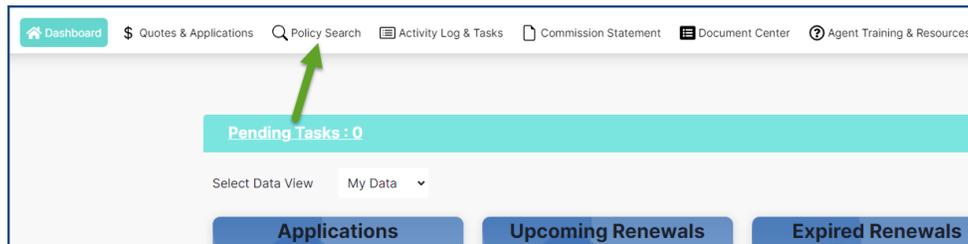




Endorsing a Policy

Note: This process will allow you to see the impact of an endorsement with or without payment.

After signing into the agent portal, find the “Policy Search” button at the top of the page.



Within the “Search Policy” section, enter the Policy Number, Last Name, First Name or Product type and then click “Search”.

A screenshot of the "Policy Search" form. The form has a title "Policy Search" and a blue banner with an information icon and the text "Check out quick tips and tools to simplify your experience. [Guide Me!](#)". Below the banner, there are four input fields: "Policy Number", "Last Name", "First Name", and "Product". The "Product" field is a dropdown menu currently showing "Flood Program". At the bottom left of the form, there are two buttons: a purple "Search" button with a magnifying glass icon and a teal "Reset" button with a circular arrow icon.

After selecting the “Search” button, the search results will display the policies related to the search parameters.

Policy Search

Check out quick tips and tools to simplify your experience. [Guide Me!](#)

Policy Number:
 Last Name:
 First Name:
 Product:
 Status:

Policy Number	Policyholder/Member Names	Policy Type	Status	Agent	Agency	Remark	Action
FLD3139004806	TEST INSURED	Flood Program	In Force		UNIFI MANAGEMENT	Pending	
FLD3139004659	TEST TEST	Flood Program	Application		UNIFI MANAGEMENT	N/A	
FLD3139004639	TEST TEST	Flood Program	Application		UNIFI MANAGEMENT	N/A	
FLD3139004636	TEST TEST	Flood Program	Application		UNIFI MANAGEMENT	N/A	

To open the policy, select the blue “Policy Number” hyperlink.

Policy Number	Policyholder/Member Names	Policy Type	Status	Agent	Agency	Remark	Action
FLD3139004806	TEST INSURED	Flood Program	In Force		UNIFI MANAGEMENT	Pending	

[FLD3139004806](#)

Select the “Create Endorsement” button.

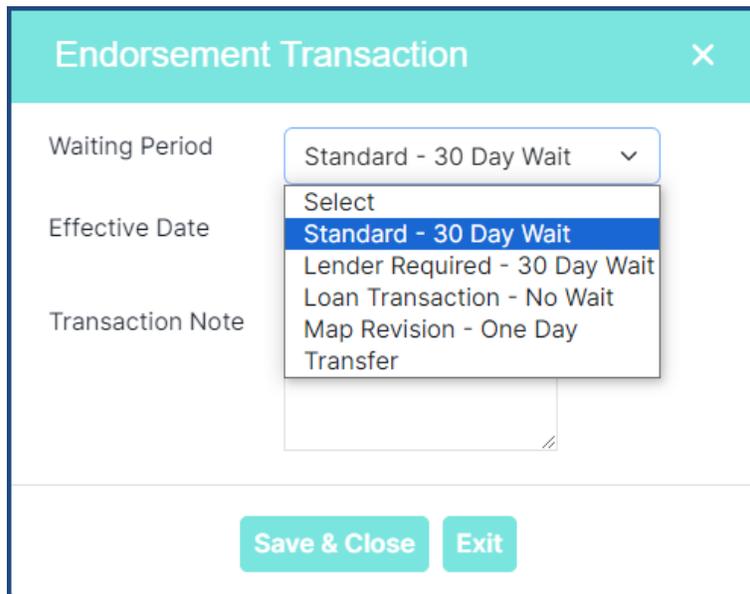
QUOTE SOURCE: AGENT Terms Selection(2009) Transaction Selection(3303)
 2024-06-22 / 2025-06-22 New Business : Agent Business : ISSUED

