

Add or Remove Trailer to Powersports Motorcycle/Off-Road Vehicle Policy

PolicyCenter



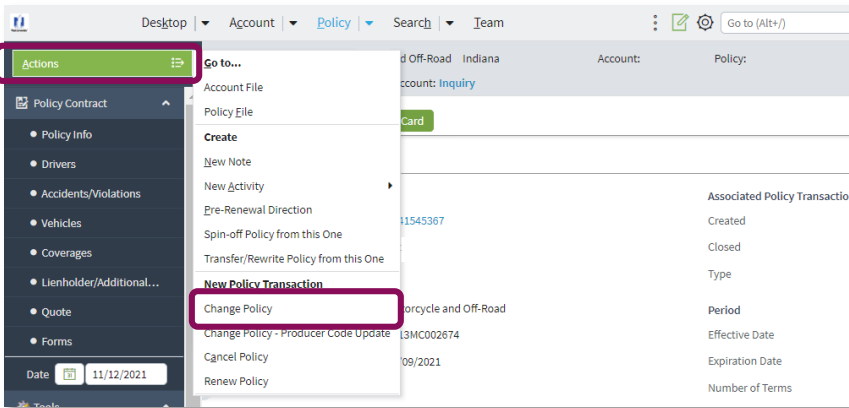
Description

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

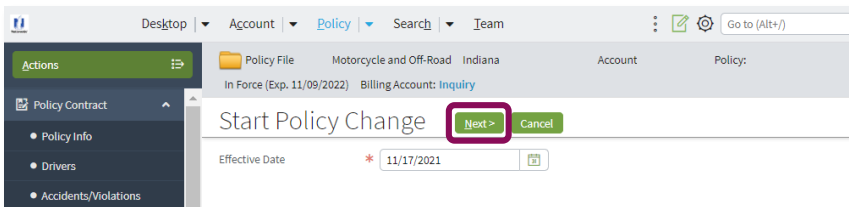
If adding or removing a trailer to an Auto policy, see the *Add or Remove a Trailer to an Auto Policy* job aid.

If adding or removing a trailer to a Powersports Pleasure Boatowners policy, see the *Add or Remove a Trailer to an Existing Pleasure Boatowners Powersports Policy* job aid.

Step 1

| Action | Screen |
|---|---|
| <p>Open an existing Powersports Motorcycle/Off-Road Vehicle 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 <i>Start Policy Change</i> screen:</p> <ul style="list-style-type: none"> Enter the Effective Date. The Effective Date defaults to today's date but may be changed. Select the Next button. |  |

Step 3

Action

On the *Policy Info* screen:

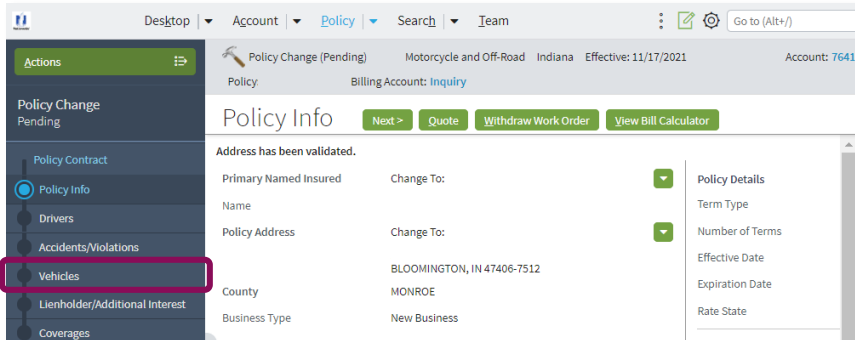
- Select the **Vehicles** link



Select the appropriate link below to jump to the next relevant process steps:

- [Add a Trailer](#)
- [Remove a Trailer](#)

