How to Enter a Prior-Term Change

Description

When a change on a policy affects an earlier period, it is considered a prior-term change. Documentation and/or underwriting approval may be required. Examples include change documentation never received or not communicated, property sold, or vehicle damaged beyond repair.

In this example, the policyholder totaled their car on 11/27/2020. The policy is in the second term and the totaled vehicle was never removed. You will access the policy and create a Change Policy transaction effective the next calendar day after the accident. Then, you will remove the totaled vehicle and quote the prior-term change.

Step 1	
Action	Screen
On the "Account Summary" screen:	PolicyCenter [™] Des <u>k</u> top ▼ Account ▼ Policy ▼ Searc <u>h</u> ▼ Ieam Administration ▼ Testing ▼ : ② ⓒ
 Select the "Actions" button. Select "Change Believ" from the drop- 	Actions Epology Go to Indiana Account # Policy # In Force (Exp. Policy Contract Account File Policy Eile and Policy Info Create Create
down menu.	Drivers New Note Accidents/Violations New Activity Accidents/Violations New Activity Vehicles Spin-off Policy from this One Usage Based Insura New Delicy Transaction Type Renewal
	Coverages Change Policy Change Poli
Step 2	
Action	Screen
On the "Start Policy Change" screen: • Enter the desired information in the	FolicyCenter* Desktop Account Policy Search Team Administration Testing Testing
enter "11/28/2020", which is the next calendar day after the accident.	Policy Contract Policy Contract Cancel Effective Date Effective Date Effective Date Vehicles
 Select the "Next >" button. 	

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Step 3

Action

On the "Policy Info" screen:

• Select the "Vehicles" link to display the "Vehicles" screen and remove the totaled vehicle on the policy.

Actions	Relicy Change (Pending	a) 🚗 Personal Auto Indiana Eff. 11/2	8/2021 Accou	unt# Pol
olicy Change	Policy Info	Next > Quote Withdraw Transac	tion View Bill Calculator	
ending	Address has been validated.			
	Primary Named Insured	Change To:	Policy Details	
Policy Info	Name		Term Type	6 months
Drivers	Policy Address	Change To:	Number of Terms	1
Accidents/Violations		INDIANAPOLIS, IN 46202-2641	Effective Date	06/01/2021
Vehicles	County	MARION	Expiration Date	12/01/2021
Usage-Based Insurance	Business Type	New Business	Rate State	Indiana
Coverages	Secondary Named Incured		Discounts	
Lienholder/Additional Interest	Secondary Named Insured		Easy Pay Sign Up	No
Underwriting	Household Composition		Property Product	<none></none>
Policy Review	Are there additional auto policies	* 🔿 Yes 💿 No	Paperless Policy	• Yes N
	in the household insured under the		Intra Agency Transfer	No
	Nationwide Family of Companies?		Financial Products	
Forms	Company Car	* 🔿 Yes 💿 No	Annuity	

Screen

Step 4

Action

On the "Vehicles" screen:

- Select the checkbox to the left of the vehicle you want to remove. In this example, select the checkbox to the left of "Vehicle #2".
- Select the "Remove Vehicle" button.



Screen

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Step 5

Action

Only "Vehicle #1" now displays in the "Vehicle Details" section.

• Select the "Quote" button.

Next, you will review the changes on the "Quote" screen and issue the policy.

