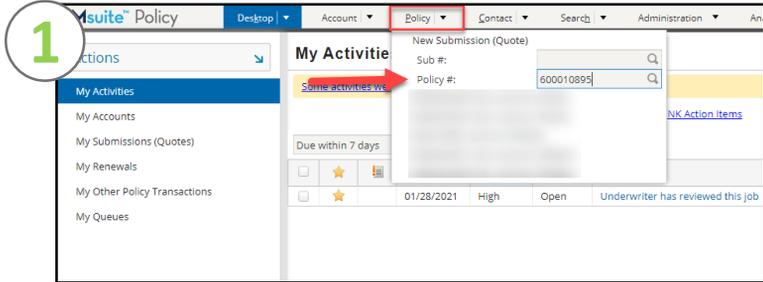


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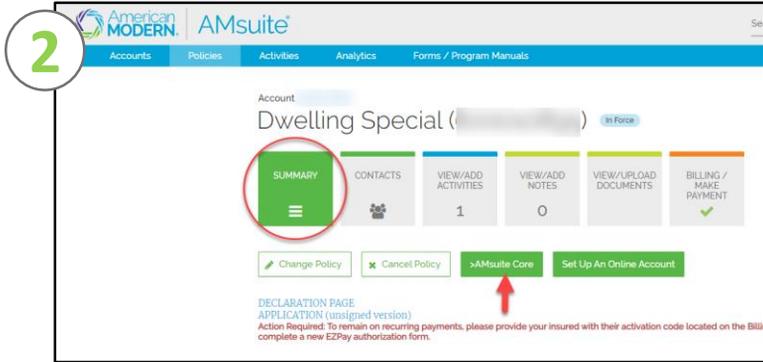
Cancel / Rewrite

Occasionally a policy needs to be cancelled and rewritten, maybe due to a closing date changing. This transaction can be easily done in AMsuite Core.

1 First, search the policy in either AMsuite or AMsuite Core by using the Search Feature.



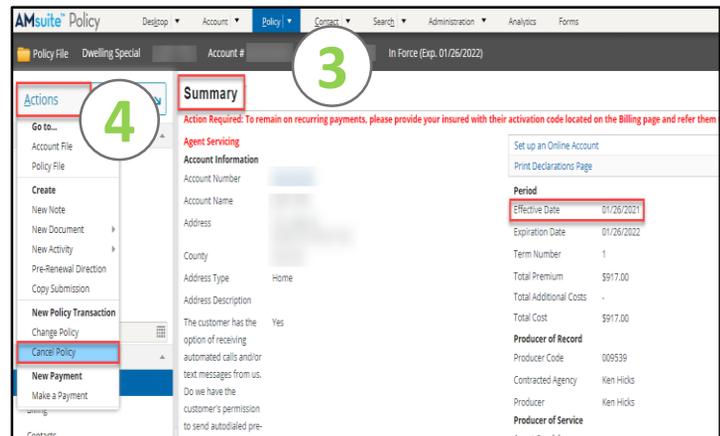
2 If you have retrieved the policy in AMsuite, it will open to the Summary Page. From here, click on AMsuite Core to view the policy in AMsuite core, where you will complete the Cancel / Rewrite process.



3 This will navigate you to the Summary Page of the policy in AMsuite Core.

- o On the Summary Page, you can see the current the effective date of the policy.

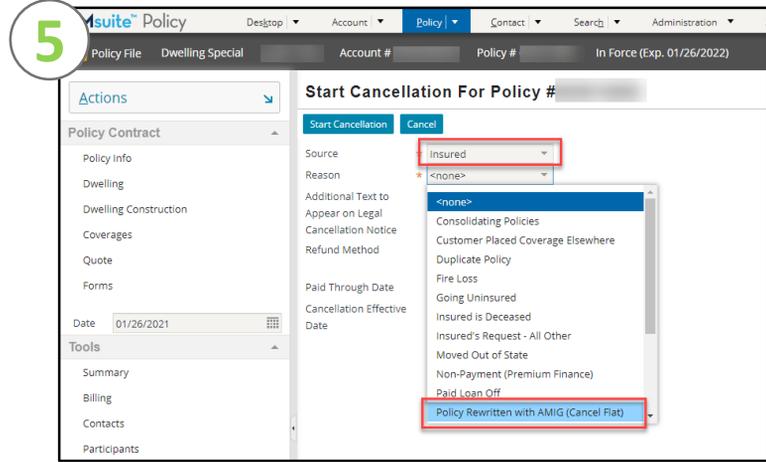
4 To cancel the policy, click the "Actions" drop down box, and select "Cancel Policy" to start the cancellation.



