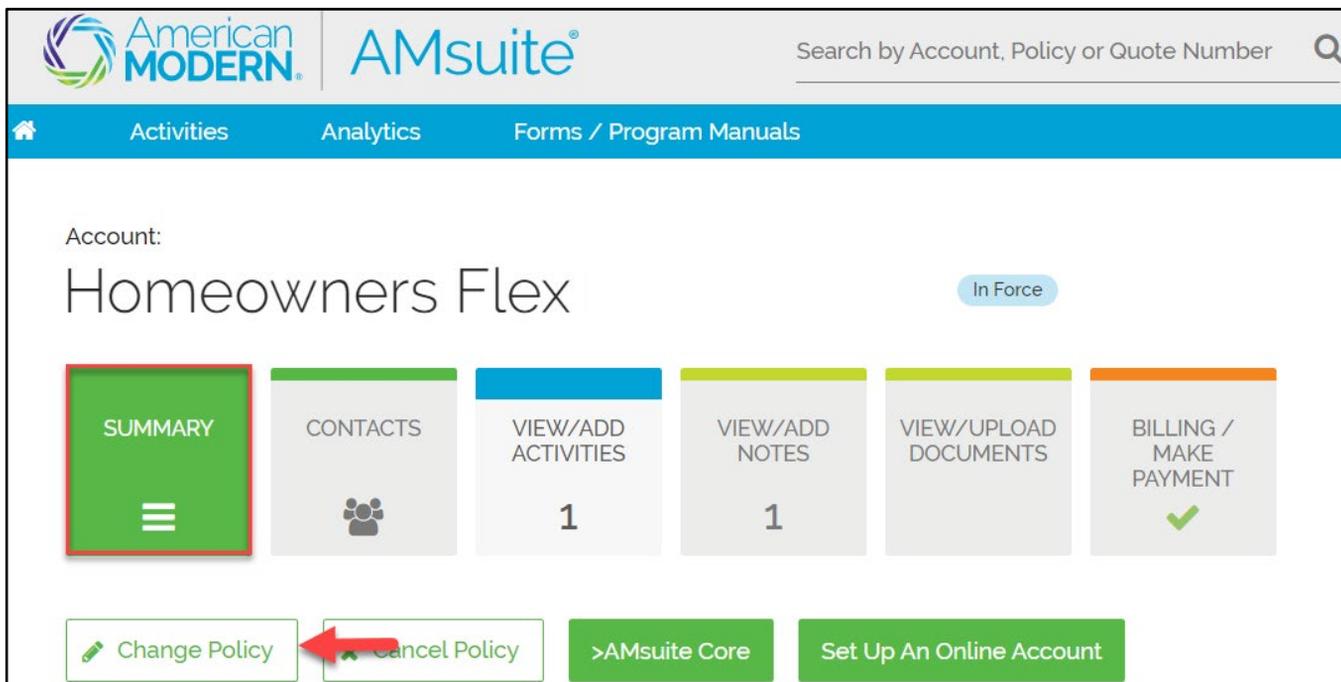


AMsuite®

Endorsement Processing Adding an Additional Named Insured

- 1 From the Summary Page of the policy in AMsuite® select Change Policy to start the endorsement.