Screen



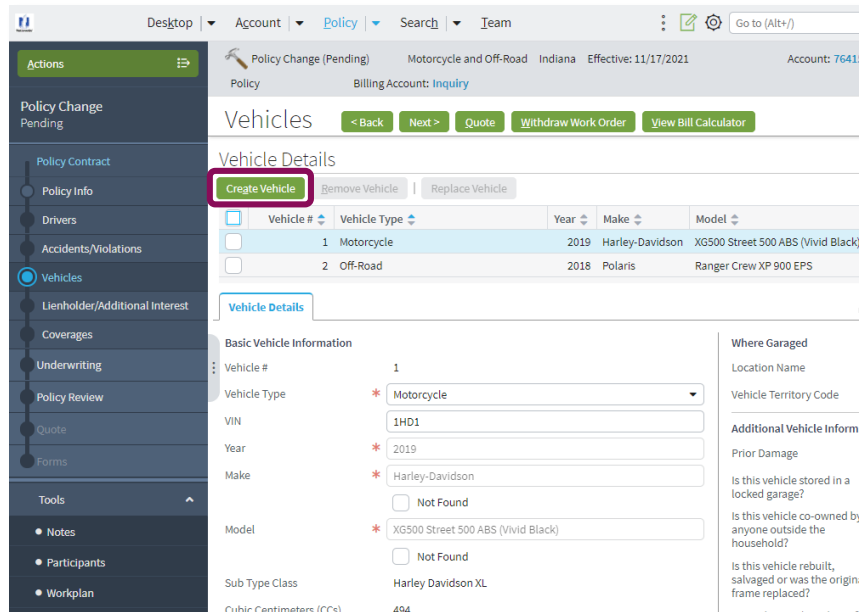
Step 4

Action

On the *Vehicles* screen:

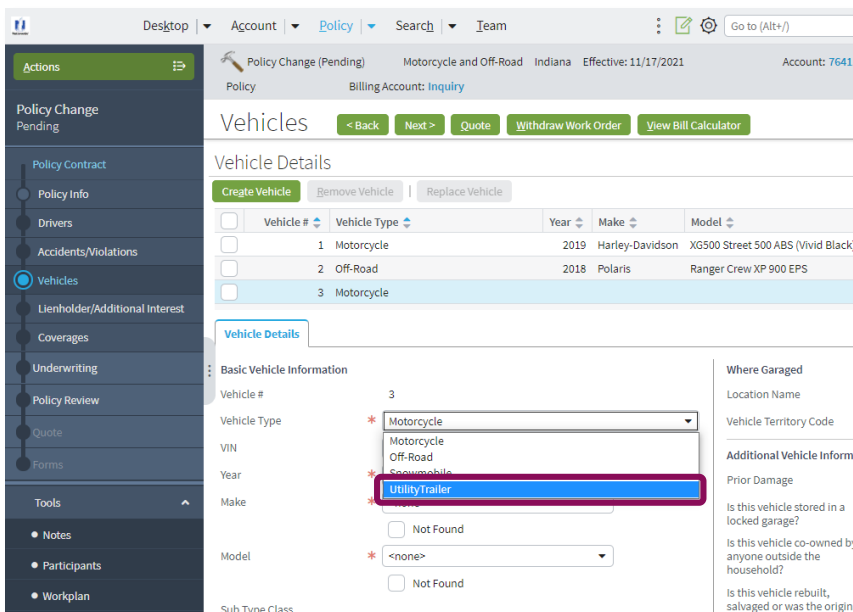
- Select the **Create Vehicle** button.

