## Mortgagee Endorsement

**Quick Card** 

## **Overview**

GREATAMERICAN. INSURANCE GROUP Property

Property & Inland Marine

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.

| 1.) Click <b>Endorse</b> on the left side of the screen.   | Common Screens View Quote Calculations Notes & Tasks Artiadoneents Remiting Sigu/Documents E-mails  Cancel Policy Cancel Policy Cancel Policy Pathons Panew Do NOT USE Policit Document Compose E-mail   | Save & Refrech Next >   |
|--|--|---|
| 2.) Select <b>Mortgagee</b> and<br>move this selection to<br>the box on the right.<br>Click <b>Next.</b> | ENDORSEMENT DETAILS     COMMENTS/ADJUSTMENTS     UNDERWRITING MANAGEMENT     Mainte & Transis     Policy Transactions      Validate for Quote     Notice & Di NOT USE     Delete     Compose E-mail  | Rease select your endorsement type from the below lat.<br>NOTE: Only ONE endorsement type can be chosen per transaction, and cannot be changed once<br>proceeding patt this screen.<br>For INSURED ADDRESS CHANGE, please select NAMED INSURED as the endorsement type.<br>Follow screen prompts; on the Additional Interests screen select YSE, enter the full amare and<br>address of the human dinsured with the amneded address and chose anneeded within that<br>Ropup box. Cick Sive & Cose, and then Save & Refresh. Cick on the Insured widget on your<br>screen (right side) and modify to mosth, what you entered on the Additional Interests screen.<br>Save & Cice, Validate for Quote and Issue.<br>Endorsement Type *<br>Additional Insured<br>Address<br>Amed Natured<br>Mander Sured - Amend Malling<br>Address<br>Coverages<br>Other<br>Los Pyree<br>Biological resident   |
| 3.) Enter effective date and<br>answer question on loss<br>history.                                      | CUUTING INSTRUCTIONS     ENDORSEMENT DETAILS     ADDITIONAL INTERESTS     COMMENTS/ADJUSTMENTS     UNDERWRITING MANAGEMENT     Common Screens     Note & Tasks     Attainersts     E-mails     Policy Transactions     Compose E-mail     Compose E-mail | PLEASE COMPLETE THE FOLLOWING INFORMATION AND CLICK 'NEXT'  Policy Effective Date January 23, 2023 Policy Eprint 2010 Endorsement Effective Date Informerent Effective Date Inform |
| 4.) Select <b>Yes</b> next to<br>Mortgagee and then<br>click on <b>Add.</b>                              | ADDITIONAL INTERESTS COMMENTS/ADJUSTMENTS UNDERWRITING MANAGEMENT UNDERWRITING MANAGEMENT  Common Screens Notes & Tasks Attachments E-mails Policy Transactions CActions Validate for Quote DO NOT USE Do NOT USE Delete Compose E-mail                  | ADDITIONAL INTERESTS - PLEASE CLICK VES TO ADD AN ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST EXAMPLE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THEN CLICK ADD BUTTON TO ENTER THE ADDITIONAL INTEREST AND THE ADDITIONAL INTEREST ADDITIONAL INT |

