

Policy Extension

Quick Card



Overview

This quick card will outline how to quote and issue an extension for an existing policy. Access your policy through GreatBuilderUSA. NOTE – only one endorsement may be processed at a time.

- 1.) Select **Endorse** on the left side of screen. Click **Next**.

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 **Policy Extension** and move the selection to the empty box on the right. Click **Next**.

Common Screens
 View Quote Calculations
 Notes & Tasks
 Attachments
 E-mails
 Policy Transactions

Actions
 Validate for Quote
 Decline
 Submit to Issue
 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
 Coverages
 Other
 Loss Payee
 Profit and Overhead

Policy Extension

Save & Refresh Next >

- 3.) Enter new expiration date, answer loss history, answer change to completed value, and **explain the need to extend policy**. Click **Next**.

COMMENTS/ADJUSTMENTS
 UNDERWRITING MANAGEMENT

Common Screens
 View Quote Calculations
 Notes & Tasks
 Attachments
 E-mails
 Policy Transactions

Actions
 Validate for Quote
 Decline
 Submit to Issue
 DO NOT USE
 Delete
 Compose E-mail

POLICY EXTENSION

Please set the new expiry date, explain the reason for the extension below, and click Save & Refresh.

Click VALIDATE FOR QUOTE in the Action widget in the bottom left corner to proceed.

PLEASE COMPLETE THE FOLLOWING INFORMATION AND CLICK 'NEXT'

Policy Effective Date
 Policy Expiry Date
 Endorsement Extension Effective Date *

Endorsement Expiry Date Override
 3/11/2023 Saturday, March 11, 2023 Enter Expiration Date

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

Is there a change to the completed value of the risk? *
 Yes
 No

Please explain the reason for a policy extension request *

Previous Save & Refresh Next >

4.) Select **Validate for Quote**. Extension will show as quoted and at which time you may click **Submit to Issue** and retrieve the extension form in the **Print Documents** drop down option on the left.

If extension refers to UW, they will reach out with any additional questions. Otherwise, the extension quote will be released at which time proceed to **Submit to Issue**.

The image displays two screenshots of a web portal interface for policy extension. Both screenshots show a left-hand navigation menu with options like 'QUOTING INFORMATION', 'COMMENTS/ADJUSTMENTS', and 'UNDERWRITING MANAGEMENT'. The 'Actions' section is expanded to show 'Validate for Quote' and 'Submit to Issue'.

Top Screenshot: The 'Validate for Quote' step is active. A red banner at the top reads: "Your POLICY EXTENSION EXPIRATION DATE IS MORE THAN 24 MONTHS FROM THE POLICY TERM EFFECTIVE DATE. Please click Request Quote to proceed with your referral to a Great American Underwriter for review and consideration." A red arrow points to the 'Request Quote' link. The 'Premium (USD)' is displayed as \$2,028.00, circled in red. The status on the right is 'Endorsement - Referred'.

Bottom Screenshot: The 'Submit to Issue' step is active. The 'INSTRUCTIONS' section contains the following text: "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.Referen@GAIG.com. 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. Your previously bound endorsement activity is listed below. To begin a new endorsement, please choose Endorse from the Actions widget in the left corner of your screen." A red arrow points to the 'Endorsement Type *' field. The 'Premium (USD)' is displayed as \$2,028.00, circled in red. The status on the right is 'Endorsement - Bound and Issued'.