# 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 Open an existing Powersports Des<u>k</u>top | ▼ A<u>c</u>count | ▼ <u>Policy</u> | ▼ Searc<u>h</u> | ▼ <u>T</u>eam : 📝 🔕 Go to (Alt+/) ΎΓ. Motorcycle/Off-Road Vehicle policy: d Off-Road Indiana Account: Policy: Go to... ccount: Inquiry Account File Policy Contract Select the Actions button. Policy <u>F</u>ile Card Policy Info Create New Note Drivers · Select Change Policy from the drop-New <u>A</u>ctivity Associated Policy Transact Accidents/Violation Pre-Renewal Direction down menu. 11545367 Created Vehicles Spin-off Policy from this One Closed Coverages Transfer/Rewrite Policy from this One Туре Lienholder/Additional... New Policy Transaction Change Policy rcycle and Off-Road Period Ouote 3MC002674 Effective Date • Forms Cancel Policy 09/2021 Expiration Date Date 🛐 11/12/2021 Renew Policy Number of Terms Step 2 Action Screen On the Start Policy Change screen: Des<u>k</u>top | ▼ A<u>c</u>count | ▼ <u>Policy</u> | ▼ Searc<u>h</u> | ▼ <u>T</u>eam : 🖉 🙆 Go to (Alt+/) Ú Policy File Motorcycle and Off-Road Indiana Policy: Account • Enter the Effective Date. The In Force (Exp. 11/09/2022) Billing Account: Inquiry Policy Contract ~ Effective Date defaults to today's Start Policy Change Policy Info date but may be changed. Effective Date \* 11/17/2021 1 H Drivers Accidents/Vielands/Vie Select the Next button.



# Step 3

Action			Screen	
On the Policy Info screen:	1 Des <u>k</u> top	✓ A <u>c</u> count   ✓ <u>Policy</u>	▼ Searc <u>h</u>   ▼ <u>I</u> eam	Go to (Alt+/)
Select the Vehicles link	Actions i∋ Policy Change Pending		Motorcycle and Off-Road Indiana Effective: 11/17/2 ng Account: Inquiry Next > Quote Withdraw Work Order View Bill Ca	
Select the appropriate to jump to the next releprocess steps:	Policy Contract Policy Info Policy Info Drivers Accidents/Violations Vehicles Lienholder/Additional Interest Coverages	Address has been validated. Primary Named Insured Name Policy Address County Business Type	Change To: Change To: BLOOMINGTON, IN 47406-7512 MONROE New Business	Policy Details Term Type Number of Terms Effective Date Expiration Date Rate State
<ul> <li><u>Add a Trailer</u></li> <li><u>Remove a Trailer</u></li> </ul>				

# Step 4

Action	Screen	
On the Vehicles screen:		_
	①       Desktop   ▼       Account   ▼       Policy   ▼       Search   ▼       Ieam       Ieam       Ieam	)
Select the Create Vehicle button.	Actions  Policy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021 Au Policy Billing Account: Inquiry	ccount: 7641
	Policy Change Pending Vehicles <back next=""> Quote Withdraw Work Order View Bill Calculator</back>	
	Policy Contract Vehicle Details	
	Policy Info Create Vehicle Remove Vehicle Replace Vehicle	
	Drivers Vehicle # \$ Vehicle Type \$ Year \$ Make \$ Model \$	
	Accidents/Violations           1         Motorcycle         2019         Harley-Davidson         XG500 Street 500 ABS           2         Off-Road         2018         Polaris         Ranger Crew XP 9001	
	Vehicles	er s
	Lienholder/Additional Interest Vehicle Details	
	Coverages Basic Vehicle Information Where Garag	ged
	Underwriting Vehicle # 1 Location Nan	me
	Policy Review Vehicle Type * Motorcycle Vehicle Territ	tory Code
		ehicle Inform
	Forms Year * 2019 Prior Damage	e
	Make         Harley-Davidson         Is this vehicle           Tools         Not Found         locked garage	
	Not Found Is this vehicle	e co-owned by
	Notes     Model     XG500 Street 500 ABS (Vivid Black)     anyone outsi     household?	ide the
	rarticipants     Is this vehicle     Sub Type Class     Harley Davidson XI     Salvaged or W	e rebuilt, was the origin:
	Workplan     Cubic Centimeters (CCs)     494     Cubic Centimeters (CCs)	



