

Add, Replace, or Remove a Vehicle on an Existing Motorcycle/Off-Road Vehicle PS Policy

PolicyCenter



Description

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

If adding, replacing, or removing a vehicle to an existing Auto policy, see the “Add, Replace, or Remove a Vehicle – Auto” job aid.

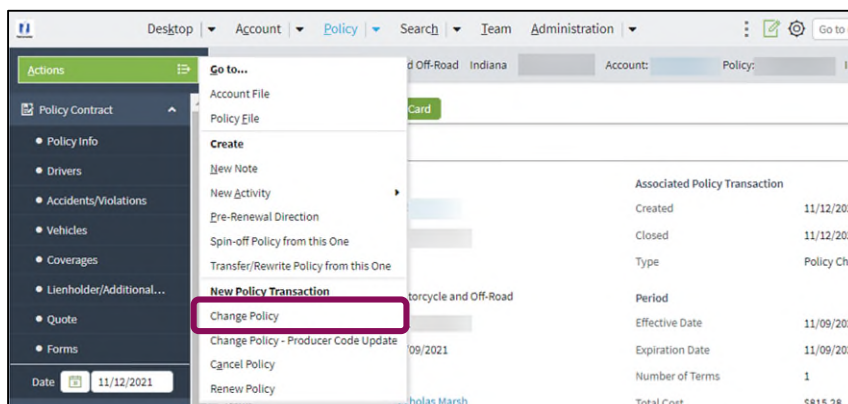
Step 1

Action

Open an existing Motorcycle/Off-Road Vehicle Powersports policy:

- Select the “Actions button”.
- Select “Change Policy” from the drop-down menu.

Screen



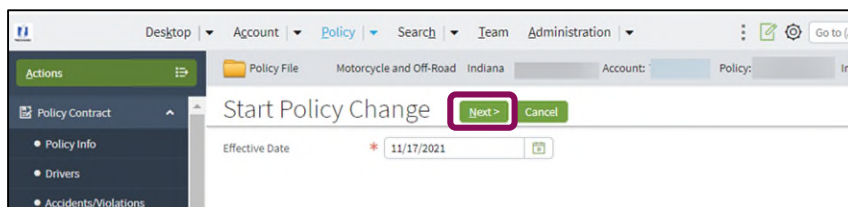
Step 2

Action

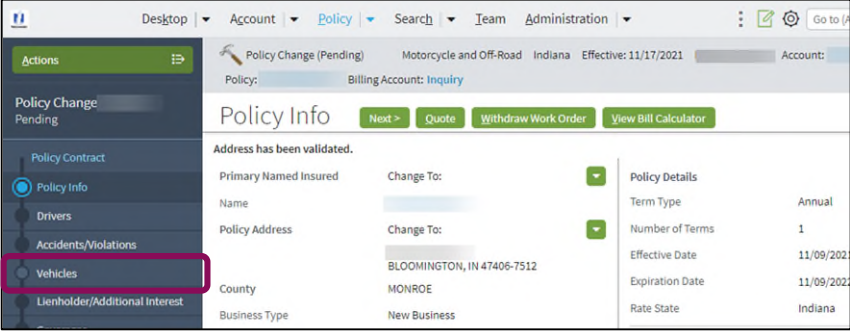
On the “Start Policy Change” screen, the “Effective Date” field defaults to the current date:

- Enter the appropriate information in the “Effective Date” field.
- Select the “Next >” button.

