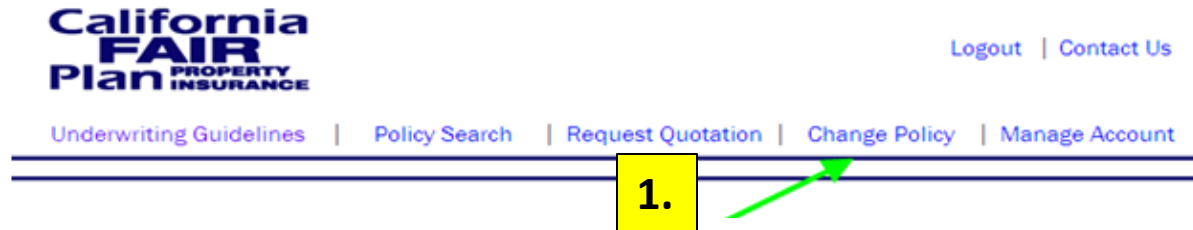


# Add and Change Coverages at the Same Time

1. Select Change Policy at the top of the screen



2. Select Dwelling Money Related Endorsements
3. Select Continue

## DWELLING ENDORSEMENT REQUEST

**Non-Money and Money endorsement requests need to be completed in two separate transactions. Please complete any Non-Money endorsement request(s) first then return to complete any Money related endorsement request(s).**

**Dwelling Non-Money Endorsements**  
Change Name Insured  
Change Mailing Address  
Change Insured Phone Numbers  
Change Contact Information  
Add, Delete, or Change Mortgagee  
Change Billing Designee

**Dwelling Money Related Endorsements**  
Change Occupancy  
Change Mailing Address of Insured and Change Occupancy  
Delete Building Coverage and Delete Mortgagee  
Delete Contents Coverage and Delete Chattel Mortgagee  
Increase, Decrease, Add, or Delete Coverages  
Increase or Decrease Deductible Amount  
Correct Property Address  
Add Increased Cost of Construction  
Add Replacement Cost  
Add Fair Rental Value  
Add Ordinance or Law Coverage  
Cancellations

2.

3.

Continue Cancel

- 4. Enter the policy number
- 5. Select Change Policy

### WEB-BASED NON-MONEY ENDORSEMENT SYSTEM

Please enter a policy number below, then click the Change Policy Button.

Policy No:

### DWELLING ENDORSEMENT REQUEST - Money

Please select items you would like to change from the list below. Select all that apply.

Please note that some selections may disappear depending on what you select in order to avoid endorsement conflicts.

- 6. Select Increase Coverages
- 7. Select Add Coverages
- 8. Select Save and Continue

- Change Occupancy
- Change Mailing Address of Insured and Change Occupancy
- Increase Deductible Amount
- Correct Property Address
- Delete Additional Coverages
- Delete Inflation Guard Coverage
- Decrease Coverages

---

- Increase Coverages
- Add Coverages
- Add Peril Coverages (ECE/MMM)
- Add Replacement Cost Coverage

---

- Other Endorsement not Listed Above

Add and Change Coverages

9. Select No

10. Select Save and Continue

### Is this Endorsement Request for a Re-finance?

Please select:

Yes  No

**10.** → **Save and Continue**      **9.** ← **Cancel**

Note: If this is for a Re-finance, an additional screen will prompt you to attach Escrow Instructions

11. Select Edit

### Current Coverage Information

Current	
Description	Coverage Limit
Building	95,093
GARAGE	10,000

Please make changes below		
Description	Coverage Limit	
Building	95,093	Edit
GARAGE	10,000	<b>11.</b> → Edit

- 12. Enter new Coverage Limit
- 13. Select Update

Note: Repeat steps 11 – 13 for each Coverage to be changed

### Current Coverage Information

Current	
Description	Coverage Limit
Building	95,093
GARAGE	10,000

Please make changes below	
Description	Coverage Limit
Building	<div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="96000"/> <span style="float: right;">x</span> </div>
GARAGE	10,000

[Update](#)   [Cancel](#)

[Edit](#)

## 14. Select Drop-down arrow

**Add Coverage Items**

1. Please select coverage:      2. Click below to add

▼      [Add Selected Item](#)

**14.**

## 15. Select Coverage to be added

**Add Coverage Items**

1. Please select coverage:      2. Click below to add

▼      [Add Selected Item](#)

- Contents
- Other Structures
- Fair Rental Value
- Ordinance or Law Coverage
- Fences
- Plants, Shrubs and Trees
- Awnings
- Permitted Incidental Occupancy
- Outdoor Radio and TV Equipment
- Signs

[Continue](#)      [Cancel](#)

**15.**


16. Enter Coverage Limit

17. Select Save


**Add Coverage Items**

1. Please select coverage:      2. Click below to add

Fair Rental Value

Category Description: **Fair Rental Value**  **16.**

Coverage Limit (Digits only):  Maximum \$19,200 (20% of building Coverage \$96,000)

**17.** 

18. Enter Effective Date

19. Select Save and Continue

## Proposed Effective Date for Policy Change

Please select the date this Endorsement will take effect. Endorsement effective date must be in the date range between 06/03/2014 and 05/03/2015.

**18.** → 06/03/2014 ×

(r) June 2014

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**19.** → Save and Continue Cancel