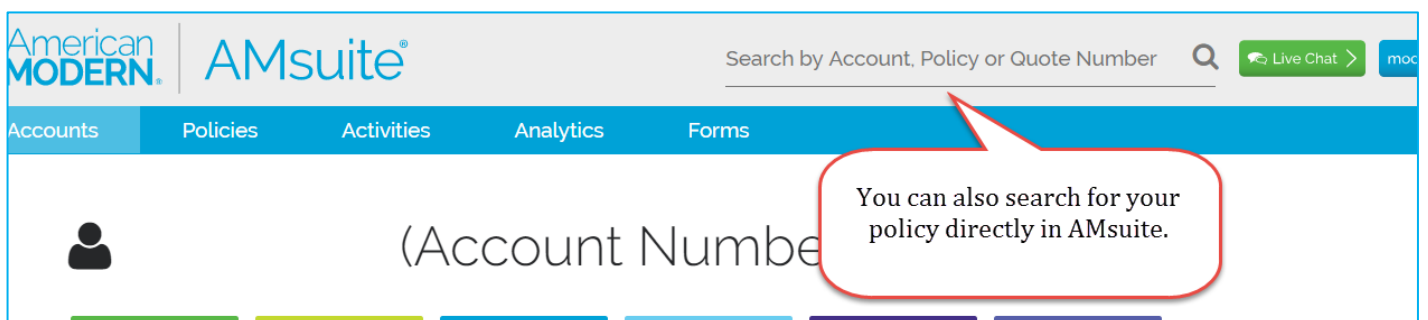
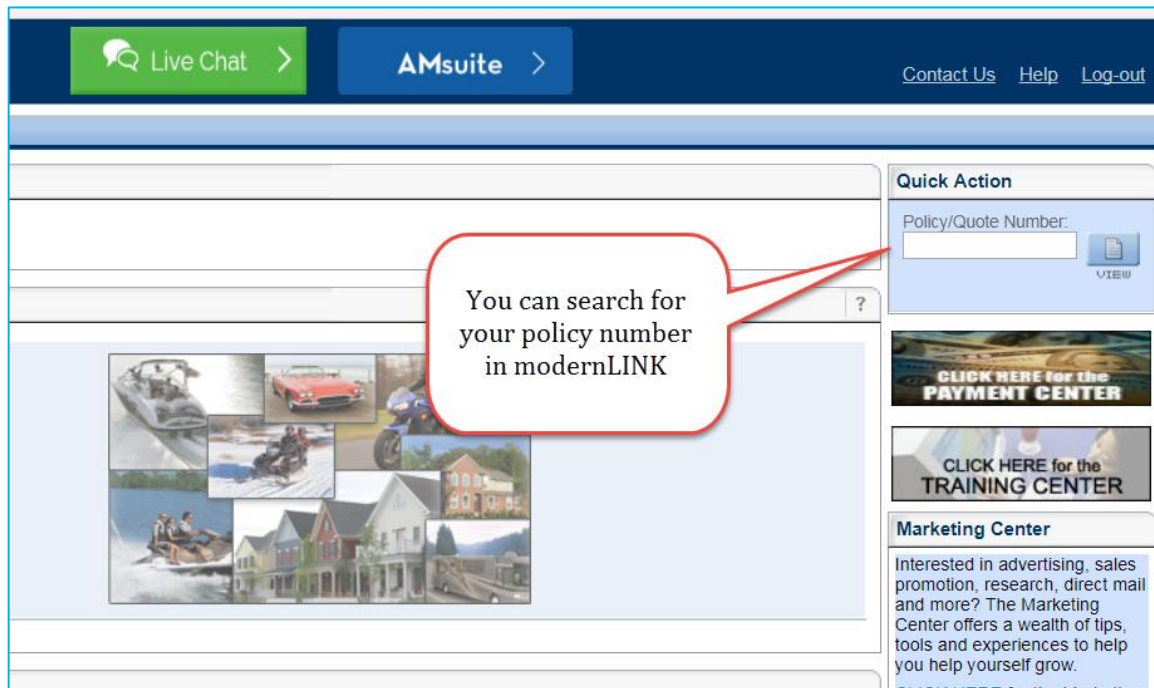