## Add a Trailer

#### Step 5 Action Screen On the Vehicles screen: ú Des<u>k</u>top | ▼ A<u>c</u>count | ▼ <u>Policy</u> | ▼ Searc<u>h</u> | ▼ <u>T</u>eam 🖸 🙆 🕼 🕼 Go to (Alt+/) Notorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641 • Select Utility Trailer from the Vehicle Policy Billing Account: Inquiry Type drop-down list. Vehicles < Back Next > Quote Withdraw Work Order View Bill Calculator Vehicle Details Create Vehicle Replace Vehicle Policy Info Vehicle # 🗢 Vehicle Type 🗢 Year 🜲 Make 🜲 Model 😂 Driver 1 Motorcycle 2019 Harley-Davidson XG500 Street 500 ABS (Vivid Black) 2 Off-Road 2018 Polaris Ranger Crew XP 900 EPS 3 Motorcycle Lienholder/Additional Interest Vehicle Details Coverages Basic Vehicle Information Where Garaged Underwriting Vehicle # 3 Location Name Policy Review Vehicle Type \* Motorcycle Vehicle Territory Code VIN Additional Vehicle Inform Off-Road Year Prior Damage Utility Tools Make Is this vehicle stored in a locked garage? Not Found Notes Is this vehicle co-owned h -Model \* <none> anyone outside the household? Not Found Is this vehicle rebuilt, salvaged or was the origin • Workplan Sub Type Class Step 6 Action Screen In the Vehicle Details section: : 📝 🔞 Go to (Alt+/) Des<u>k</u>top | ▼ Account | ▼ <u>Policy</u> | ▼ Searc<u>h</u> | ▼ <u>T</u>eam ΎΓ. Relicy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641 Enter the appropriate information into Policy: Billing Account: Inquiry the following fields: Policy Change Vehicles < Back Next > Quote Withdraw Work Order View Bill Calculator o Year Vehicle Details o Make Create Vehicle Replace Vehicle Replace Vehicle Vehicle # 🗢 Vehicle Type 🌩 Model Year 🛊 Make 🌲 🛛 Model 🌲 0 1 Motorcycle 2019 Harley-Davidson XG500 Street 500 ABS (Vivid Black) • Value Accidents/Violations 2 Off-Road 2018 Polaris Ranger Crew XP 900 EPS Vehicles 2020 Haul-Rite 1 UtilityTrailer Easy Trailer Lienholder/Additional Interest Select the Coverages link. Vehicle Details Coverages Underwriting Basic Vehicle Information Where Garaged Location Name Policy Revie . Vehicle Type \* UtilityTrailer + Vehicle Territory Code VIN Additional Vehicle Inform \* 2020 Year Prior Damage Make \* Haul-Rite Tools Model \* Easy Trailer Notes Value \* 2500 Participants Workplan



# Add a Trailer, continued

#### Step 7 Action Screen On the Coverages screen: Ú. Des<u>k</u>top – Account – Policy – Searc<u>h</u> – Team 🖸 🧑 🛛 Go to (Alt+/) Policy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641 Scroll down to the bottom of the Policy: Billing Account: Inquiry Policy Change Pending screen to review Comprehensive and COVETages < Back Next > Quote Withdraw Work Order View Bill Calculator Collision values for the trailer. . 300/300 • Uninsured Motorist Property Damage • Select the Policy Review link. Underinsured Motorist Bodily $\checkmark$ Accidents/Violation Injury 300/300 -Vehicles Lienholder/Additional Interes Vehicle Total: Utility Trailers Underwriting 2020 Haul-Rite Easy Trailer Term Amount Coverages Comprehensive -100 $\checkmark$ Collision Tools . 100 Note Physical Damage Settlement Options Participants Workplan Actual Cash Value History Vehicle Total Step 8 Action Screen On the Policy Review screen: Account | ▼ Policy | ▼ Search | ▼ Team 🖸 🙆 😡 Go to (Alt+/) Ú Desktop | -Notorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641 · Review the changes to the policy from Billing Account: Inquiry Policy adding the trailer. Policy Review < Back Quote Withdraw Work Order View Bill Calculator Differences • Select the Quote button. Policy Info omparing Existing Policy and Policy Change: Item Existing Policy Policy Change: Accidents/Violatio ✓ Vehicles ✓ 2020 Haul-Rite Easy Trailer Vehicles Lienholder/Additional Coverages Collision Coverages Comprehensive Physical Damage Settlement Options