FLD3139004827

Policy #/Holder Name	FLD3139004827/1	Payment Plan	Full Pay
Terms Start date	06/22/2024	Term End Date	06/22/2025
Transaction Effective date	06/22/2024	Transaction Exp. Dt.	06/22/2025
Transaction Type	New Business - Agent Business	Bill to	POLHOLDER
Total Premium Change	\$807.00	Product Name	Flood Program
Total Premium	\$807.00	U/writer	
Total Claim	0 Policyholder/Member Copy Agent Copy	Transaction Note	
Serv Rep		Member Id	
		Rating Method	2.0

Now you’ll see the Endorsement Transaction window.

Select the effective date rule that applies to the endorsement from the “Waiting Period” drop-down menu.



Endorsement Transaction

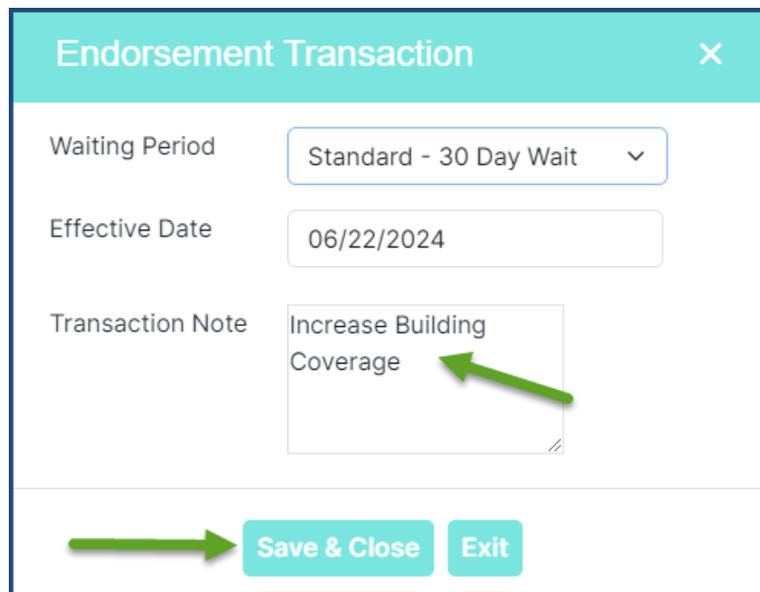
Waiting Period: Standard - 30 Day Wait

Effective Date: [Select]
Standard - 30 Day Wait
Lender Required - 30 Day Wait
Loan Transaction - No Wait
Map Revision - One Day
Transfer

Transaction Note: []

Save & Close Exit

Enter a brief Transaction Note describing the type of change to be made, then press the “Save and Close” button.