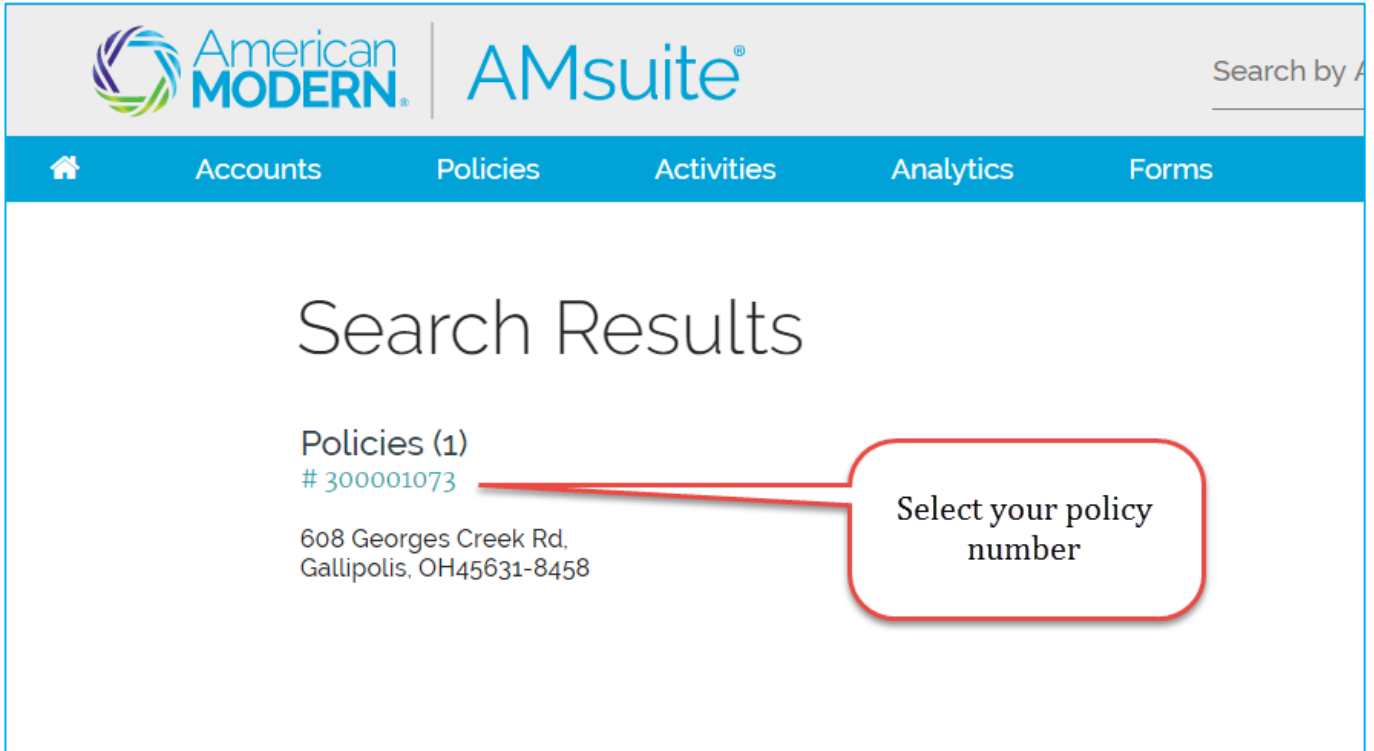