Screen

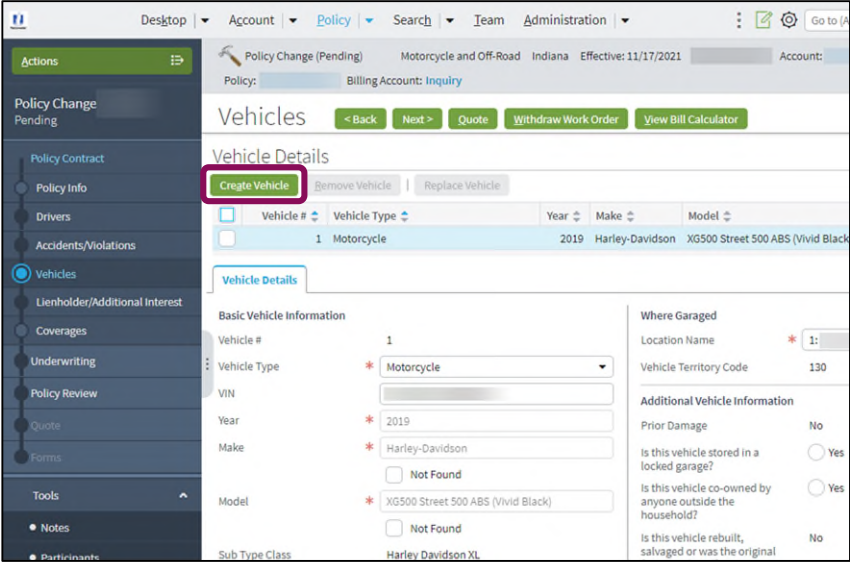


Step 3

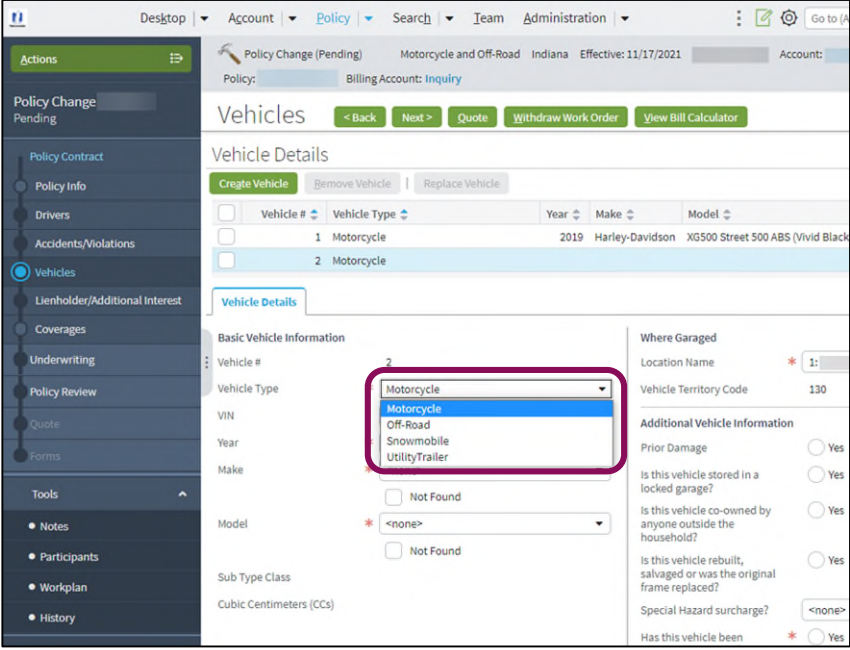
Action	Screen
<p>On the “Policy Info” screen:</p> <ul style="list-style-type: none">Select the “Vehicles” link. <div><div>!</div><div><p>Select the appropriate link below to jump to the next relevant process steps:</p><ul style="list-style-type: none">Add a VehicleReplace a VehicleRemove a Vehicle</div></div>	

Add a Vehicle

Step 4

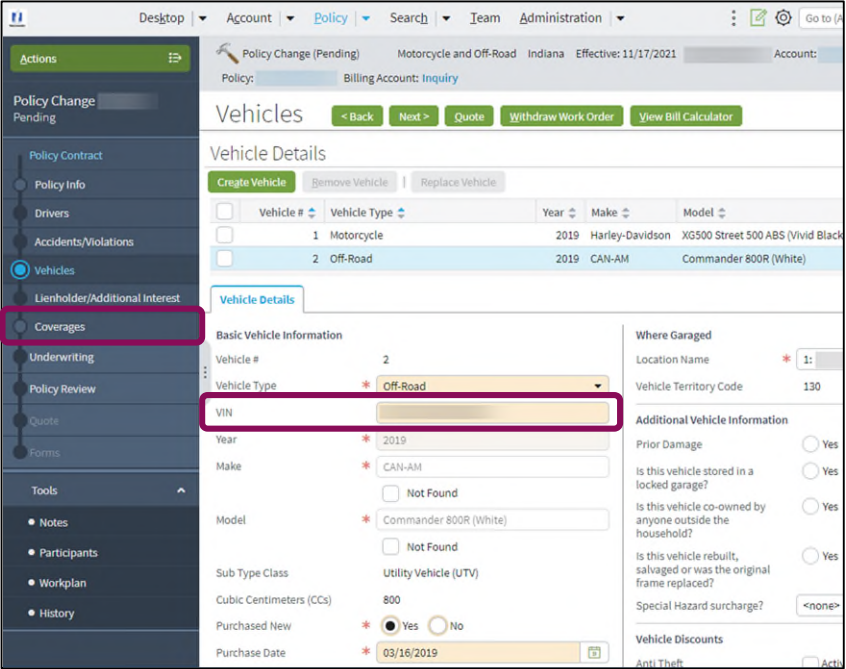
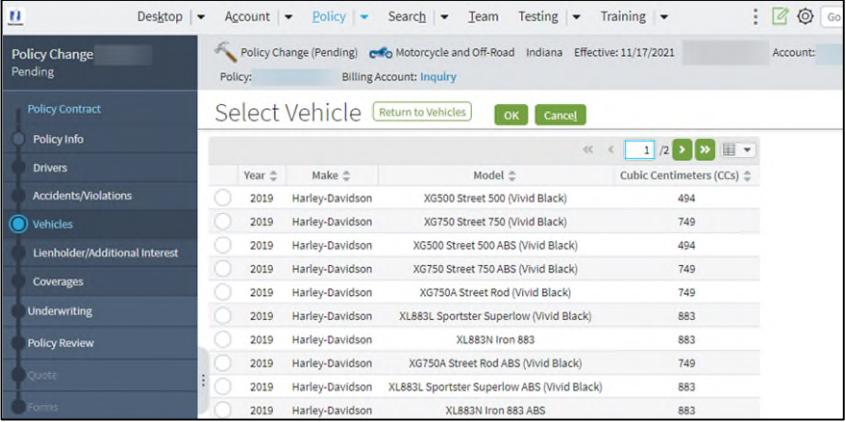
Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none">Select the “Create Vehicle” button.	 <p>The screenshot shows the 'Vehicles' screen in the PolicyCenter application. The left sidebar contains a navigation menu with options like 'Policy Change Pending', 'Policy Contract', 'Policy Info', 'Drivers', 'Accidents/Violations', 'Vehicles' (selected), 'Lienholder/Additional Interest', 'Coverages', 'Underwriting', 'Policy Review', 'Quote', 'Forms', 'Tools', 'Notes', and 'Participants'. The main content area is titled 'Vehicles' and includes buttons for '< Back', 'Next >', 'Quote', 'Withdraw Work Order', and 'View Bill Calculator'. Below these is the 'Vehicle Details' section, which has tabs for 'Create Vehicle', 'Remove Vehicle', and 'Replace Vehicle'. The 'Create Vehicle' tab is active, and the 'Vehicle Type' dropdown menu is open, showing 'Motorcycle' as the selected option. Other fields like 'Vehicle #', 'Year', 'Make', and 'Model' are also visible.</p>