Screen

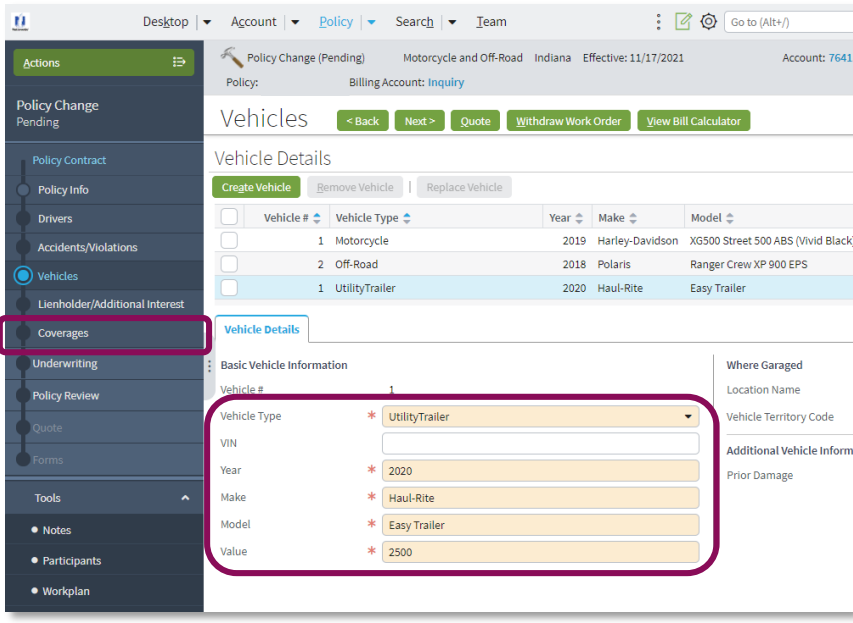


Add a Trailer

Step 5

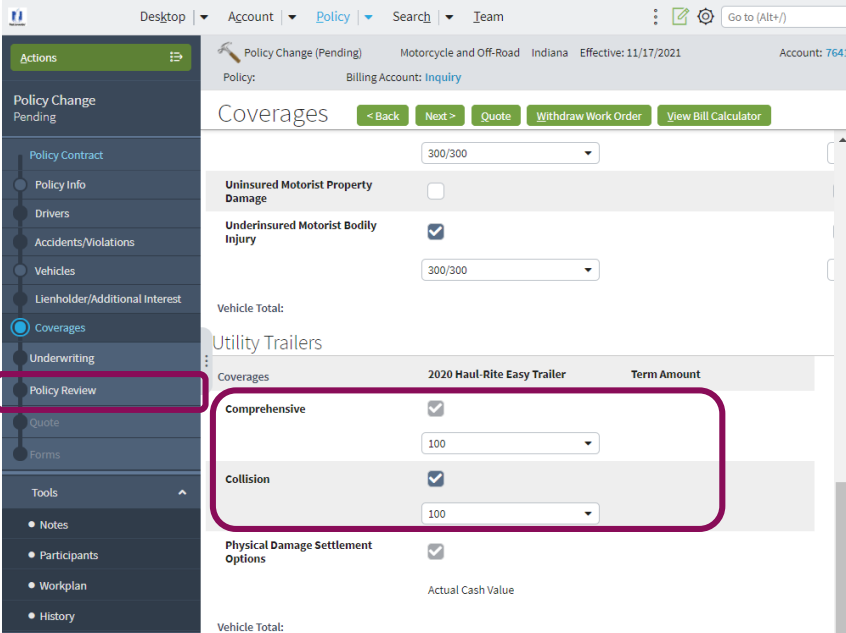
| Action | Screen |
|--|---|
| <p>On the <i>Vehicles</i> screen:</p> <ul style="list-style-type: none">Select Utility Trailer from the Vehicle Type drop-down list. |  |

Step 6

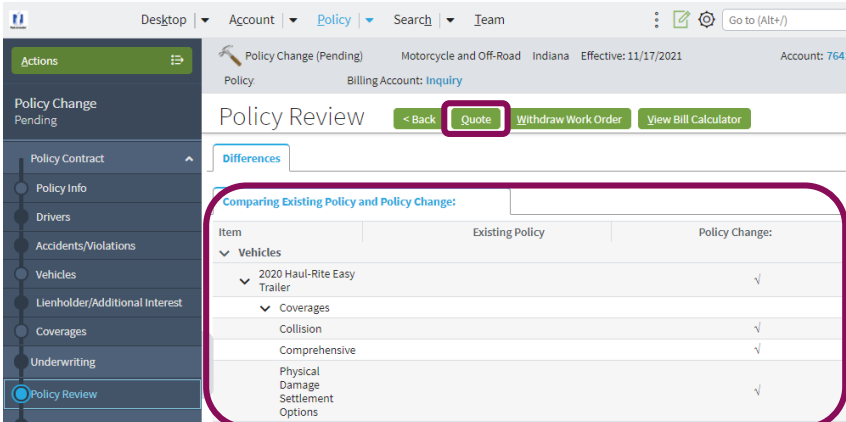
| Action | Screen |
|---|--|
| <p>In the <i>Vehicle Details</i> section:</p> <ul style="list-style-type: none">Enter the appropriate information into the following fields:<ul style="list-style-type: none">YearMakeModelValueSelect the Coverages link. |  |