Policy changes

This job aid will provide step by step instructions for completing a policy change in the AMsuite system.



Policy Changes



American MODERN | AMsuite®

Search by A

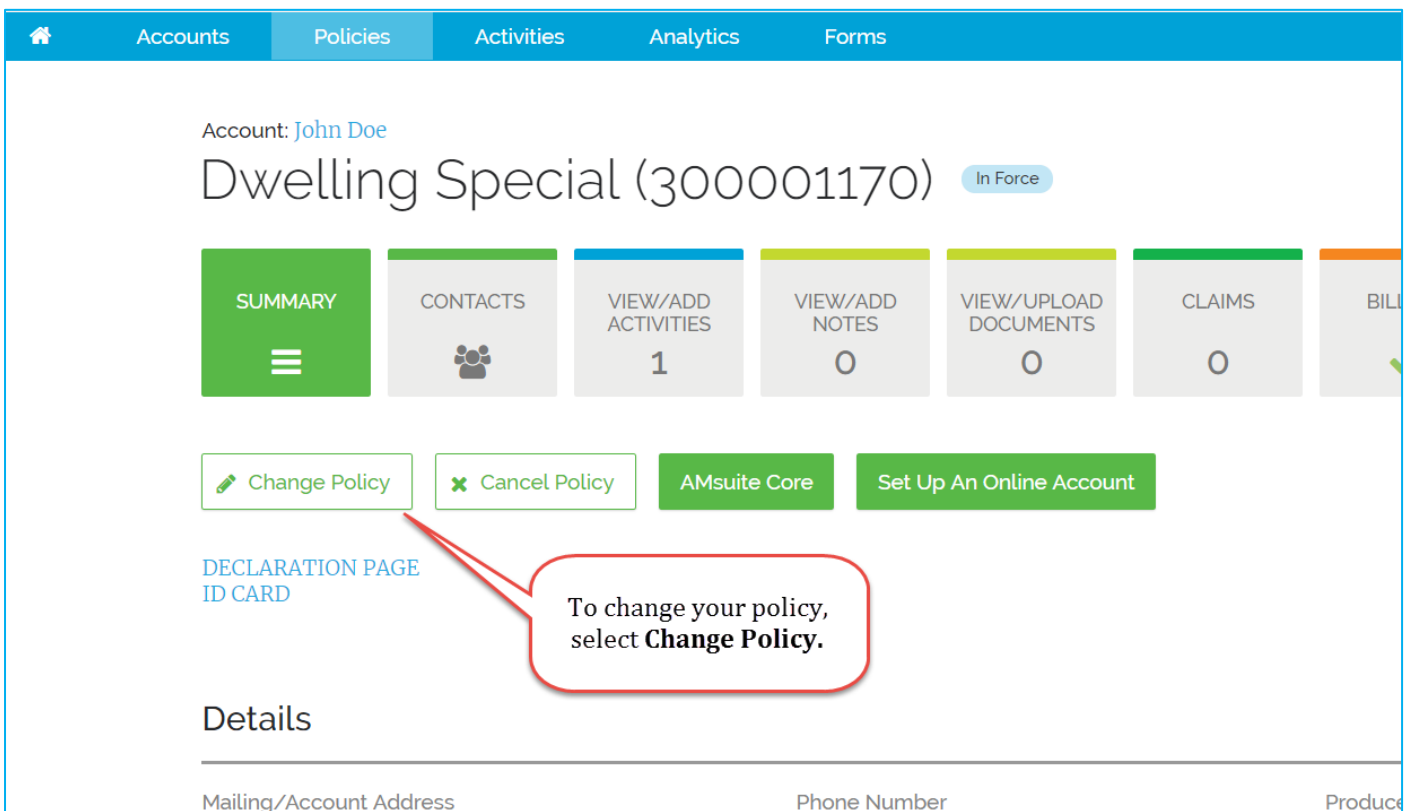
Home Accounts Policies Activities Analytics Forms

Search Results

Policies (1)
300001073

608 Georges Creek Rd.
Gallipolis, OH45631-8458

Select your policy number



Accounts Policies Activities Analytics Forms

Account: John Doe

Dwelling Special (300001170) In Force

SUMMARY	CONTACTS	VIEW/ADD ACTIVITIES 1	VIEW/ADD NOTES 0	VIEW/UPLOAD DOCUMENTS 0	CLAIMS 0	BILL
---------	----------	--------------------------	---------------------	----------------------------	-------------	------

Change Policy Cancel Policy AMsuite Core Set Up An Online Account

DECLARATION PAGE
ID CARD

To change your policy, select **Change Policy**.