# Add a Trailer, continued

#### Step 9 Action Screen On the Quote screen: Ú Desktop | - Account | - Policy | - Search | - Team Go to (Alt+/) K Policy Change (Pending) Motorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641 • Select the Issue Change button. Policy Billing Account: Inquiry < Back Next > Edit Issue Change Quote Withdraw Work Order View Bill Calculator • Select the OK button on the Issue Policy Number Policy Period 06/01/202 Change pop-up window after Primary Named Insured Previous Policy Full Term Premium \$1,523,48 Policy Address reviewing the disclosure statement. TERRE HAUTE, IN 47803-1628 New Policy Full Term \$1,568.55 County VIGO Accidents/Violations Full Term Change in \$45.07 Underwriting Company AMCO Insurance Company Vehicles Summary Premium Details Cost Change Details Applied Discounts/Surcharges Coverages Applied Discounts/Surcharges Underwriting Policy Level Discounts/Surcharges Description 🖨 Advance Ouote Discount Homeowner Discount Multi-Line Discount Step 10 Action Screen The Policy Change Bound screen Desktop | • Account | • Policy | • Search | • Team Administration | • Testing | • ú : 🛛 🎯 displays. Nolicy Change (Pending) Recreational Vehicle Indiana Effective: 11/23/2021 Account: Policy Change Bound This indicates the change is bound. Your Policy Change (# ) has been bound. • View your policy Documents Review Change Go to your desktop

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# **Remove a Trailer**

# Step 4

Action	Screen				
<ul> <li>On the Vehicles screen.</li> <li>Select the checkbox to the left of the Vehicle # (trailer) to be removed.</li> <li>Select the Remove Vehicle button.</li> </ul>	Desktop    Account Policy Change Policy Policy Policy Change Policy Policy<				
Step 5	Step 5				
Action	Screen				
<ul> <li>After removing the trailer:</li> <li>Select the <b>Coverages</b> link to ensure the coverages have also been removed.</li> </ul>	1       Desktop       Account       Policy       Search       Ieam       Image: Control of the search         Actions       Image: Policy Change (Pending)       Motorcycle and Off-Road       Indiana       Effective: 11/17/2021       Account: 7641         Policy Change       Policy Billing Account: Inquiry       Policy Change       VehicleS       Sack       Next>       Quote       Withdraw Work Order       View Bill Calculator         Policy Contract       Vehicle Details       Coreate Vehicle       Replace Vehicle       Model \$       Model \$         Policy Info       Create Vehicle       Replace Vehicle       2019       Harley-Davidson       X6500 Street 500 ABS (Vivid Black         Orlvers       1       Motorcycle       2019       Harley-Davidson       X6500 Street 500 ABS (Vivid Black         Vehicles       2       Off-Road       2018       Polaris       Ranger Crew XP 900 EPS         Vehicle Details       Basic Vehicle Information       Where Garaged       Location Name				



### **Remove a Trailer, continued**

# Step 6

Action	Screen	
On the Coverages screen:	Desktop   ▼ Account   ▼ Policy   ▼ Search   ▼ Ieam	Go to (Alt+/)
<ul> <li>Scroll down to the bottom of the page where the trailer coverages originally displayed.</li> <li>Review the coverages to confirm the trailer has been removed.</li> </ul>	Actions     ⊨>     Motorcycle and Off-Road     Indiana     Effective: 11/17/2021       Policy Change     Policy     Billing Account: Inquiry       Policy Change     COVEFages <back< td="">     Next&gt; Quote     Withdraw Work Order     Yew Bill of Policy Change       Policy Contract     Basic</back<>	Account: 7641
	Policy Info     Bodily Injury     Image: Comparison of the state of the st	300/300
<ul> <li>Select the Quote button.</li> </ul>	Coverages 300,000	300,000
	Policy Review 5,000	5,000
	Forms         Uninsured Motorist Bodily Injury         Image: Content of the second sec	300/300
	Notes     Underinsured Motorist Bodily     Injury	
	Workplan     300/300     Solution     History     Vehicle Total:	300/300

### Step 7

#### Action Screen On the Quote screen: Des<u>k</u>top | ▼ A<u>c</u>count | ▼ <u>Policy</u> | ▼ Searc<u>h</u> | ▼ <u>T</u>eam 🖸 🙆 🕼 🕼 🖸 Go to (Alt+/) <u>Ú</u> Notorcycle and Off-Road Indiana Effective: 11/17/2021 Account: 7641 • Select the Issue Change button. Policy: Billing Account: Inquiry Policy Change Quoted Quote < Back Next > Edit Issue Change Withdraw Work Order • Select the **OK** button on the **Issue** Policy Number Policy Period 06/01/202 Previous Policy Full Term Premium Change pop-up window after Primary Named Insured \$1.523.48 Policy Address reviewing the disclosure statement. TERRE HAUTE, IN 47803-1628 New Policy Full Term Premium \$1,523,48 County VIGO Accidents/Violations Full Term Change in Premium 0 Underwriting Company AMCO Insurance Company Lienholder/Additional Interest 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			
The <i>Policy Change Bound</i> screen displays. This indicates the change is bound.	11       Desktop          Account          Policy			

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