



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.

The screenshot shows the 'Drivers' page with a left-hand navigation menu. The 'Drivers' tab is selected. The main content area shows a table of driver details for 'Everett Barnett'. Below the table, there are tabs for 'Contact Detail', 'Driver Experience', 'Addresses', and 'Motor Vehicle Record'. The 'Driver Experience' tab is highlighted with a red box. A callout box points to this tab with the text: "Number of Accidents" and "Number of Violations" is found under the Driver Experience tab. Above the table, there are two error messages in red boxes: "Number of Accidents : Missing required field "Number of Accidents"" and "Number of Violations : Missing required field "Number of Violations"". The 'Add' button in the 'Driver Details' section is also highlighted with a red box.

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.

The screenshot shows the 'Drivers' page with the 'Add' dropdown menu open. The 'Add' button is highlighted with a red box. The dropdown menu has three options: 'From Prefill Report', 'New Person', and 'Existing Driver'. A callout box points to the 'New Person' option with the text: "Add the primary named insured first". The 'Driver Details' table is visible in the background, showing the driver 'Everett Barnett'.

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.

The screenshot shows the 'Drivers' page for a submission. On the left is a navigation menu with 'Drivers' highlighted. The main content area has a 'Drivers' header with a 'CLICK HERE TO LEARN MORE' button. Below the header are navigation buttons: '< Back', 'Next >', 'Quote', 'Save Draft', 'Versions', and 'Close Options'. The 'Driver Details' section features an 'Add' dropdown menu with 'From Prefill Report' selected, and 'Remove', 'New Person', and 'Existing Driver' options. A table below shows columns for 'License #', 'License State', 'MVR Status', and 'Status'.

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

The screenshot shows the 'Add Drivers From Prefill Report' dialog box. It has an 'Add Driver(s)' button and a 'Cancel' button. A table lists drivers with checkboxes: 'Driver Name', 'State', 'License #', 'Date of Birth', and 'Gender'. Two drivers are listed: 'ROSIE KESSINGER' and 'YIN KESSINGER', both with checked boxes. A blue callout box says: 'Select driver(s) by checking the box next to their name, then 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.

The screenshot shows the 'Drivers' page with 'Mary Barnett' highlighted in the driver table. Below the table, the 'Contact Detail' tab is active, showing fields for 'First Name' (Mary), 'Middle Name', 'Last Name' (Barnett), 'Suffix' (<none>), and 'Gender' (Female). A blue callout box says: 'Click on the name of the driver you wish to view. Information will be displayed for the highlighted driver.'