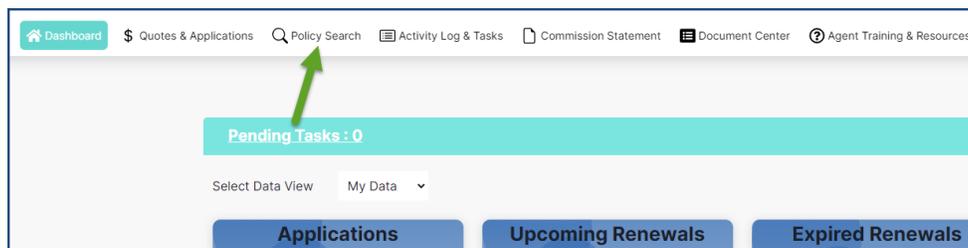


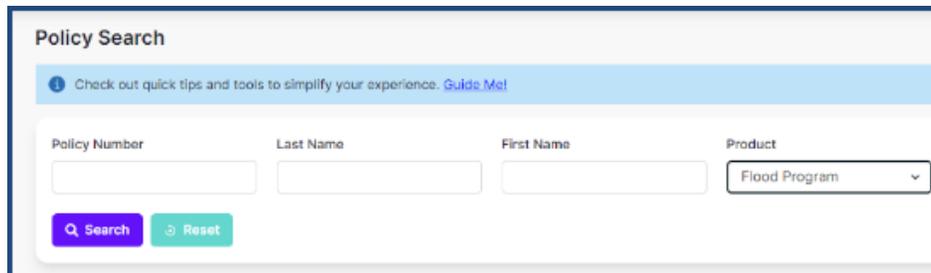


## Non-Money Endorsement

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”.



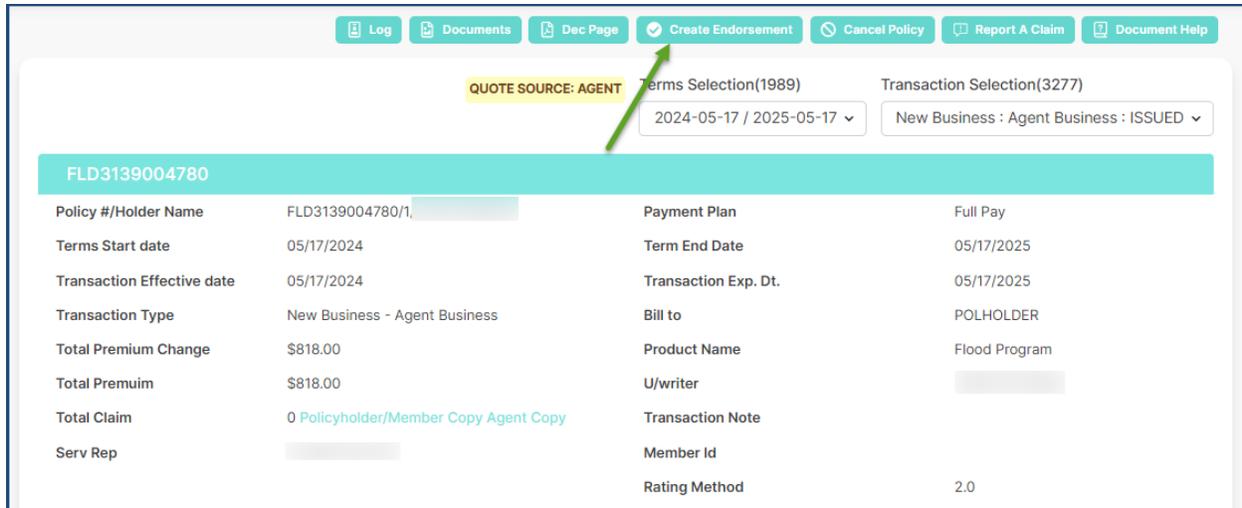
After selecting the “Search” button, the search results will display the policies related to the search parameters.

Policy Number	Policyholder/Member Names	Policy Type	Status	Agent	Agency	Remark	Action
1A201128064806	TEST INSURED	Flood Program	In Force		UNIR MANAGEMENT	Pending	
1A201128064809	TEST TEST	Flood Program	Application		UNIR MANAGEMENT	N/A	
1A201128064809	TEST TEST	Flood Program	Application		UNIR MANAGEMENT	N/A	
1A201128064806	TEST TEST	Flood Program	Application		UNIR MANAGEMENT	N/A	

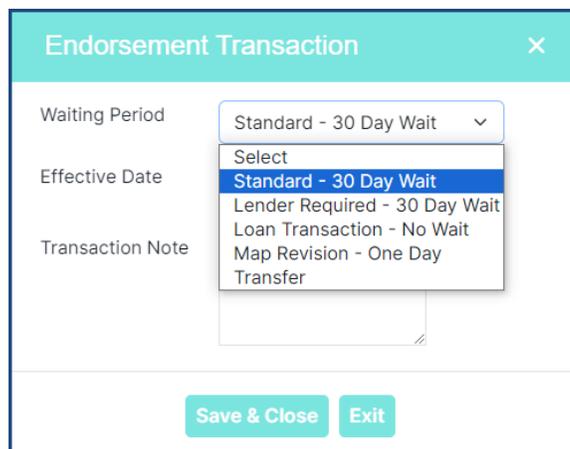
To open the policy, select the blue “Policy Number” hyperlink.