Add a Trailer, continued

Step 7

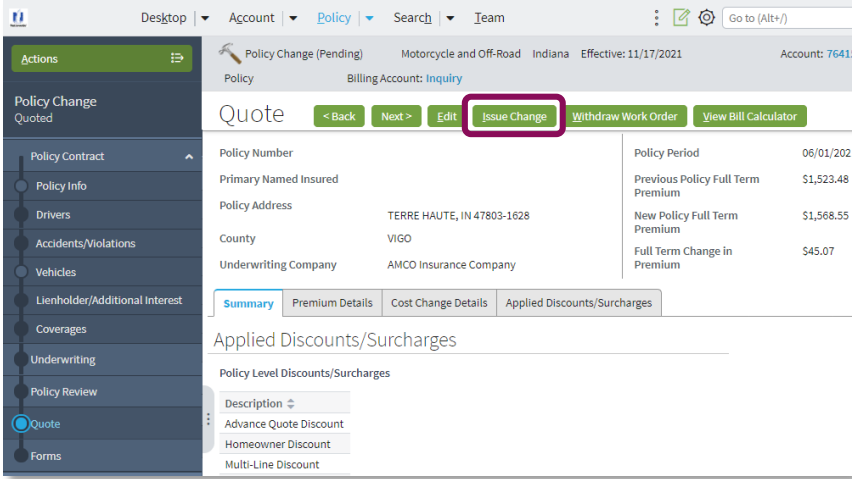
| Action | Screen |
|--|---|
| <p>On the <i>Coverages</i> screen:</p> <ul style="list-style-type: none">• Scroll down to the bottom of the screen to review Comprehensive and Collision values for the trailer.• Select the Policy Review link. |  |

Step 8

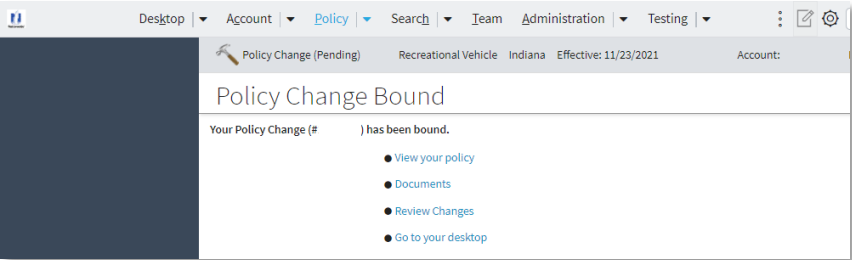
| Action | Screen |
|--|--|
| <p>On the <i>Policy Review</i> screen:</p> <ul style="list-style-type: none">• Review the changes to the policy from adding the trailer.• Select the Quote button. |  |

Add a Trailer, continued

Step 9

| Action | Screen |
|--|--|
| <p>On the <i>Quote</i> screen:</p> <ul style="list-style-type: none">• Select the Issue Change button.• Select the OK button on the Issue Change pop-up window after reviewing the disclosure statement. |  |