F PolicyCenter™ Desktop	◄ Account ▼ ■	olicy - Search -	Team Admi	nistration - T	esting -			36
Actions :∋	Selicy Change (I	Pending) 🚓 Personal A	uto Indiana Eff. 1	11/28/2021	A	ccount #		Policy
Policy Change	Vehicles	< Back Next >	Quote Withdr	aw Transaction	⊻iew Bill Calcı	lator		
Pending	Vehicle Detai	ls						
Policy Contract	Create Vehicle	emove Vehicle Repla	ice Vehicle					
Policy Info								
Drivers	Vehicle # 🛊	Vehicle Type 👙	Model Year 👙	Make ‡	Model ‡		VIN ‡	
Accidents/Violations	1	Private Passenger	2007	TOYO	YARIS BA	SE		
O Vehicles	Vehicle Details							
Usage-Based Insurance	Basic Vehicle Informat	ion		Garaged At				
Coverages	Vehicle #	1		Location Name	*	1:		
Lienholder/Additional Interest	Vehicle Type	Private Passeng	per	Vehicle Territory	Code	210		
Underwriting	VIN			Vehicle Use				
Policy Deview	Model Year	2007		Primary Use	*	Work		
	Make	TOYO						
Quole	Model	YARIS BASE		Vehicle Customiza	ition			
Forms	Body Style	4DR SED		Total Customized	Amount			
	Body Type	4 DOOR 100 IN		Prior Damage		No		

Screen

Step 6

Action

On the "Quote" screen, the "Previous Policy Full Term Premium", "New Policy Full Term", "Premium", and "Full Term Change in Premium" now display.

• Select the "Cost Change Details" tab to review the details of the change in cost.

cy Change (Quoted) te Back mber Named Insured	Rest > Edit Issue (Eff. 11/28/2021	v Transaction	Account #	Poli
ote sack	Next > <u>E</u> dit <u>i</u> ssue (Change Withdrav	w Transaction	View Bill Calc	ulator
mber Named Insured		1			ulator
Named Insured			Policy Period		06/01/2021 -
1			Previous Policy	y Full Term	\$1,943.68
oress	INDIANAPOLIS, IN 46202-2641 MARION RM 15		Premium New Policy Full Term \$1,3 Premium Full Term Change in (\$55 Premium		\$1,386.31
Market					(\$557.37)
Premium Detail	Cost Change Details	oplied Discounts/Sun	charges		
,					
ed Discounts	/Surcharges				
vel Discounts/Surchar	ges				
tion ÷					
ss Policy Discount					
evel Discounts/Surcha	arges				
tion	2007 TOYO YARIS BASE				
	ess Policy Discount evel Discounts/Surcha	ess Policy Discount	evel Discounts/Surcharges	Level Discounts/Surcharges	Level Discounts/Surcharges

Screen

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Step 7

Action	Screen	
 The "Cost Change Details" tab details the change in cost from the removal of the totaled vehicle. Scroll down to review the changes in detail. Select the "Issue Change" button. Select the "OK" button on the confirmation pop-up window. 	PolicyCenter® Desktop Account Policy PolicyCenter® Desktop Account Policy Change Policy Change Quote Back Next Edi Issue Change Withdraw Transaction View Bit Catculate Policy Info Policy Info Policy Info Policy Info Policy Info Policy Address NDIANAPOLIS, IN 45202-2641 Policy Period Of Previous Policy Full Term Si Policy Change in (Si Previous Policy Full Term Policy Info Drivers Accidents/Violations Vehicles Usage-Based Insurance Coverages Lenholder/Additional Interest Vehicle Level Coverages Garage 1: INDIANAPOLIS, IN 46202-2641 Vehicle Evel Coverages Garage 1: INDIANAPOLIS, IN 46202-2641 Vehicle Evel Coverages Garage 1: INDIANAPOLIS, IN 46202-2641 Vehicle Policy Review Ocoute Forms County Make Description Value Amount Eff Date Exp Date Proration Proration Policy Review Onote Source Forms County Summary Premium Details Comprehensive 500 Sr.47 Gei01/2021 11/28/2021 0.016 Contract Inderview Source Source Source Source Source Source Source Source Comprehensive Source Source	Policy Policy 001/2021 - 12/ 1,943.68 1,386.31 1557.37) remium -0.92 1.04 -4.02
Step 8		
Action	Screen	
The policy change has been bound. You can view the entire policy, review the changes to the policy, or return to your desktop from this screen.		Policy #

If any new trailing documents are generated because of the policy change, you must handle them per the current policy.



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