Limit Change Endorsement
Quick Card

GREAT AMERICAN INSURANCE GROUP | Property & Inland Marine

Overview

This quick card will outline how to change the limit on an existing policy. Access your policy at GreatBuilderUSA. NOTE – Only one endorsement can be processed at a time.

1.) Select **Endorse**.	
2.) Select **Limit Change** and click the arrow to move the selection to the right side of the screen. Click **Next.**	
3.) **Respond to questions** on loss history as well as whether policy limit is being increased or decreased. Click **Next.**	

4.) Click **Next, NO action is required** on the address screen.

5.) Enter a **new limit** of insurance on **Risk Details** screen. Click **Save & Refresh** then click **Next.**

6.) Quote for new limit of insurance will populate, unless the new limit is a difference > 20% of the original limit, in which case a referral will be generated. If okay to issue, select **Submit to Issue.**