start Policy Change screen

10. PolicyCenter defaults the **Effective Date** to the current system date. If necessary, you can change the date to a future date. In this example, accept current date.
11. Click the **Next >** button.

Policy Info screen

12. Click the **Coverages** link.

Coverages screen

13. In the *Section I Coverages* section, select "**2,500"** from the **All Peril** drop-down list.
14. In the *Section II Coverages* section, change the following coverages:
    - Select "**300,000**" from the **Personal Liability** drop-down list.
    - Select "**3,000**" from the **Medical Payments to Others** drop-down list.
15. Click the **Quote** button.

IMPORTANT: This is a test environment. This data is not valid. The VTO is not connected to the rating system, but in production, you will see the correct premium.

Quote screen

16. Click the **Issue Change** button.
17. Click the **OK** button.

Policy Change Bound screen

PolicyCenter displays the message, "*Your Policy Change (#XXXX) has been bound.*"