Step 5

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none">Select the desired vehicle you wish to add via the “Vehicle Type” drop-down list. <p>In this example, “Off-Road” is selected.</p>	 <p>The screenshot shows the 'Vehicles' screen with the 'Vehicle Details' section. The 'Vehicle Type' dropdown menu is open, and 'Off-Road' is selected. The dropdown list also shows 'Motorcycle', 'Snowmobile', and 'UtilityTrailer'. The 'Vehicle #', 'Year', 'Make', and 'Model' fields are also visible. The 'Where Garaged' section on the right includes fields for 'Location Name', 'Vehicle Territory Code', and 'Prior Damage'.</p>

Add a Vehicle, continued

Step 6

Action	Screen
<div><p>In the “Basic Vehicle Information” section:</p><ul style="list-style-type: none">• Enter the appropriate information into the “VIN” field.• Press the “Tab” key to populate the remaining Basic Vehicle Information.• Complete any non-VIN-related fields. For example, customization and garaging address.</div> <div><div>!</div><div>In some cases, an additional screen may display for the entered VIN, requiring you to select a more specific make/model combination via a radio button then select an “OK” button.</div></div> <ul style="list-style-type: none">• Select the “Coverages” link.	<div></div> <div></div>

Add a Vehicle, continued

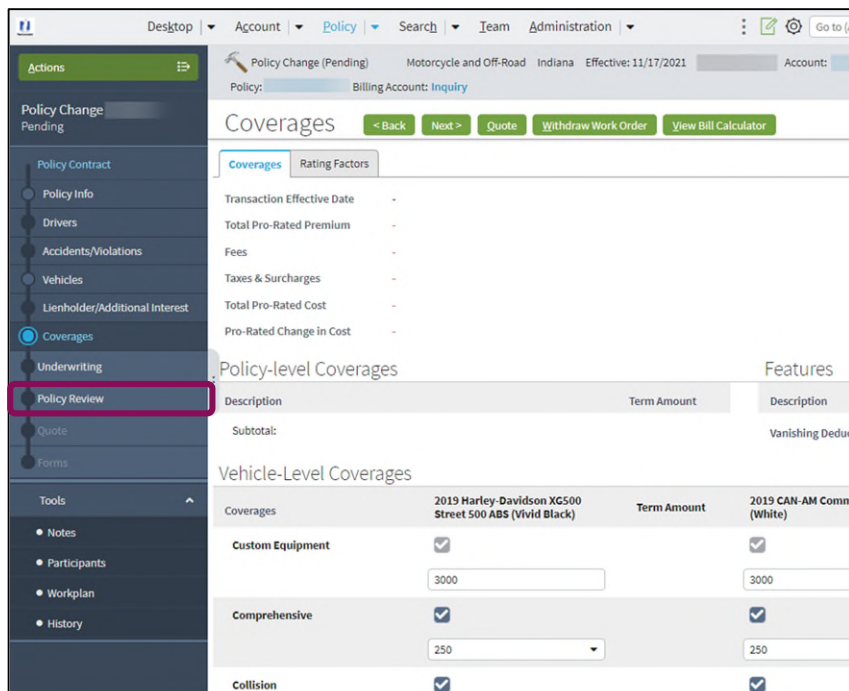
Step 7

Action

On the "Coverages" screen:

- Verify all coverages for the added vehicle.
- Select the "Policy Review" link.