Endorsement Transaction

Waiting Period: Standard - 30 Day Wait

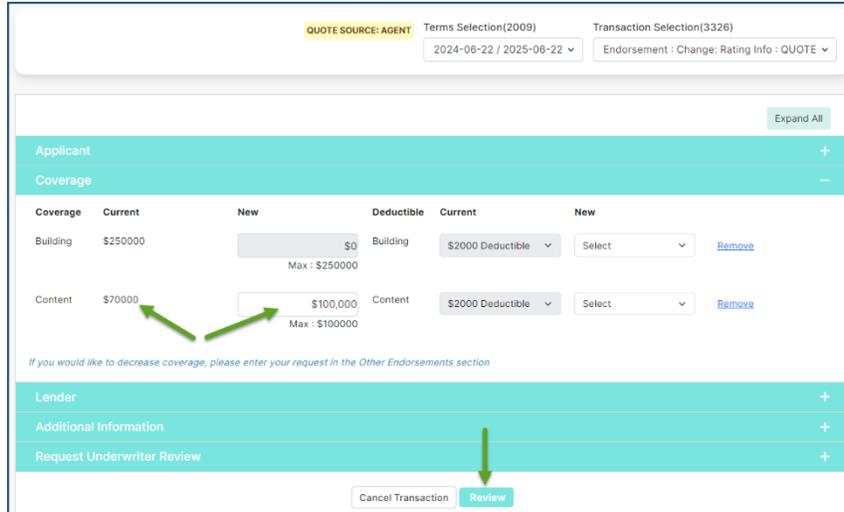
Effective Date: 06/22/2024

Transaction Note: Increase Building Coverage

Save & Close Exit

*Note: System doesn't support out of sequence endorsements.
This would require a cancel-rewrite.*

Expand the Coverage Banner to proceed to the coverage and/or deductible fields to make desired changes and then press the “Review” button.



QUOTE SOURCE: AGENT Terms Selection(2009) Transaction Selection(3326)
 2024-06-22 / 2025-06-22 Endorsement : Change: Rating Info : QUOTE

Expand All

Applicant +

Coverage -

Coverage	Current	New	Deductible	Current	New
Building	\$250000	\$0 Max : \$250000	Building	\$2000 Deductible	Select
Content	\$70000	\$100,000 Max : \$100000	Content	\$2000 Deductible	Select

If you would like to decrease coverage, please enter your request in the Other Endorsements section

Lender +

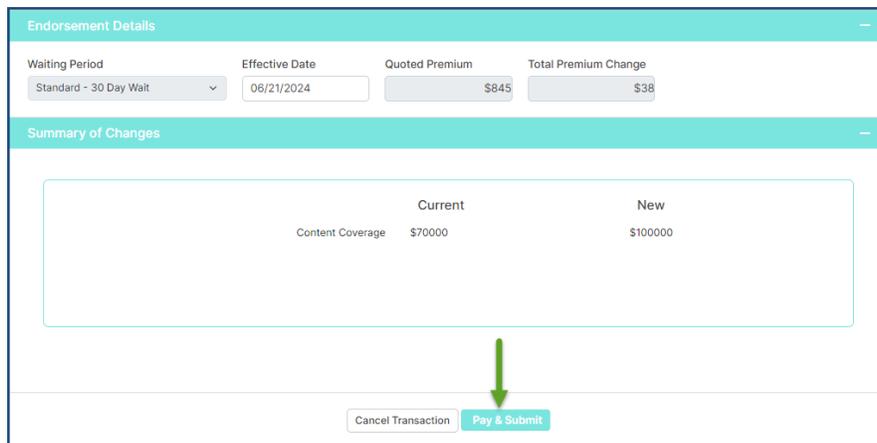
Additional Information +

Request Underwriter Review +

Cancel Transaction Review

Note: The user can click on additional banners to make other changes as needed and should select “Review” button once ALL changes have been entered on the endorsement request.

Review the Endorsement Details and Summary of Changes to ensure that the information, as well as the effective date, is correct and click “Pay & Submit”.



Endorsement Details -

Waiting Period	Effective Date	Quoted Premium	Total Premium Change
Standard - 30 Day Wait	06/21/2024	\$845	\$38

Summary of Changes -

	Current	New
Content Coverage	\$70000	\$100000

Cancel Transaction Pay & Submit

If the coverage/deductible or rating change requires any supporting documentation, (i.e reducing coverage requires proof of over-insurance, insured signature) a message will be displayed and an option to upload will be provided. Upload any required supporting documentation.

Note: If “Cancel Transaction” is selected, the endorsement will be removed.

If additional premium is required, clicking the “Pay & Submit” button will cause the pay.gov window to populate. Input the required information to submit payment and click “Continue”.

FEMAFLOODNFSIE

Please provide the payment information below. Required fields are marked with an *

Agency Tracking ID
U1313900000038/1179

Payment Amount
\$38.00

* Cardholder Name

* Cardholder Billing Address

Billing Address 2

City

* Country
Select Country ▾

State/Province

ZIP/Postal Code

* Card Number



* Expiration Date
Select ... ▾ Select ... ▾

Security Code

[What's this?](#)

Then check the box to authorize the change and click “Continue”.