Details

Mailing/Account Address Phone Number Produce

Policy Changes

The screenshot shows the 'Set Date of Change' step in the AMsuite interface. The header includes the American MODERN logo, the AMsuite logo, a search bar with the text 'Search by Account, Policy or Quote Number', and a 'Live Chat' button. A navigation bar contains 'Accounts', 'Policies', 'Activities', 'Analytics', and 'Forms'. The main content area is titled 'Policy Changes' and is divided into two sections: 'Policy' and 'Set Date of Change'. The 'Policy' section shows a house icon and the address '608 Georges Creek Rd'. The 'Set Date of Change' section features a date picker showing 'January 2018' and '19 Friday', with a green 'Continue' button below it. A red callout box points to the 'Continue' button with the text: 'Choose effective date of change, select **Continue.**' A 'Cancel' button is located at the bottom left of the main content area.

The screenshot shows the 'Select Changes' step in the AMsuite interface. The header is identical to the previous screenshot. The navigation bar is the same. The main content area is titled 'Policy Changes' and is divided into three sections: 'Policy', 'Date', and 'Select Changes'. The 'Policy' section shows a house icon and the address '608 Georges Creek Rd'. The 'Date' section shows '19 January 2018'. The 'Select Changes' section features a dropdown menu labeled 'Select Policy Change' with the selected option 'Change/Add/Remove Covera'. A green 'Continue' button is below the dropdown. A red callout box points to the 'Continue' button with the text: 'Use drop down box to choose type of policy change, select **Continue.**' A 'Cancel' button is located at the bottom left of the main content area.

Policy Changes

AMsuite Core Home Live Chat AMsuite modernLINK

Policy Change 0000001285 (Draft) Residential Eff. 01/19/2018 John Doe Account # 0000000557 Policy # 300001170

Policy Change 000000... Policy Info (Step 1 of 7)

Save and Next > Save and Exit Quote Save Versions

Primary Named Insured Change To: [v]

Name John Doe

Primary Phone 555-5555

Primary Email [redacted]

County [redacted]

Address Type [redacted]

Address Description [redacted]

Official IDs

SSN ###-##-####

Policy Type Dwelling Special

Effective Date 01/19/2018

Expiration Date 01/19/2019

Rate as of Date 01/19/2018

Rating State Ohio

Producer of Record

Producer Code 999006

Generated Agent [redacted]

1 To complete your policy change, you will be directed to our AMsuite core system.

2 To navigate back to AMsuite at any time, select AMsuite at the top of the page.

3 To navigate through your change, you can use **Save and Next**, or click on the pages on the left to go directly to that page.

Policy Change 000000... Dwelling (Step 2 of 7)

< Back Save and Next > Save and Exit Quote Save Versions Withdraw Transaction

Create Dwelling Remove Dwelling

<input type="checkbox"/>	Dwelling # ↑	Address	Residence Type
<input type="checkbox"/>	1	5439 Oak Ridge Dr, Will...	Primary Residence

Details Protection Details Underwriting Additional Interests

Dwelling # 1

Change To: [v]

5439 Oak Ridge Dr
Willoughby, OH 44094-3139

Get Territory Details

1

County [redacted]

1 **Dwelling Page**
You can add or remove dwellings on this page. If you need to add, select **Create Dwelling**.

2 Note: There are additional tabs on this page that will need to be completed.

Some information on this page has and may have changed from previous information on this page needs to be as "read-only" on this page, please make the changes there. Then click

Policy Changes

Policy Change 0000001285 (Draft) Residential Eff. 01/19/2018 John Doe Account # 0000000557 Policy # 300001170

Policy Change 00000...