Screen



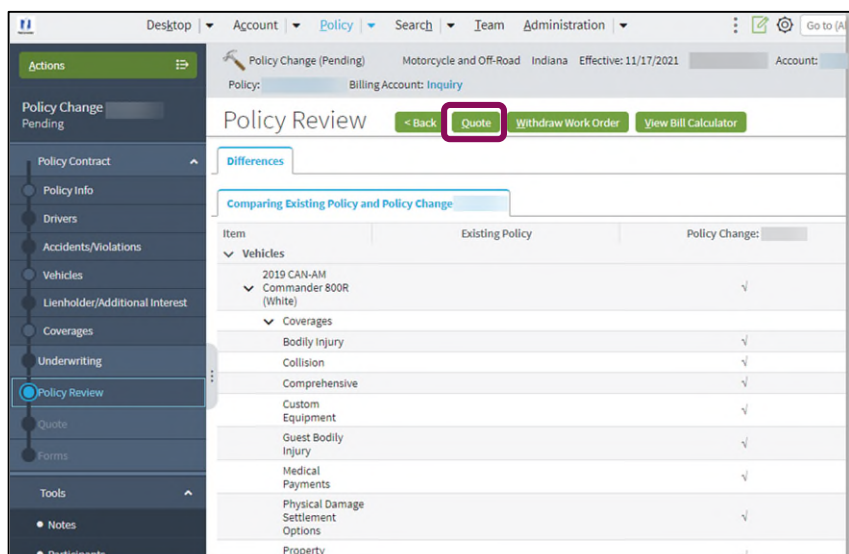
Step 8

Action

In the "Policy Review" section:

- Review the coverage changes for the revised policy.
- Select the "Quote" button.

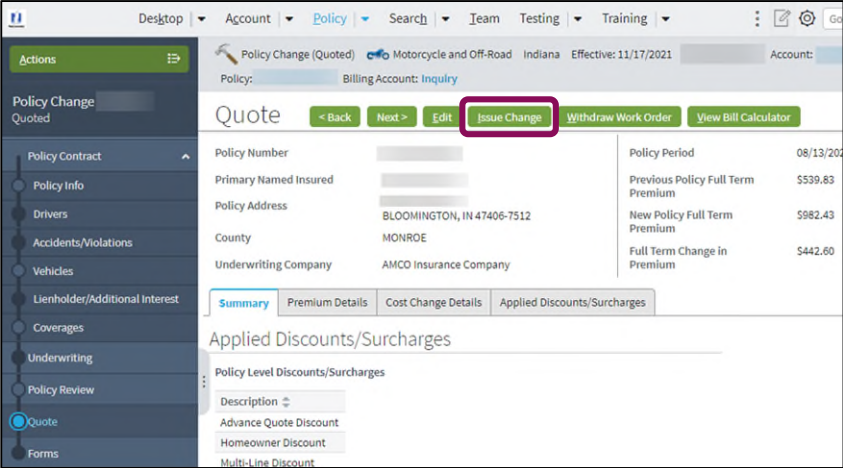
Screen



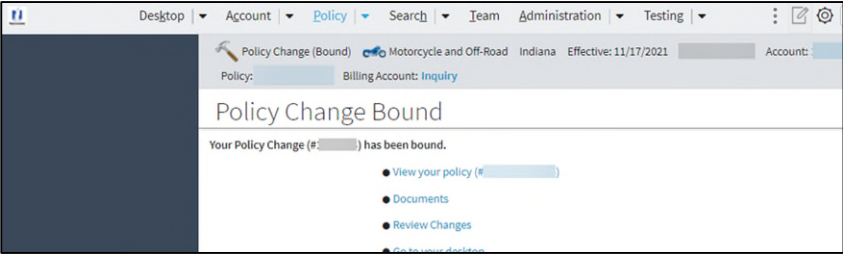


Add a Vehicle, continued

Step 9

Action	Screen
<p>On the “Quote” 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 “Policy Change Bound” screen displays. This indicates the change is bound.</p>	

[Return to Top](#)

Replace a Vehicle

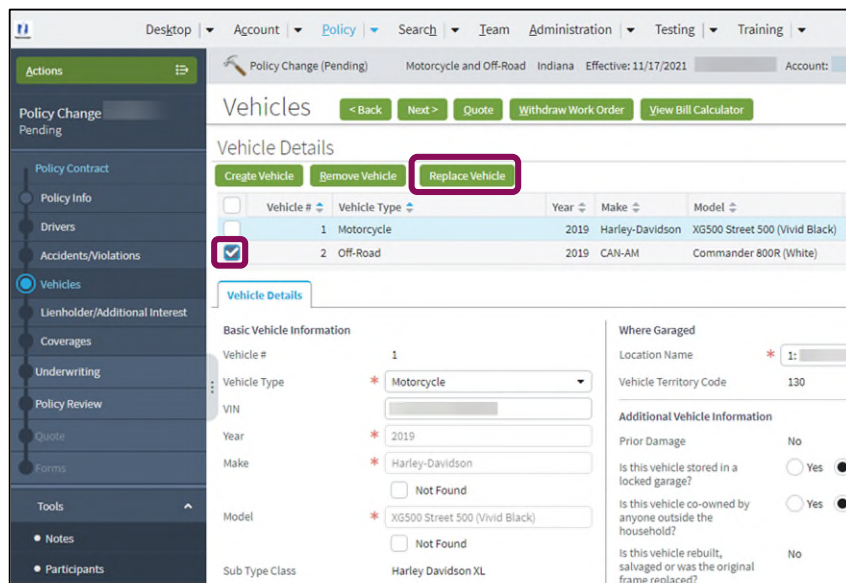
Step 4

Action

On the “Vehicles” screen:

- Select the checkbox to the left of the “Vehicle #” which needs to be replaced.
- Select the “Replace Vehicle” button.