Select the “Create Endorsement” button.



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.



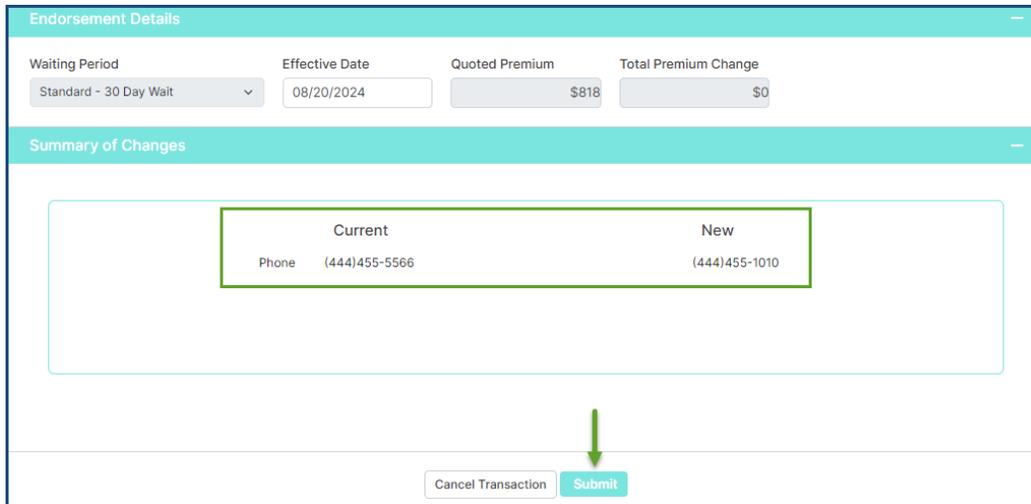
Enter a brief Transaction Note describing the type of change to be made, then press the “Save and Close” button.

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

Expand the appropriate section banner to proceed to the fields to make the change, and then press the “Review” button.

*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 “Submit”.



Endorsement Details			
Waiting Period	Effective Date	Quoted Premium	Total Premium Change
Standard - 30 Day Wait	08/20/2024	\$818	\$0

Summary of Changes	
Current	New
Phone (444)455-5566	Phone (444)455-1010

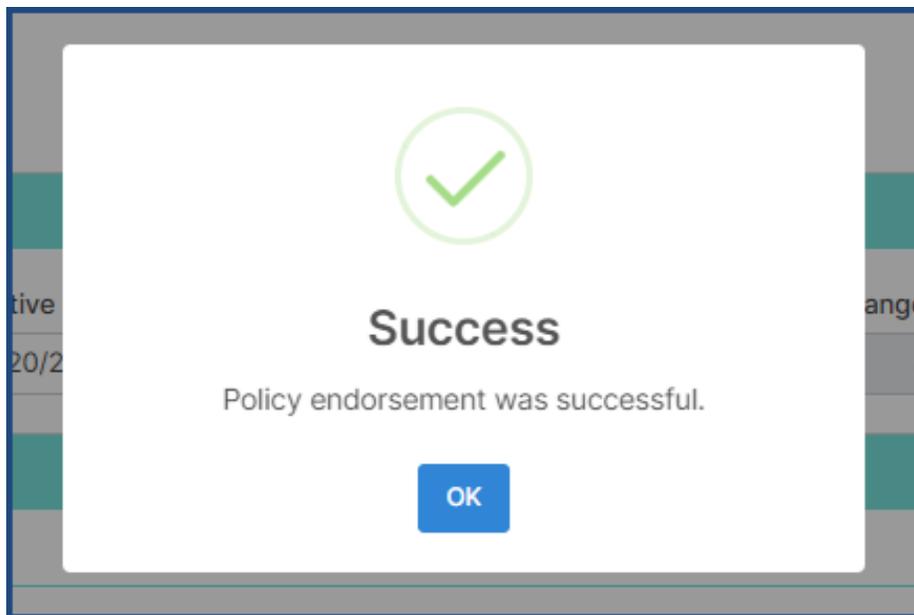
Cancel Transaction Submit

If the update requires any supporting documentation, 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 the endorsement was processed correctly, you will receive this popup.

Click "OK"



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.

Log
Documents
Dec Page
Create Endorsement
Cancel Policy
Report A Claim
Document Help

QUOTE SOURCE: AGENT
Terms Selection(1989)  
2024-05-17 / 2025-05-17 ▼

Transaction Selection(3327)  
 Endorsement : Change: Rating Info : ISSUED ▼

**FLD3139004780**

Policy #/Holder Name	FLD3139004780/1/	Payment Plan	Full Pay
Terms Start date	05/17/2024	Term End Date	05/17/2025
Transaction Effective date	08/21/2024	Transaction Exp. Dt.	05/17/2025
Transaction Type	Endorsement - Change: Rating Info	Bill to	POLHOLDER
Total Premium Change	\$0.00	Product Name	Flood Program
Total Premium	\$818.00	U/writer	
Total Claim	0 <a href="#">Policyholder/Member Copy Agent Copy</a>	Transaction Note	Change Contact Phone Number
Serv Rep		Member Id	
		Rating Method	2.0