

Amend Mailing Address

Quick Card



Overview

This quick card will outline how to amend a mailing address for an existing policy. Access your policy at GreatBuilderUSA. NOTE – The new address will need to be updated in two locations. Only one endorsement can be processed at a time.

1.) Select **Endorse** on the left of the screen under Actions.

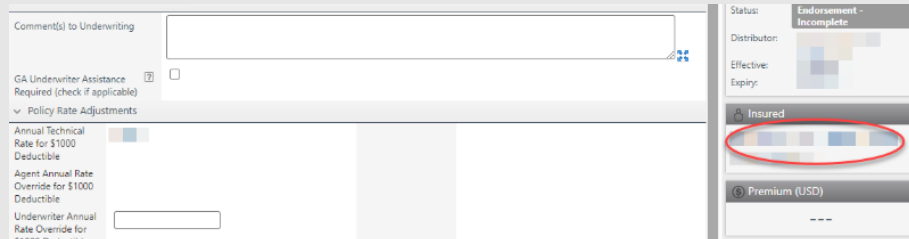
2.) Select **Named Insured – Amend Mailing Address** and move the selection to the box on the right. Click **Next**.

3.) Override Endorsement Effective Date if need be and answer question on loss history at risk location. Click **Next**.

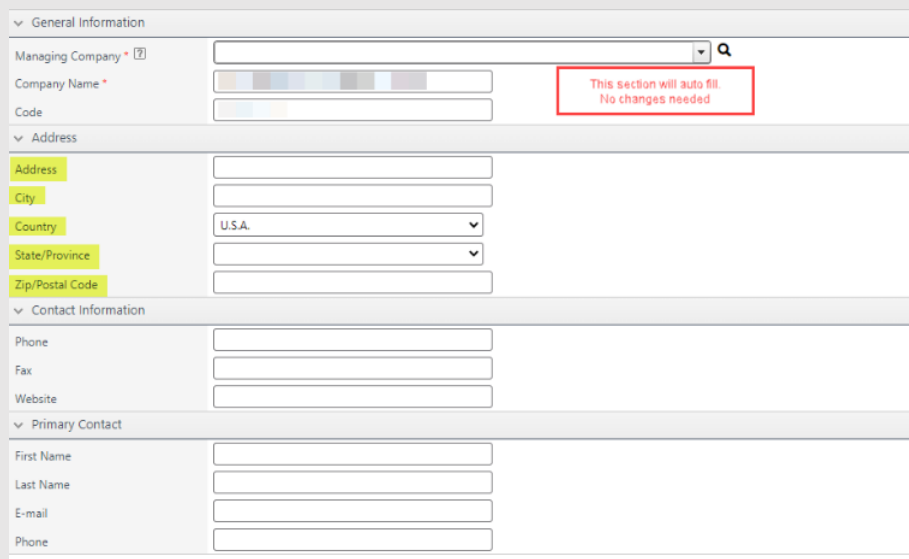
4.) Select **Yes** for Named Insured interest, then Click **Add**.

5.) Select whether the endorsement Amends or Deletes the Named Insured as originally issued. Proceed to fill out the **Name, Address, City, State, and Zip**. Click **Save & Close, Save & Refresh**, then **Next**.

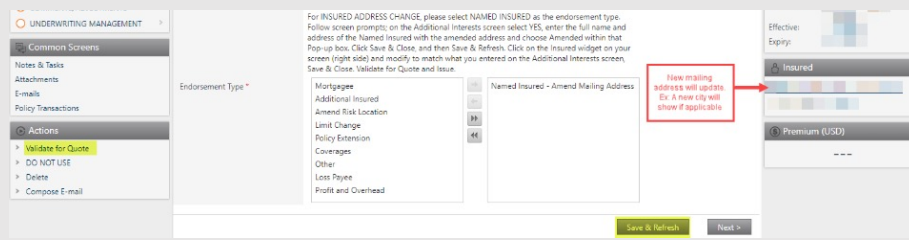
6.) Once the above steps are completed, select the **named insured widget** on the right side of the screen.



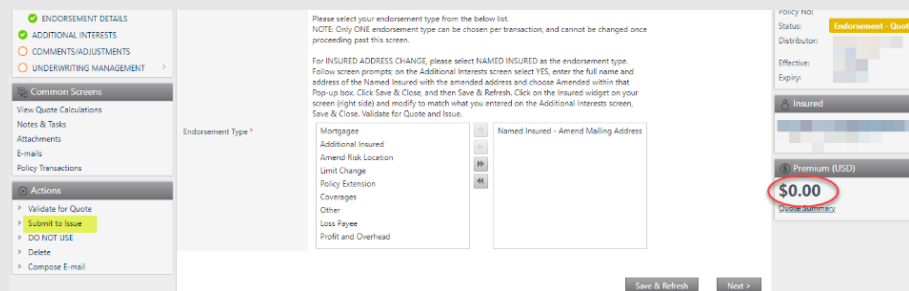
7.) Managing Company will prefill, DO NOT make any changes to this. If the Named Insured is being changed from the original, **enter the new Named Insured** in the Company Name box. DO NOT change the code. After entering the address information, hit **Save & Close**.



8.) The new mailing address and/or Named Insured will show on the right side of the screen. Click **Validate for Quote**.



9.) There should be no premium charge to endorse the Named Insured. If an amount other than \$0 appears, contact Underwriting. Otherwise, click **Submit to Issue**.



10.) The endorsement document will be available on the Print Document option on the left of the screen.