Amend Mailing Address

Quick Card



Property & Inland Marine

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.

 Select Endorse on the left of the screen under Actions. Select Named Insured – Amend Mailing Address and move the selection to the box on the right. Click Next. 	 Chordserrent Detraits Chordserrent Detraits<
3.) Override Endorsement Effective Date if need be and answer question on loss history at risk location. Click Next.	QUOTING INSTRUCTIONS DENDORSEMENT DETAILS ADDITIONAL INTERESTS ADDITIONAL INTERESTS OUTOREWRITING MANAGEMENT COMMENTS UNDERWRITING MANAGEMENT COMMENTS UNDERWRITING MANAGEMENT COMMENTS
4.) Select Yes for Named Insured interest, then Click Add.	ADDITIONAL INTERESTS OCMMENTS/ADJUSTMENTS UNDERWRTING MANAGEMENT OUNDERWRTING OUND
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.	Legal Entity * [] This endorsement DELETES the Named Insured as originally issued. This endorsement AMENDS the Named Insured as originally issued. Address * City * State * Please Select Zip/Postal Code * Status [] Save & New Save & Close Code

6.) Once the above steps are completed, select the named insured widget on the right side of the screen.	Comment(s) to Underwriting GA Underwriting GA Underwriter Assistance Required (check's applicable) V Policy Rate Adjustments Annual Fechnical Rate for 51000 Deductbile Agent Annual Rate Override for Premium (USD) Premium (US
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.	• General Information Managing Company * ① Company Name * Code • Address Address Address Contry USA State/Province • Contact Information Phone • Primary Contact First Name Last Name Last Name E-mail Phone
8.) The new mailing address and/or Named Insured will show on the right side of the screen. Click Validate for Quote.	Internet Number of the Additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area and additional Interests Science skieler VES, were the full area additional Interests Science skieler VES, were the full area addit
 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. 	● NORSENTIATIONAL INTERSITY ● ADDICIONAL I