



Update Deductibles and Coverages – Auto/PS

Description:

This job aid reviews how to update deductibles and coverages on an existing Auto or PowerSports policy.

Step	Action	Screen
1	<p>On the policy <i>Summary</i> screen:</p> <ul style="list-style-type: none"> Click the Actions button. Select “Change Policy” from the drop-down menu. 	
2	<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. Click the Next button. 	
3	<p>On the <i>Policy Info</i> screen:</p> <ul style="list-style-type: none"> Click the Coverages link. 	



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<p>4</p>	<p>All policy-level and vehicle level coverages display on the <i>Coverages</i> screen:</p> <ul style="list-style-type: none"> Select the coverages and/or deductibles you wish to update/change. <p>Note: If there is more than one vehicle on the policy, verify and validate the coverages for each vehicle in the <i>Vehicle Level Coverages</i> section.</p> <ul style="list-style-type: none"> Click the <u>Quote</u> button. 	
<p>5</p>	<p>On the <i>Coverages</i> screen, review the cost changes for the policy:</p> <ul style="list-style-type: none"> Click the <u>Issue Change</u> button to issue the change. Click the OK button on the pop-up confirmation window. 	
<p>6</p>	<p>You have successfully updated deductibles and coverages for an auto policy.</p>	