Screen



The screenshot shows the PolicyCenter interface. On the left is a navigation menu with options like Policy Change, Policy Contract, Policy Info, Drivers, Accidents/Violations, Vehicles (selected), Lienholder/Additional Interest, Coverages, Underwriting, Policy Review, Quote, Forms, Tools, Notes, and Participants. The main area is titled 'Vehicles' and shows a table of vehicle details. The first vehicle is highlighted, and the 'Replace Vehicle' button is circled in red. Below the table, there is a 'Vehicle Details' section with fields for Basic Vehicle Information (Vehicle #, Vehicle Type, VIN, Year, Make, Model, Sub Type Class) and Where Garaged (Location Name, Vehicle Territory Code). There are also checkboxes for Prior Damage, Is this vehicle stored in a locked garage?, Is this vehicle co-owned by anyone outside the household?, and Is this vehicle rebuilt, salvaged or was the original frame replaced?.

Step 5

Action

In the “Basic Vehicle” Information section:

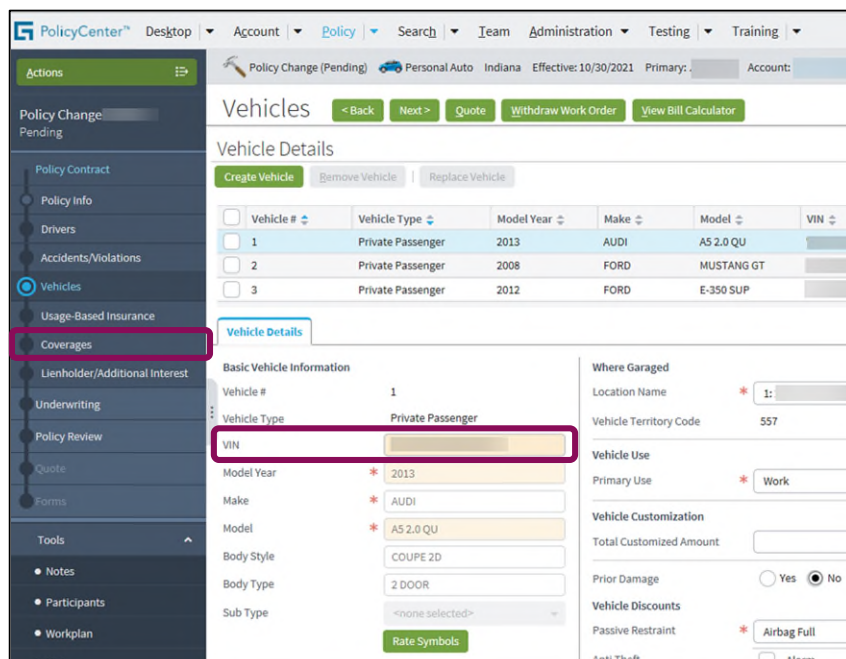
- Enter the appropriate information into the “VIN” field.
- Press the “Tab” key to populate the remaining Basic Vehicle Information.
- Complete any non-VIN-related information; for example, customization and garaging address.



In some cases, an additional screen may display for the entered VIN, requiring you to select a more specific make/model combination via a radio button.

- Select the “Coverages” link.

Screen



The screenshot shows the PolicyCenter interface. On the left is a navigation menu with options like Policy Change, Policy Contract, Policy Info, Drivers, Accidents/Violations, Vehicles (selected), Lienholder/Additional Interest, Coverages (highlighted), Underwriting, Policy Review, Quote, Forms, Tools, Notes, and Participants. The main area is titled 'Vehicles' and shows a table of vehicle details. The first vehicle is highlighted, and the 'Coverages' link is circled in red. Below the table, there is a 'Vehicle Details' section with fields for Basic Vehicle Information (Vehicle #, Vehicle Type, VIN, Model Year, Make, Model, Body Style, Body Type, Sub Type) and Where Garaged (Location Name, Vehicle Territory Code). There are also checkboxes for Prior Damage, Vehicle Discounts, Passive Restraint, and Anti Theft.