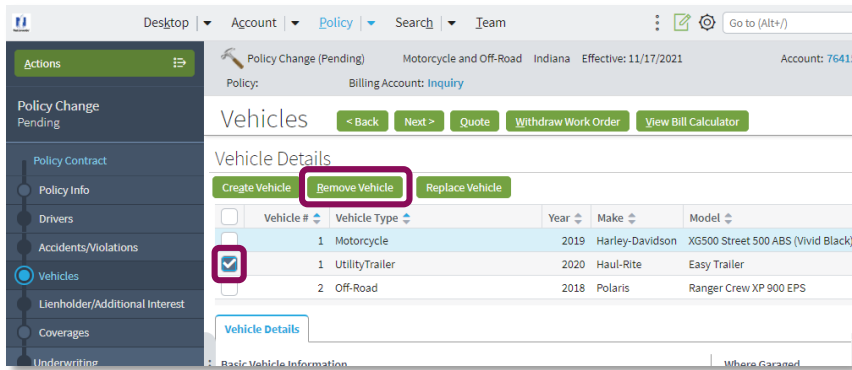
Step 10

| Action | Screen |
|---|--|
| <p>The <i>Policy Change Bound</i> screen displays.</p> <p>This indicates the change is bound.</p> |  |

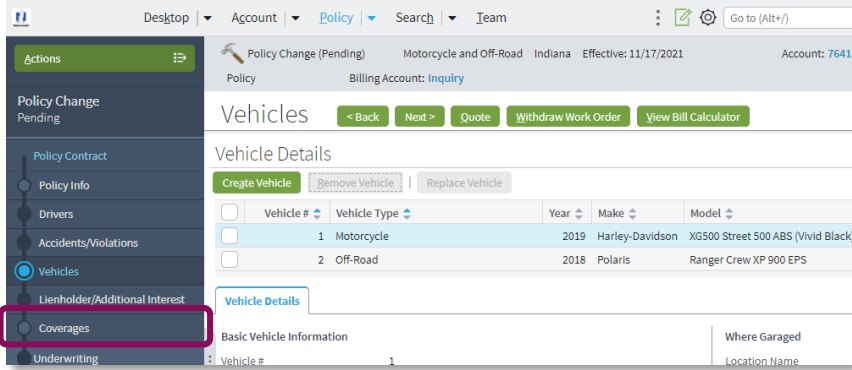
[Return to Top](#)

Remove a Trailer

Step 4

| Action | Screen | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------|-----------------|------------------------------------|------|-------|---|------------|------|-----------------|------------------------------------|---|----------------|------|-----------|--------------|---|----------|------|---------|------------------------|
| <p>On the <i>Vehicles</i> screen.</p> <ul style="list-style-type: none">• Select the checkbox to the left of the Vehicle # (trailer) to be removed.• Select the Remove Vehicle button. |  <p>The screenshot shows the 'Vehicles' screen in the PolicyCenter interface. The left sidebar has 'Vehicles' selected. The main area shows a table of vehicles. The second vehicle, 'UtilityTrailer', is selected with a checkbox. The 'Remove Vehicle' button is highlighted with a red box.</p> <table><tr><th>Vehicle #</th><th>Vehicle Type</th><th>Year</th><th>Make</th><th>Model</th></tr><tr><td>1</td><td>Motorcycle</td><td>2019</td><td>Harley-Davidson</td><td>XG500 Street 500 ABS (Vivid Black)</td></tr><tr><td>1</td><td>UtilityTrailer</td><td>2020</td><td>Haul-Rite</td><td>Easy Trailer</td></tr><tr><td>2</td><td>Off-Road</td><td>2018</td><td>Polaris</td><td>Ranger Crew XP 900 EPS</td></tr></table> | Vehicle # | Vehicle Type | Year | Make | Model | 1 | Motorcycle | 2019 | Harley-Davidson | XG500 Street 500 ABS (Vivid Black) | 1 | UtilityTrailer | 2020 | Haul-Rite | Easy Trailer | 2 | Off-Road | 2018 | Polaris | Ranger Crew XP 900 EPS |
| Vehicle # | Vehicle Type | Year | Make | Model | | | | | | | | | | | | | | | | | |
| 1 | Motorcycle | 2019 | Harley-Davidson | XG500 Street 500 ABS (Vivid Black) | | | | | | | | | | | | | | | | | |
| 1 | UtilityTrailer | 2020 | Haul-Rite | Easy Trailer | | | | | | | | | | | | | | | | | |
| 2 | Off-Road | 2018 | Polaris | Ranger Crew XP 900 EPS | | | | | | | | | | | | | | | | | |