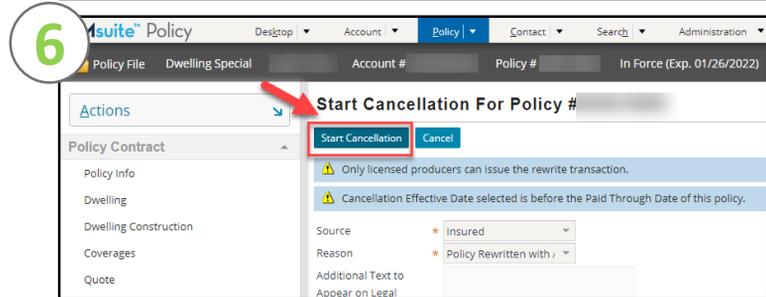
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Cancel / Rewrite

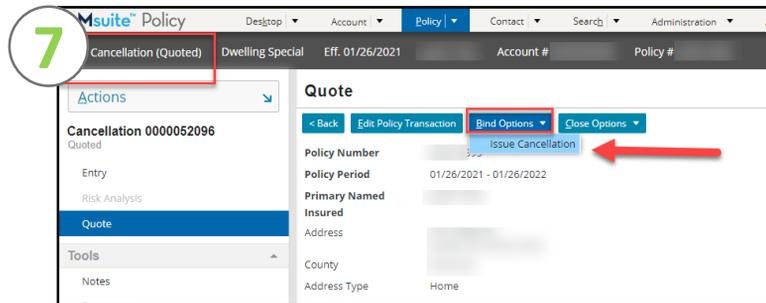
- 5 On this page, you will select the following:
- Source – Insured
 - Reason – Policy Rewritten with AMIG (Cancel Flat)



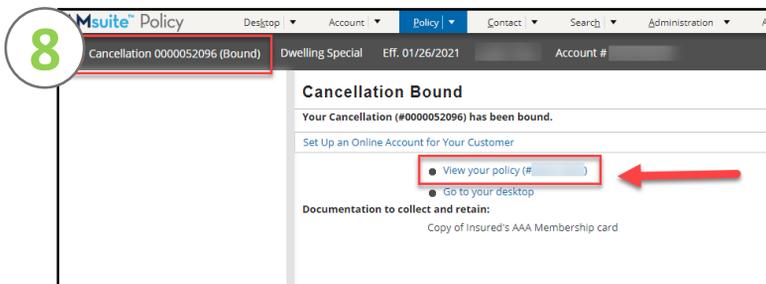
- 6 Click "Start Cancellation":
- A message may appear as a reminder that only licensed producers can issue the rewrite transaction.



- 7 The cancellation is now quoted.
- Click on the "Bind Options" drop down and choose "Issue Cancellation".



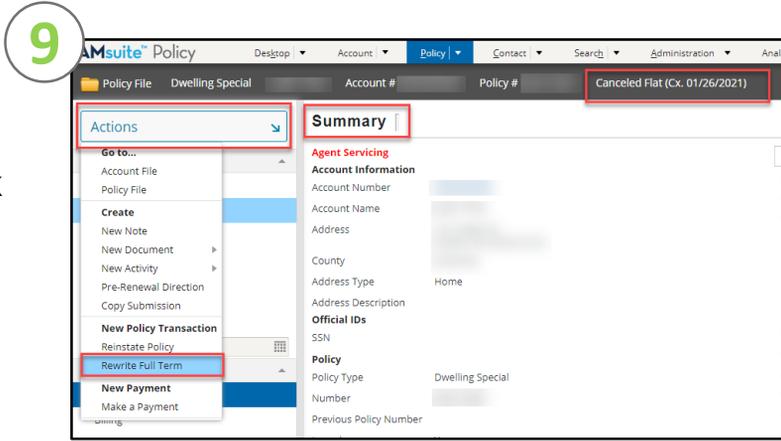
- 8 The Cancellation is now bound, and the policy is cancelled.
- From here, click on the cancelled policy hyperlink to view the cancelled policy.



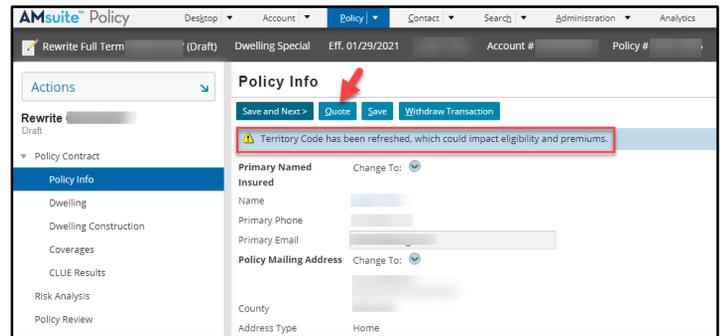
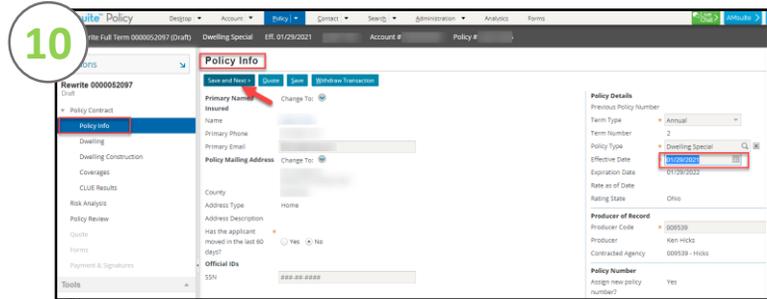
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Cancel / Rewrite