Replace a Vehicle, continued

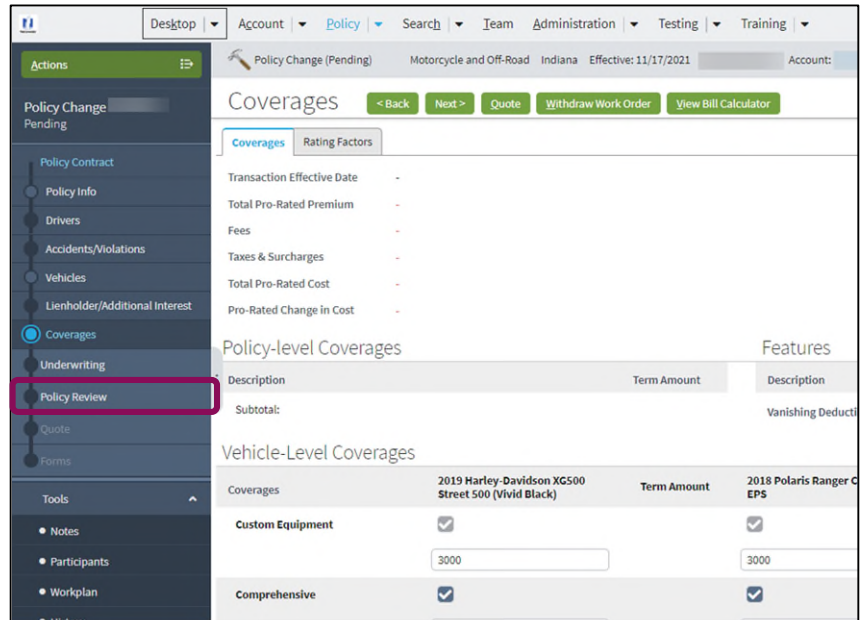
Step 6

Action

On the “Coverages” screen:

- Verify all coverages for the added vehicle.
- Select the “Policy Review” link.

Screen



Desktop | Account | Policy | Search | Team | Administration | Testing | Training

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

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

Coverages Rating Factors

Transaction Effective Date -
Total Pro-Rated Premium -
Fees -
Taxes & Surcharges -
Total Pro-Rated Cost -
Pro-Rated Change in Cost -

Policy-level Coverages Features

Description	Term Amount	Description
Subtotal:		Vanishing Deductible

Vehicle-Level Coverages

Coverages	2019 Harley-Davidson XG500 Street 500 (Vivid Black)	Term Amount	2018 Polaris Ranger Crew XP 900 EPS
Custom Equipment	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	3000		3000
Comprehensive	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

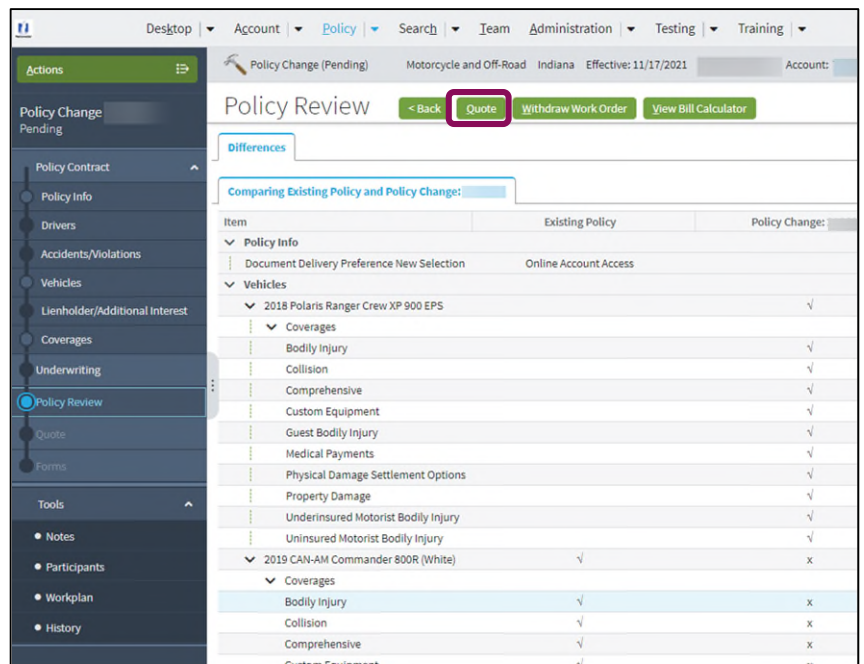
Step 7

Action

In the “Policy Review” section:

- Review the coverage changes for the revised policy.
- Select the “Quote” button.

Screen



Desktop | Account | Policy | Search | Team | Administration | Testing | Training

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

Policy Review < Back Quote Withdraw Work Order View Bill Calculator

Differences

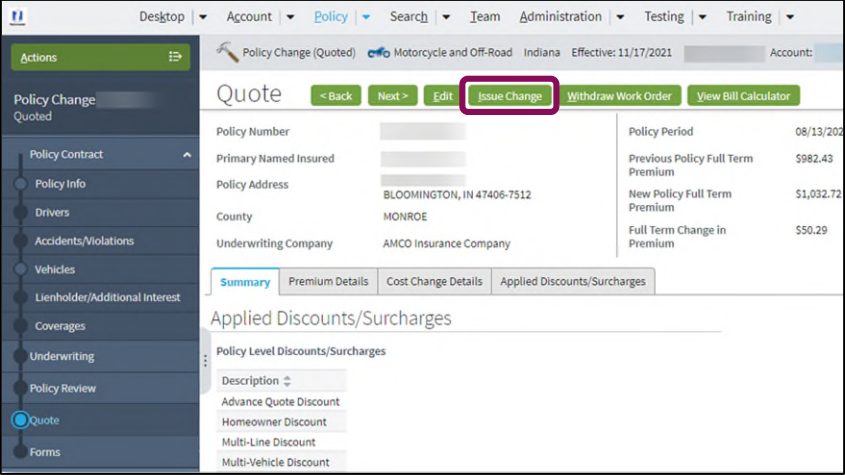
Comparing Existing Policy and Policy Change:

