

Risk Location Endorsement

Quick Card



Property & Inland Marine

Overview

This quick card will outline how to amend the risk location of an existing policy. Access your policy at GreatBuilderUSA. NOTE – Only one endorsement can be processed at a time.

- 1.) Click **Endorse** on the left side of the screen.
- 2.) Select **Amend Risk Location** and then click the right arrow to move your selection over. Click **Next**.

Common Screens

- View Quote Calculations
- Notes & Tasks
- Attachments
- Remittance Slips/Documents
- E-mails

Actions

- Cancel Policy
- Endorse**
- Renew
- DO NOT USE
- Print Document
- Compose E-mail

Save & Refresh Next >

For INSURED ADDRESS CHANGE, please select NAMED INSURED as the endorsement type. Follow screen prompts; on the Additional Interests screen select YES, enter the full name and address of the Named Insured with the amended address and choose Amended within that Pop-up box. Click Save & Close, and then Save & Refresh. Click on the Insured widget on your screen (right side) and modify to match what you entered on the Additional Interests screen, Save & Close. Validate for Quote and Issue.

Endorsement Type *

- Mortgagee
- Additional Insured
- Named Insured - Amend Mailing Address
- Amend Risk Location**
- Limit Change
- Policy Extension
- Coverages
- Other
- Loss Payee
- Profit and Overhead

Save & Refresh Next >

- 3.) Answer prompted questions on whether the physical location of the jobsite has changed and whether any loss has occurred to date. Click **Next**.

PLEASE COMPLETE THE FOLLOWING INFORMATION AND CLICK 'NEXT'

Policy Effective Date August 6, 2020

Policy Expiry Date October 24, 2020

Endorsement Effective Date August 6, 2020

Endorsement Expiry Date October 24, 2020

Has the physical location of the jobsite changed? * Yes No

Has a loss occurred at this risk location? * Yes No

< Previous Save & Refresh Next >

- 4.) Enter the amended address for the jobsite, click **Save & Refresh**.

AMEND RISK LOCATION

Modify the address details of the risk location below, click Save & Refresh, then Validate for Quote in the Action widget in the bottom left corner.

RISK ADDRESS

Risk Street Address *

City *

State *

Zip/Postal Code *

County *

< Previous Save & Refresh Next >

5.) Click **Validate for Quote**. This endorsement goes back to policy inception. If there are prior endorsements, you will see the note on the Out of Sequence error. Otherwise, click **Submit to Issue**. The endorsement document will then be available for printing.