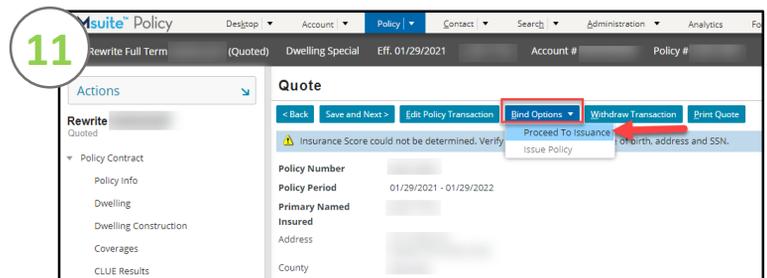
- 9 This will take you to the Summary page of the cancelled policy.
- To Rewrite this policy, click the "Actions" drop and select "Rewrite Full Term".
 - Any funds that were applied previously to the cancelled policy will now automatically carryover to this rewritten policy.



- 10 From the Policy Info page:
- Change the effective date.
 - Click "Save and Next" to advance the page and pull in the Territory Code.
 - Next, select "Quote" or "Save and Next" until you advance to the Quote Page.



- 11 From the Quote Page, select
- "Bind Options".
 - Then, select Proceed to "Issuance".

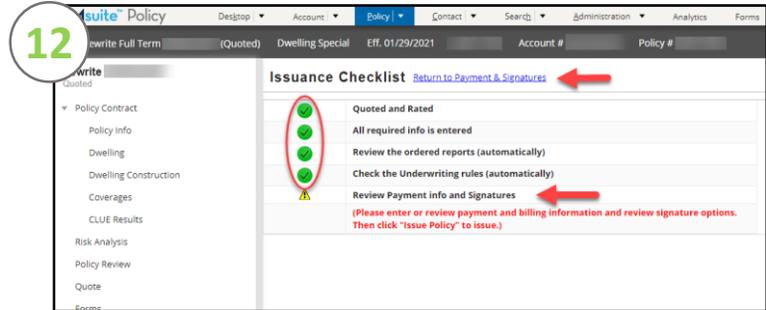


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Cancel / Rewrite

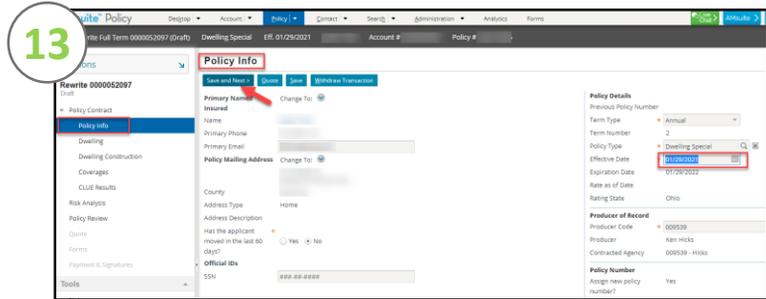
12 The system will do a quick check for any missing information.

- Next, go to the "Payment and Signatures" page by clicking the hyperlink at the top titled "Return to Payment & Signatures".



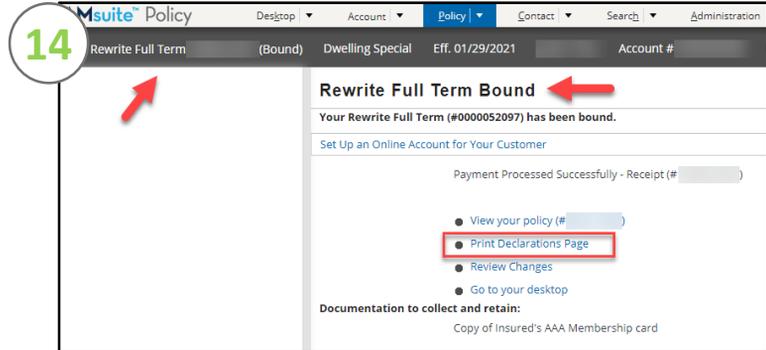
13 Verify or Select the Billing Method, Payment Plan, and obtain signatures on the new application and any other required forms.

- Next, from the "Bind Options" drop down box, select "Issue Policy".



14 The Rewrite Full Term is now bound.

- The new Declarations Page is available to print.



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