Item	Existing Policy	Policy Change
Policy Info		
Document Delivery Preference New Selection	Online Account Access	
Vehicles		
2018 Polaris Ranger Crew XP 900 EPS		✓
Coverages		
Bodily Injury		✓
Collision		✓
Comprehensive		✓
Custom Equipment		✓
Guest Bodily Injury		✓
Medical Payments		✓
Physical Damage Settlement Options		✓
Property Damage		✓
Underinsured Motorist Bodily Injury		✓
Uninsured Motorist Bodily Injury		✓
2019 CAN-AM Commander 800R (White)	✓	x
Coverages		
Bodily Injury	✓	x
Collision	✓	x
Comprehensive	✓	x
Custom Equipment	✓	x

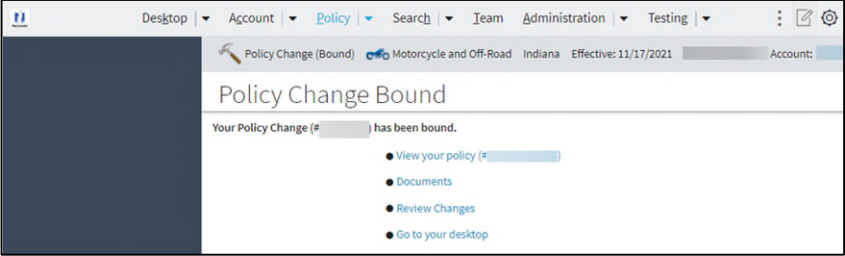


Replace a Vehicle, continued

Step 8

Action	Screen
<p>On the “Quote” 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.	

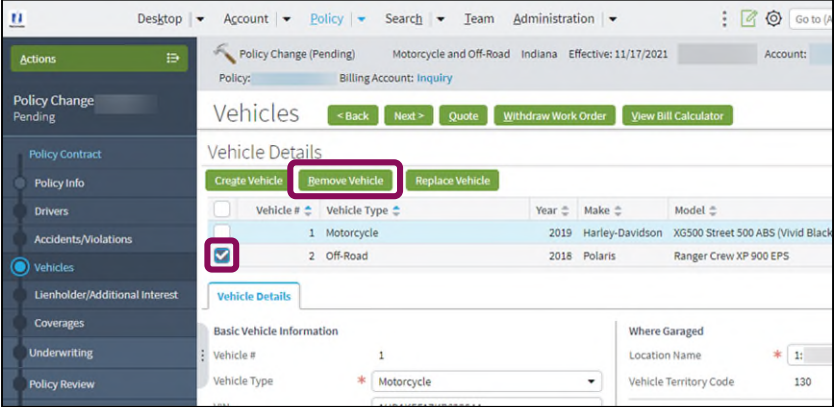
Step 9

Action	Screen
<p>The “Policy Change Bound” screen displays. This indicates the change is bound.</p>	

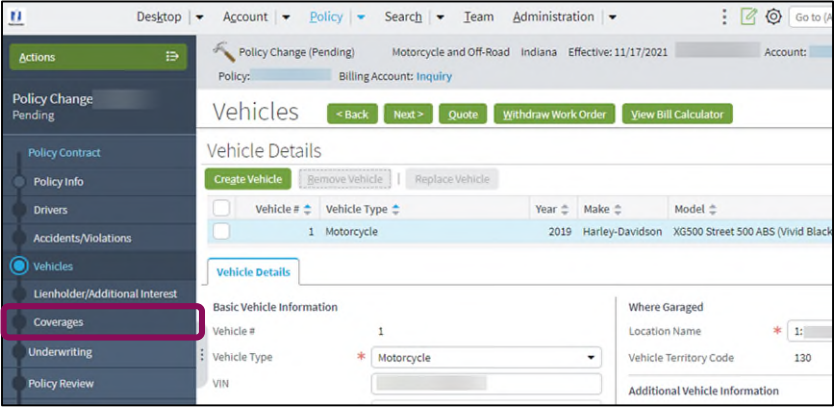
[Return to Top](#)

Remove a Vehicle

Step 4

Action	Screen
<p>On the “Vehicles” screen:</p> <ul style="list-style-type: none">• Select the checkbox to the left of the “Vehicle #” to be removed.• Select the “Remove Vehicle” button.	

Step 5

Action	Screen
<p>After removing the vehicle:</p> <ul style="list-style-type: none">• Select the “Coverages” link to ensure the coverages have also been removed.	