Step 5

| Action | Screen | | | | | | | | | | | | | | | |
|---|---|-----------|-----------------|------------------------------------|------|-------|---|------------|------|-----------------|------------------------------------|---|----------|------|---------|------------------------|
| <p>After removing the trailer:</p> <ul style="list-style-type: none">• Select the Coverages link to ensure the coverages have also been removed. |  <p>The screenshot shows the 'Vehicles' screen after the trailer has been removed. The left sidebar has 'Coverages' selected. The main area shows the 'Vehicles' table with only two vehicles remaining.</p> <table><tr><th>Vehicle #</th><th>Vehicle Type</th><th>Year</th><th>Make</th><th>Model</th></tr><tr><td>1</td><td>Motorcycle</td><td>2019</td><td>Harley-Davidson</td><td>XG500 Street 500 ABS (Vivid Black)</td></tr><tr><td>2</td><td>Off-Road</td><td>2018</td><td>Polaris</td><td>Ranger Crew XP 900 EPS</td></tr></table> | Vehicle # | Vehicle Type | Year | Make | Model | 1 | Motorcycle | 2019 | Harley-Davidson | XG500 Street 500 ABS (Vivid Black) | 2 | Off-Road | 2018 | Polaris | Ranger Crew XP 900 EPS |
| Vehicle # | Vehicle Type | Year | Make | Model | | | | | | | | | | | | |
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| 2 | Off-Road | 2018 | Polaris | Ranger Crew XP 900 EPS | | | | | | | | | | | | |

Remove a Trailer, continued

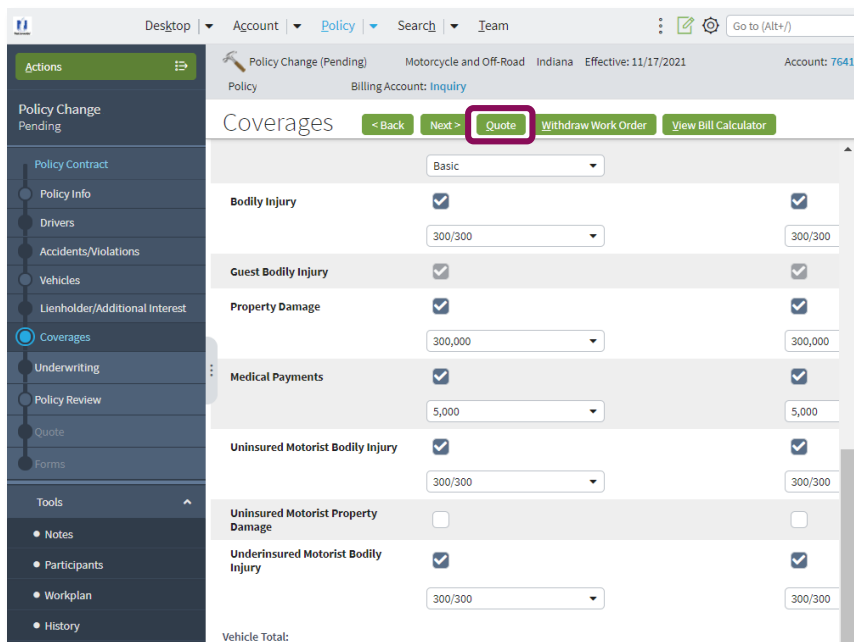
Step 6

Action

On the *Coverages* screen:

- Scroll down to the bottom of the page where the trailer coverages originally displayed.
- Review the coverages to confirm the trailer has been removed.
- Select the **Quote** button.