- Policy Contract
 - Policy Info
 - Dwelling
 - Dwelling Construction
 - Coverages**
 - CLUE Results
 - Risk Analysis
 - Policy Review
 - Quote
 - Forms
 - Payment & Signatures
 - Notes (0)
 - Documents (50)
 - Participants
 - Activities (0 open)
 - Edit Effective Date
 - History

Coverages (Step 4 of 7) [Need help? Click here →](#)

< Back Save and Next > Save and Exit Quote Save Versions Withdraw Transaction

Coverages that apply to all dwellings

Dwelling # ↑	Value	Address	Occupancy
1	\$221,480.00	5439 Oak Ridge Dr, Will...	1 Family Residence Rental

Dwelling at 5439 Oak Ridge Dr, Willoughby, OH 44094-3139

Coverage Details Exclusions

Property Dwelling Limit Settlement Cost

All Other Deductible * 500

Other Structures Limit * 22,148

Settlement Option Replacement Cost

Liability Coverages

- Premises Liability

Additional Coverages

- Residence Burglary
- Ordinance or Law
- Equipment Breakdown
- Service Line

Coverage Page
Select coverage you wish to change. When complete, select **Quote**.

You can also add notes, activities, upload documents, or edit the effective date

Residential Eff. 01/19/2018 John Doe Account # 0000000557 Policy # 300001170

Next > Home Edit Policy Transaction Versions Issue Policy Withdraw Transaction

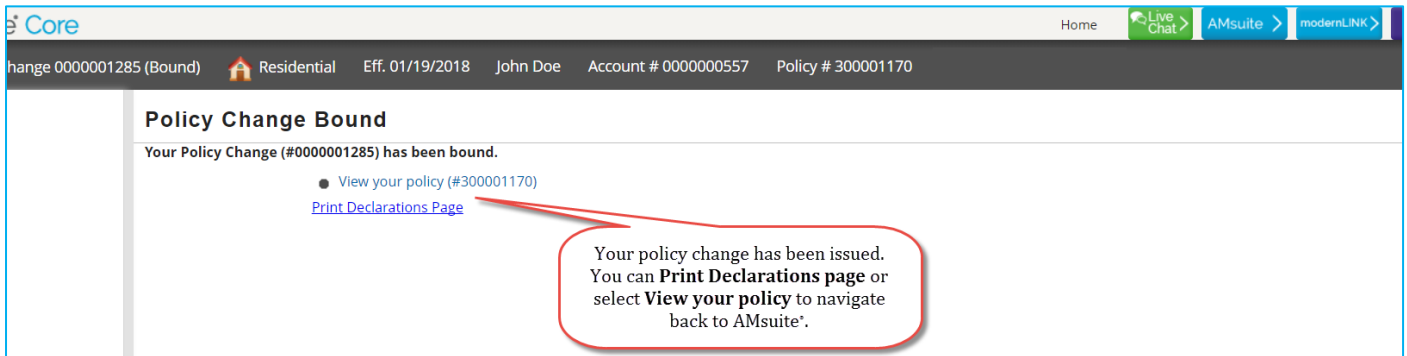
300001170	Transaction Effective Date	01/19/2018
01/19/2018 - 01/19/2019	Transaction Description	Change/Add/Remove Coverage
John Doe	Total Premium	\$732.00
608 Georges Creek Rd Gallipolis, OH 45631-8458	Total Additional Costs	-
Home	Total Cost	\$732.00
	Change in Cost	\$30.00

Your change in premium is on the right hand side of the page. To issue your policy change, select **Issue Policy.**

Cost Change Detail Discounts Applied

ing Special

Policy Changes



Core Home Live Chat AMsuite modernLINK

change 0000001285 (Bound) Residential Eff. 01/19/2018 John Doe Account # 0000000557 Policy # 300001170

Policy Change Bound

Your Policy Change (#0000001285) has been bound.

- View your policy (#300001170)

[Print Declarations Page](#)

Your policy change has been issued. You can **Print Declarations page** or select **View your policy** to navigate back to AMsuite.

For questions about using AMsuite, please contact American Modern's Customer Service Team.