Remove a Vehicle, continued

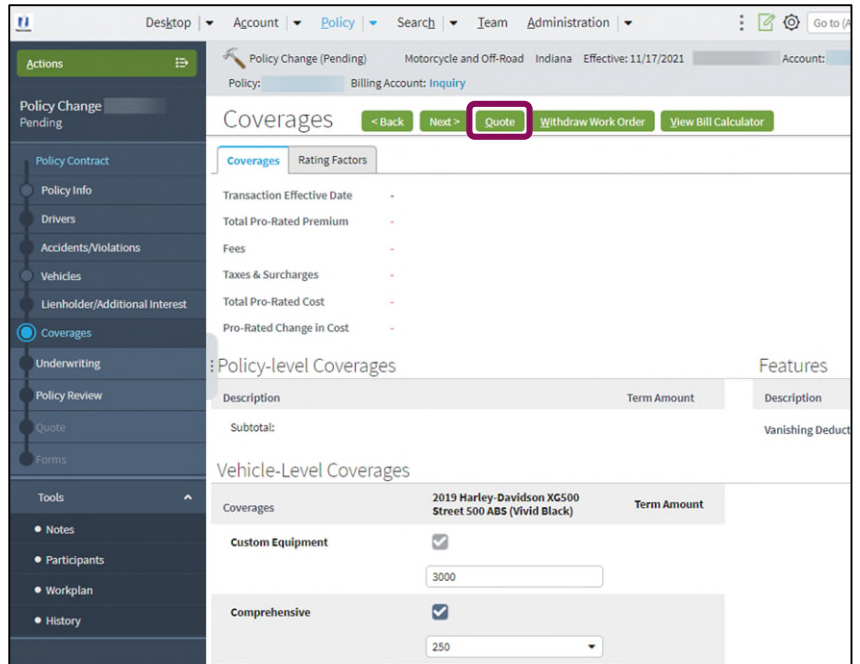
Step 6

Action

In the “Policy Review” section:

- Review the coverage changes for the revised policy.
- Select the “Quote” button.

Screen



The screenshot shows the 'Policy Review' section of the PolicyCenter interface. The 'Coverages' tab is selected, and the 'Quote' button is highlighted in a red box. The screen displays various coverage details, including Transaction Effective Date, Total Pro-Rated Premium, Fees, Taxes & Surcharges, Total Pro-Rated Cost, and Pro-Rated Change in Cost. Below these, there are sections for Policy-level Coverages and Vehicle-Level Coverages, with a table showing the 2019 Harley-Davidson XG500 Street 500 ABS (Vivid Black) and its associated costs.

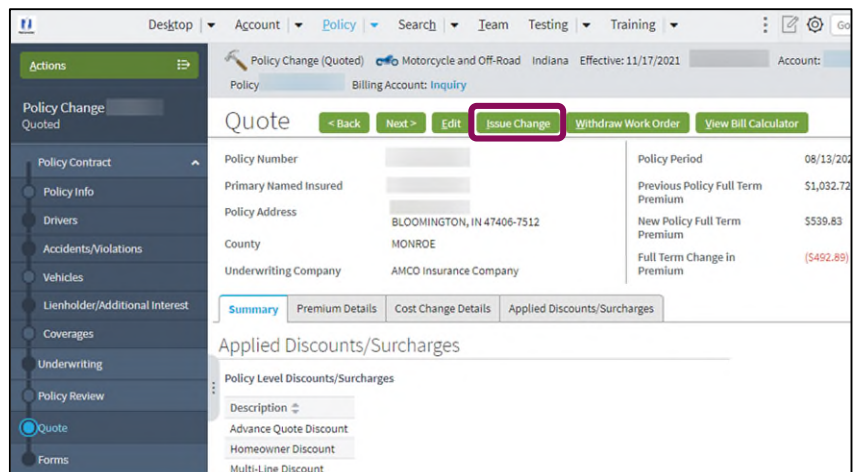
Step 7

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.

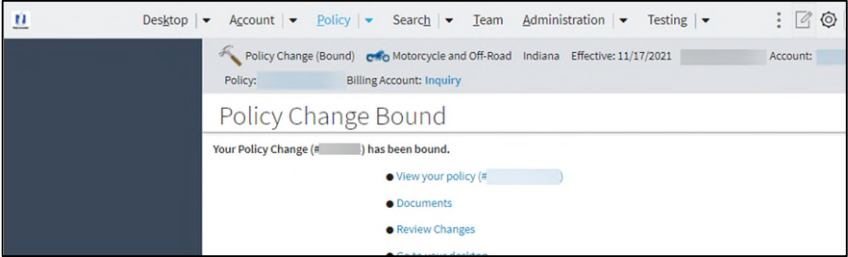
Screen



The screenshot shows the 'Quote' screen of the PolicyCenter interface. The 'Issue Change' button is highlighted in a red box. The screen displays various quote details, including Policy Number, Primary Named Insured, Policy Address, County, Underwriting Company, Policy Period, Previous Policy Full Term Premium, New Policy Full Term Premium, and Full Term Change in Premium. Below these, there are sections for Applied Discounts/Surcharges, including Policy Level Discounts/Surcharges and Multi-Line Discount.

Remove a Vehicle, continued

Step 8

Action	Screen
The “Policy Change Bound” screen displays. This indicates the change is bound.	

[Return to Top](#)

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