

Mortgagee Endorsement

Quick Card



Overview

This quick card will outline how to add a mortgagee to an existing policy. Access your policy at GreatBuilderUSA.

NOTE – Only one endorsement can be processed at a time.

<p>1.) Click Endorse on the left side of the screen.</p>	
<p>2.) Select Mortgagee and move this selection to the box on the right. Click Next.</p>	
<p>3.) Enter effective date and answer question on loss history.</p>	
<p>4.) Select Yes next to Mortgagee and then click on Add.</p>	

5.) Enter mortgagee information in popup window. Click **Save & Close**.

6.) Click **Save & Refresh** then click **Validate for Quote**.

7.) Premium should show as **\$0**. Click **Submit to Issue** on the left side of the screen.

8.) Confirmation of endorsement issuance will appear in **green** on the right. Click **Print Document** to retrieve a copy of the endorsement.