

Limit Change Endorsement

Quick Card



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**.

POLICY INFORMATION
 GENERAL CONTRACTOR
 RISK INFORMATION
 COVERAGES
 ADDITIONAL INTERESTS
 COMMENTS/ADJUSTMENTS
 UNDERWRITING MANAGEMENT

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

To begin an ENDORSEMENT or POLICY EXTENSION, please select Endorse from the Actions widget in the left corner of your screen.
 To request a CANCEL, please select Send E-mail from the Actions widget in the left corner of your screen. Select and Complete the 'Agent Cancel Request' and send to RC.Referal@GAIG.com.

Policy Effective Date *

Save & Refresh Next >

2.) Select **Limit Change** and click the arrow to move the selection to the right side of the screen. Click **Next**.

ENDORSEMENT DETAILS
 COMMENTS/ADJUSTMENTS
 UNDERWRITING MANAGEMENT

Common Screens
 Notes & Tasks
 Attachments
 E-mails
 Policy Transactions

Actions
 > Validate for Quote
 > DO NOT USE
 > Delete
 > Compose E-mail

Please select your endorsement type from the below list.
 NOTE: Only ONE endorsement type can be chosen per transaction, and cannot be changed once proceeding past this screen.

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 *

Mortgage
 Additional Insured
 Named Insured - Amend Mailing Address
 Amend Risk Location
 Limit Change
 Other
 Loss Rylee
 Bond and Surety

Save & Refresh Next >

3.) Respond to questions on loss history as well as whether policy limit is being increased or decreased. Click **Next**.

ENDORSEMENT DETAILS
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Policy Effective Date
 Policy Expiry Date
 Endorsement Effective Date
 Endorsement Expiry Date

Limit Change
 Other
 Loss Rylee
 Bond and Surety

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

Is the limit being increased or decreased? *
 Increased Decreased

< Previous Save & Refresh 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**.