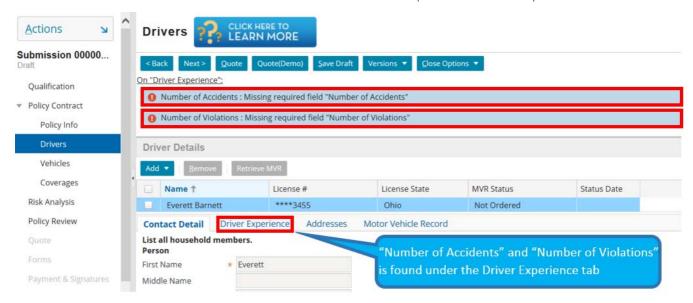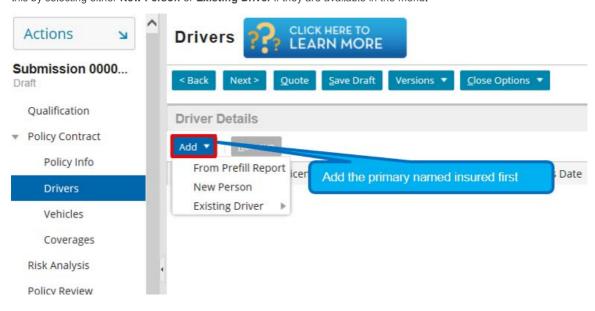## Entering Information on Drivers Page

1 Accidents and violations under driver experience

The "Number of Accidents" and "Number of Violations" are found under the Driver Experience Tab. This is required to move forward.

2 Adding Primary Insured Driver

The first driver listed is the **primary named insured**. When adding new drivers, it is important to add the primary named insured first. You can do this by selecting either **New Person** or **Existing Driver** if they are available in the menu.

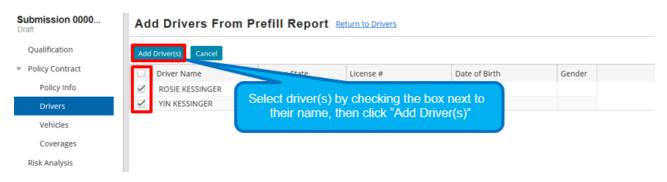### 3 How to Create a Driver From the Prefill Report

The Prefill Report option only appears if additional drivers were found on the prefill report. When adding the driver from the prefill, some information may be prefilled if its available - like the driver's license number. This information is masked, but you can overwrite it by typing in the field if the information has changed.

Note: Prefill Report generally applies to new submissions only.

First - Select "From Prefill Report" in the add drop-down menu.

Second - Select the driver(s) by checking the box next to the name. Click "**Add Driver(s)."**

4 View Information for Multiple Drivers

To view and edit information for the driver, click on the name of the driver in the table. Information will display for the highlighted driver.