

# How to Apply Excluded or Non-Driver to an Auto Policy

## PolicyCenter

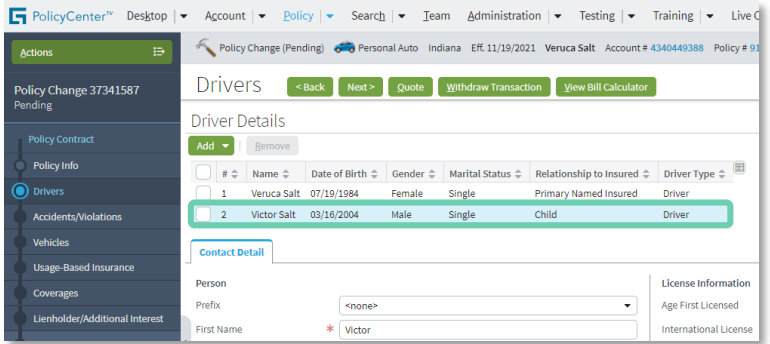


### Description:

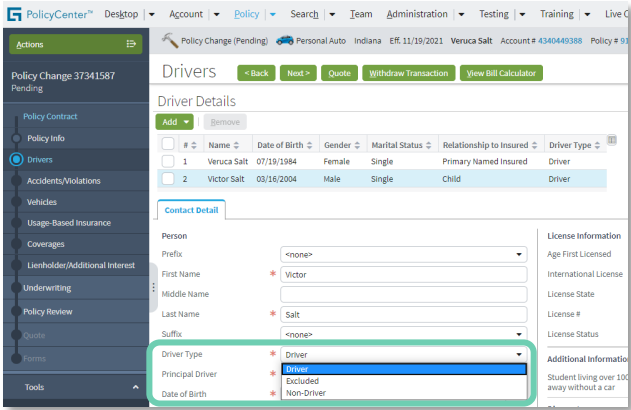
This job aid reviews how to apply excluded and non-driver status to listed drivers on an Auto policy and starts at the *Drivers* screen during the submission or policy change.

**NOTE:** Check your state guidelines in Reference Connect concerning excluded and non-drivers before you begin.

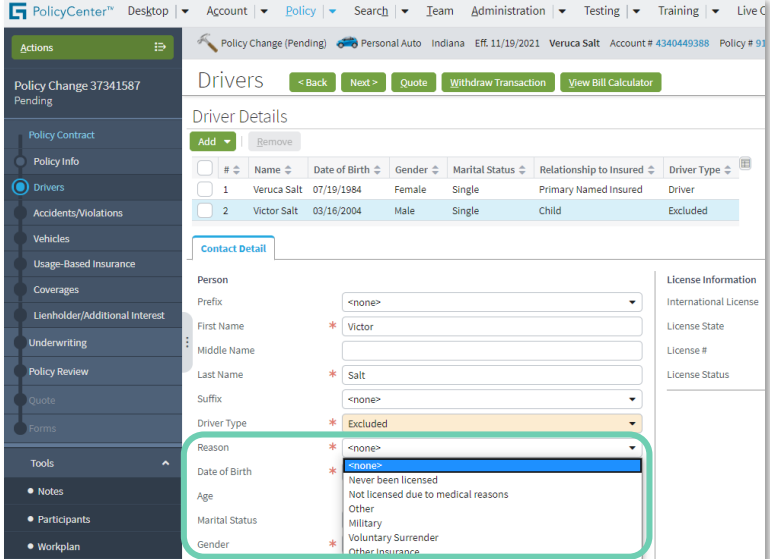
### Step 1

Action	Screen
<p>On the <i>Drivers</i> screen:</p> <ul style="list-style-type: none"> <li>Select the <b>Driver #</b> line for the driver to update the <i>Contact Detail</i> section.</li> </ul>	

### Step 2

Action	Screen
<p>On the <b>Contact Detail</b> tab:</p> <ul style="list-style-type: none"> <li>Click the down arrow to the right of the <b>Driver Type</b> field.</li> <li>Select the appropriate item (<b>Excluded</b> or <b>Non-Driver</b>) from the drop-down list.</li> </ul>	

## Job Aid Process (Cont.) : Step 3

Action	Screen
<p>Additional fields will display in the <b>Contact Detail</b> tab.</p> <ul style="list-style-type: none"> <li>Click the down arrow to the right of the <b>Reason</b> field.</li> <li>Select the appropriate reason from the drop-down list.</li> <li>Proceed with the submission or policy change as usual.</li> </ul>	 <p>The screenshot shows the PolicyCenter interface. On the left is a navigation menu with options like 'Policy Contract', 'Policy Info', 'Drivers', 'Accidents/Violations', 'Vehicles', 'Usage-Based Insurance', 'Coverages', 'Lienholder/Additional Interest', 'Underwriting', 'Policy Review', 'Quote', 'Forms', 'Tools', 'Notes', 'Participants', and 'Workplan'. The 'Drivers' section is selected. The main area shows 'Driver Details' for a policy change. A table lists two drivers: Veruca Salt (Female, Single, Primary Named Insured, Driver) and Victor Salt (Male, Single, Child, Excluded). The 'Contact Detail' tab is active, showing fields for Person (Prefix, First Name, Middle Name, Last Name, Suffix, Driver Type), Date of Birth, Age, Marital Status, and Gender. The 'Reason' dropdown menu is open, showing options: '&lt;none&gt;', 'Never been licensed', 'Not licensed due to medical reasons', 'Other', 'Military', 'Voluntary Surrender', and 'Other Insurance'.</p>

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