FEMAFLOODNFSIE

Please review the payment information. Required fields are marked with an *

Agency Tracking ID
U1313900000038/1179

Payment Amount
\$38.00

Payment Method
Plastic Card

Cardholder Name
John Doe

Card Type
VISA

Card Number
*****1111

Cardholder Billing Address
555 Corporate Dr

Billing Address 2

City
Kalispell

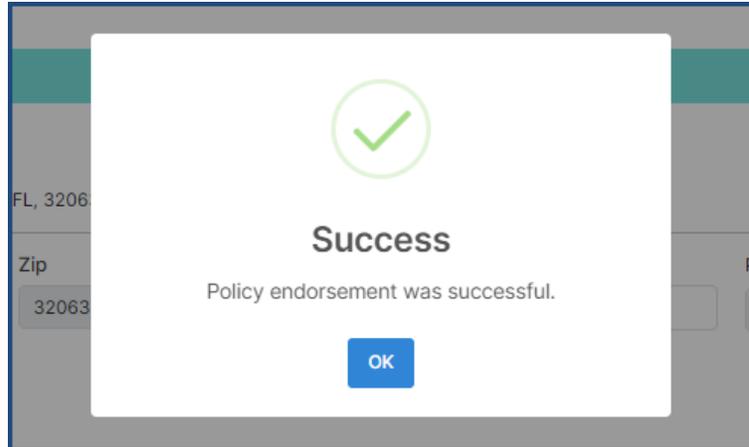
Country
United States

State/Province
MT

ZIP/Postal Code
59901

* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

If the payment was successful, you will get this message.



You will be returned to the Policy Summary Screen. Review the following fields to verify your changes were made. You can also click the “Dec Page” button at the top of the screen to generate a PDF of the Declarations Page.

QUOTE SOURCE: AGENT
Terms Selection(2009)
2024-06-22 / 2025-06-22
Transaction Selection(3326)
Endorsement : Change: Rating Info : ISSUED

FLD3139004827

Policy #/Holder Name	FLD3139004827/1,	Payment Plan	Full Pay
Terms Start date	06/22/2024	Term End Date	06/22/2025
Transaction Effective date	06/22/2024	Transaction Exp. Dt.	06/22/2025
Transaction Type	Endorsement - Change: Rating Info	Bill to	POLHOLDER
Total Premium Change	\$38.00	Product Name	Flood Program
Total Premium	\$845.00	U/writer	
Total Claim	0 Policyholder/Member Copy Agent Copy	Transaction Note	Increase Building Coverage
Serv Rep		Member Id	
		Rating Method	2.0

Application
Coverage
Property Info
Additional Info
Billings
Claims

Replacement Cost	\$573,026	Building Deductible	\$2000 Deductible
Basic Coverage ↑↓	Limit	Content Deductible	\$2000 Deductible
Building Coverage Amount	\$250,000.00		\$380.00
Content Coverage Amount	\$100,000.00		\$263.00



If you click on the “Billings” tab, you will see where the endorsement premium was applied as a Debit. If the endorsement had resulted in a refund, the amount would have shown under “Credit”.

Application Coverage Property Info Additional Info Billings Claims									
Policy Transaction									
Account View Receivable View Invoicing									
ACCOUNTING DT	TRANS TYPE	TRANS REF	USER ID	ORIG TRANS	UNALLOCATED	DEBIT	CREDIT	BALANCE	SYSTEM DT
2024-05-23	PAYMENT	U1313900000033		PAYMENT	\$0.00	\$0.00	\$(807.00)	\$(807.00)	2024-05-23 14:46:58
2024-05-23	INVOICE	INV00001160		INVOICE	\$807.00	\$807.00	\$0.00	\$0.00	2024-05-23 14:47:00
2024-07-22	PAYMENT	U1313900000038		PAYMENT	\$0.00	\$0.00	\$(38.00)	\$(38.00)	2024-07-22 18:39:24
2024-07-22	INVOICE	INV00001163		INVOICE	\$38.00	\$38.00	\$0.00	\$0.00	2024-07-22 18:39:27