Screen



Desktop | Account | Policy | Search | Team | Go to (Alt+J)

Policy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641

Policy Billing Account: Inquiry

Coverages < Back Next > **Quote** Withdraw Work Order View Bill Calculator

Basic

| | | | | |
|-------------------------------------|-------------------------------------|---------|-------------------------------------|---------|
| Bodily Injury | <input checked="" type="checkbox"/> | 300/300 | <input checked="" type="checkbox"/> | 300/300 |
| Guest Bodily Injury | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |
| Property Damage | <input checked="" type="checkbox"/> | 300,000 | <input checked="" type="checkbox"/> | 300,000 |
| Medical Payments | <input checked="" type="checkbox"/> | 5,000 | <input checked="" type="checkbox"/> | 5,000 |
| Uninsured Motorist Bodily Injury | <input checked="" type="checkbox"/> | 300/300 | <input checked="" type="checkbox"/> | 300/300 |
| Uninsured Motorist Property Damage | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Underinsured Motorist Bodily Injury | <input checked="" type="checkbox"/> | 300/300 | <input checked="" type="checkbox"/> | 300/300 |

Vehicle Total:

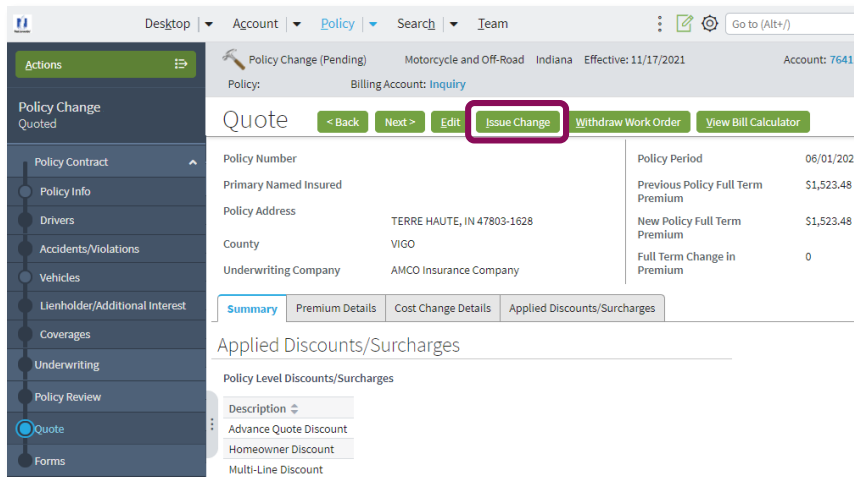
Step 7

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



Desktop | Account | Policy | Search | Team | Go to (Alt+J)

Policy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641

Policy Billing Account: Inquiry

Quote < Back Next > Edit **Issue Change** Withdraw Work Order View Bill Calculator

| | | | |
|-----------------------|----------------------------|-----------------------------------|------------|
| Policy Number | | Policy Period | 06/01/202 |
| Primary Named Insured | | Previous Policy Full Term Premium | \$1,523.48 |
| Policy Address | TERRE HAUTE, IN 47803-1628 | New Policy Full Term Premium | \$1,523.48 |
| County | VIGO | Full Term Change in Premium | 0 |
| Underwriting Company | AMCO Insurance Company | | |

Summary Premium Details Cost Change Details Applied Discounts/Surcharges

Applied Discounts/Surcharges

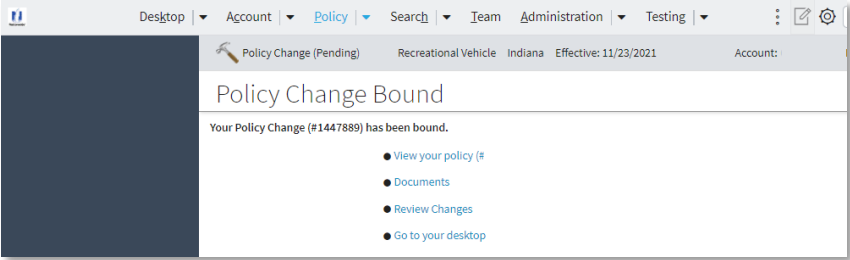
Policy Level Discounts/Surcharges

Description

- Advance Quote Discount
- Homeowner Discount
- Multi-Line Discount

Remove a Trailer, continued

Step 8

| Action | Screen |
|---|--|
| <p>The <i>Policy Change Bound</i> screen displays.</p> <p>This indicates the change is bound.</p> |  |

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