

## Add or Remove a Motor to a PowerSports Pleasure Boatowners Policy

### In Brief

In this Quick Card, a policyholder purchased an additional motor for use with her boat and would like to add the new motor to her existing PowerSports Pleasure Boatowners policy. Later, she decides to sell the additional motor and remove it from the policy.

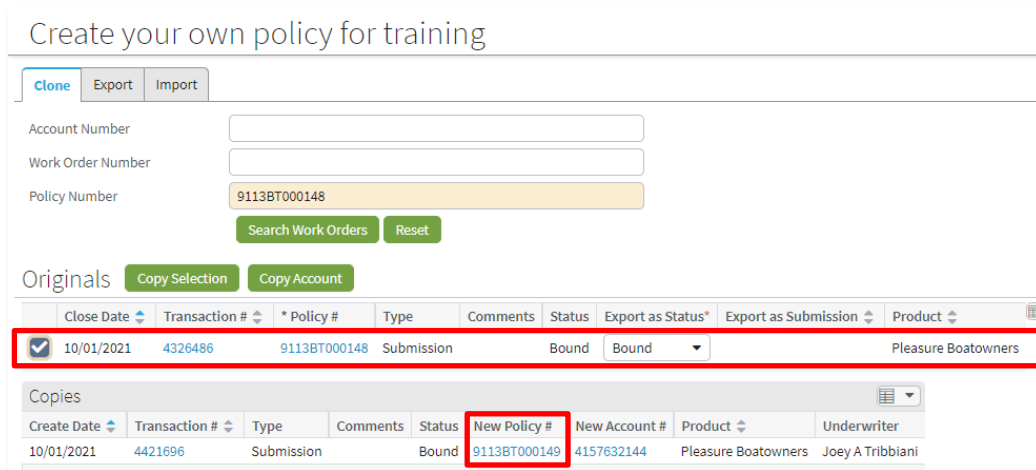
Log in to the [VTO](#) using the appropriate generic user account from the [VTO Information Guide](#) document.

### Quick Card

**IMPORTANT:** This is a test environment. The next seven (7) steps are ONLY used in the VTO.

### Clone the Policy

1. Click the down arrow to the right of the **Training** button on the **Tab Bar**. Select **"Create your own policy for training"** from the drop-down menu.
2. Enter **"9113BT000148"** in the **Policy Number** field exactly as it is shown, including spaces and capital letters.
3. Click the **Search Work Orders** button.
4. In the **Originals** section, click the checkbox to the left of the **Submission** Transaction Type for the policy being cloned. In this example, select the checkbox to the left of Transaction #**4326486**.



5. Click the **Copy Selection** button.  
**Note:** If the **Copies** section does not automatically populate, click on the **Search** tab, then back on the **Training** tab. The clone information should be visible.
6. Scroll down, if necessary, to the **Copies** section.
7. Click the link in the **New Policy #** column.



**IMPORTANT:** PolicyCenter automatically created a **New Account #**. The new account is linked to the *cloned* policy, not the original.

### *Add a Boat Motor*

#### Summary screen

8. Click the **Actions** button.
9. Select “**Change Policy**” from the drop-down menu.

#### Start Policy Change screen

10. PolicyCenter defaults the **Effective Date** to the current system date. If necessary, you can change the date to a future date. In this example, accept the current date
11. Click the **Next >** button.

#### Policy Info screen

12. Click the **Vehicles** link.

#### Vehicles screen

13. Click the **Create Vehicle** button.
14. Select “**Motor**” from the **Vehicle Type** drop-down list.
15. Enter a value of your choice in the **Serial Number** field.
16. Enter “**2015**” in the **Year** field.
17. Select “**Coleman Outboards**” from the **Make** drop-down list.
18. Select “**F15BML**” from the **Model** drop-down list.
19. Enter “**1000**” in the **Market Value** field.
20. Click the **Quote** button.

**IMPORTANT:** This is a test environment. This data is not valid. The VTO is not connected to the rating system, but in production, you will see the correct premium.

21. Click the **Issue Change** button.
22. Click the **OK** button.

#### Policy Change Bound screen

PolicyCenter displays the message, “*Your Policy Change (#XXXX) has been bound.*”



## Remove a Boat Motor

### Submission Bound screen

1. Click the **View your Policy (#XXXX)** link to access the same policy that was used for “Add a Boat Motor”.

### Summary screen

2. Click the **Actions** button.
3. Select “**Change Policy**” from the drop-down menu.

### Start Policy Change screen

4. PolicyCenter defaults the **Effective Date** to the current system date. If necessary, you can change the date to a future date. In this example, accept the current date.
5. Click the **Next >** button.

### Policy Info screen

6. Click the **Vehicles** link.

### Vehicles screen

7. Review the *Driver Details* section information.
8. Click the checkbox to the left of motor you added in the previous exercise. In this example, “**2015 Coleman Outboards**”.
9. Click the **Remove Vehicle** button.

**NOTE:** Review the *Vehicle Details* section information. Notice the motor has been removed from the policy.

10. Click the **Quote** button.

### Quote screen

11. Click the **Issue Change** button.
12. Click the **OK** button.

### Policy Change Bound screen

PolicyCenter displays the message, “*Your Policy Change (#XXXX) has been bound.*”