

## Making Changes to Policies in Renewing Status

The purpose of this document is to guide you through making changes to policies in renewing status.

### Key Benefits

AMsuite is American Modern's state-of-the-art software solution. It consolidates the policy administration, claims and data applications into one platform for all Personal Lines products.

From motorcycles to manufactured homes, users will benefit from the same functionality, flow and flexible navigation. In a nut shell, AMsuite will make it easier for you to do what you do best—serve customers.

**1**

From the **My Activities** page, click the drop-down menu on the **Policies** tab.

**2**

Enter the **policy number** into the **Policy #** field. Then click the **magnifying glass** to search.

If you have recently accessed this policy, it will display under the **Policy #** field. Click the **transaction** to access it.

**3**

Click the **Transaction #** in the **Pending Policy Transactions** section of the **Summary** page.

**4**

From the **View Quote** page, click **Edit Policy Transaction**.

A pop-up will appear. Click **OK**.

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**5** Make the required changes to the policy.

**6** Click **Quote**.

On the **View Quote** page, confirm that information such as the Renewal Number, Policy Period, and Primary Named Insured, are correct.

**7** Click **Next**.

On the **Forms** page, verify that proper forms are still displaying for the renewal.

**8** Click **Renew** from the **Bind Options** menu.

Click **OK** when asked “Are you sure you want to renew this policy?”

For questions about using AMsuite, contact American Modern's Customer Service Team @ 1-800-543-2644.