Account: Homeowners Flex In Force

SUMMARY
☰

CONTACTS
👥

VIEW/ADD ACTIVITIES
1

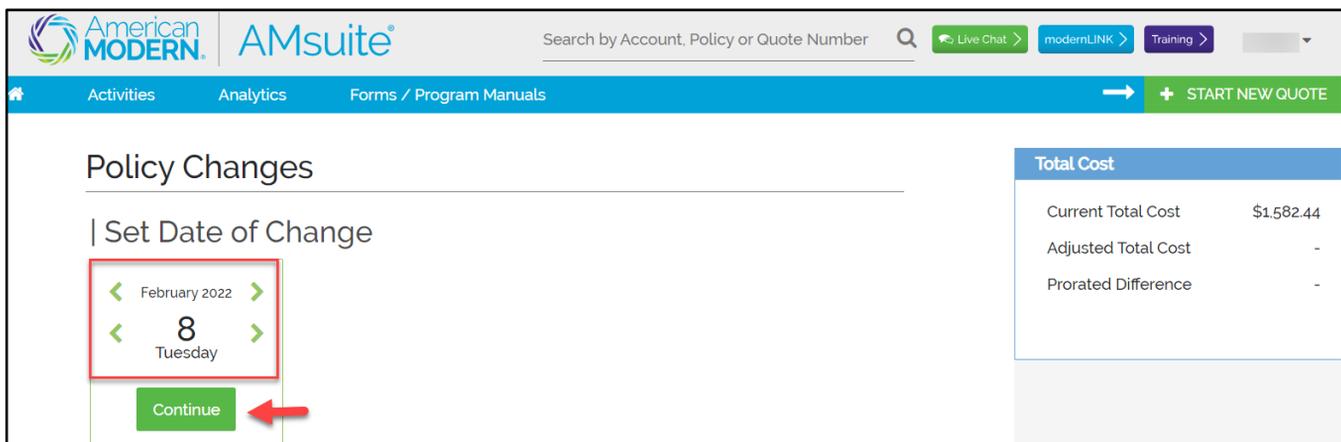
VIEW/ADD NOTES
1

VIEW/UPLOAD DOCUMENTS

BILLING / MAKE PAYMENT
✓

✎ Change Policy
↩ Cancel Policy
>AMsuite Core
Set Up An Online Account

- 2 Set the Date of the Change by clicking on the arrow to advance the date. Select Continue.



Policy Changes

| Set Date of Change

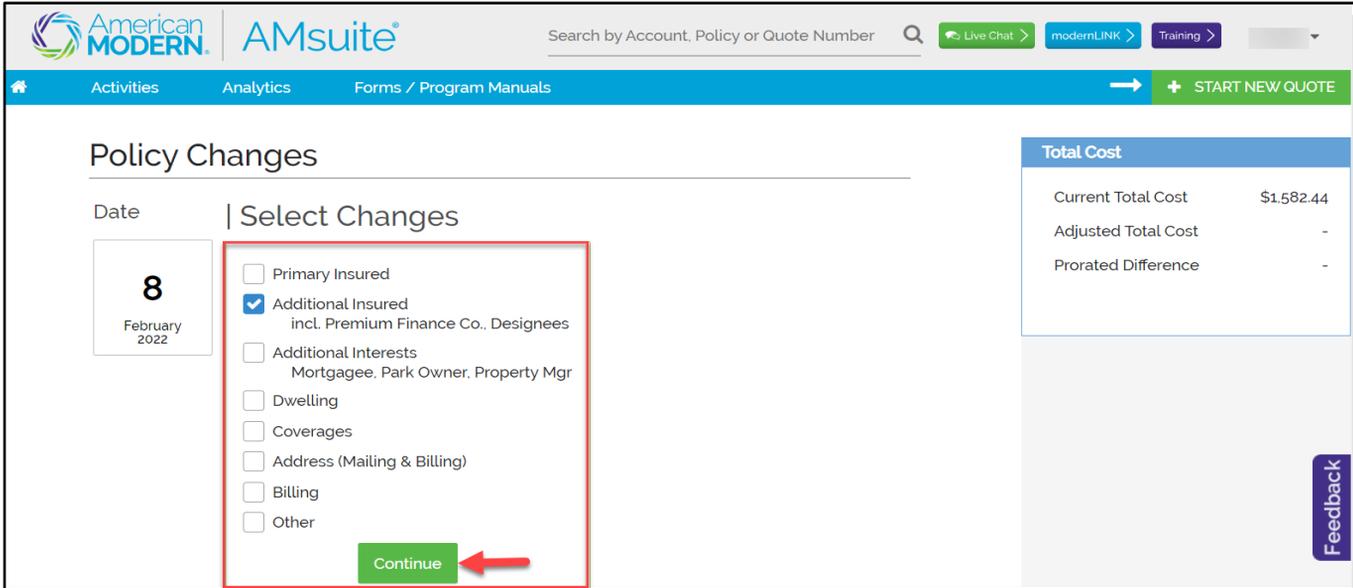
< February 2022 >
 < 8 >
 Tuesday

Continue

Total Cost	
Current Total Cost	\$1,582.44
Adjusted Total Cost	-
Prorated Difference	-

Endorsement Processing Adding an Additional Named Insured

3 Select the change type by checking the box. Select Continue.



Policy Changes

Date: 8 February 2022

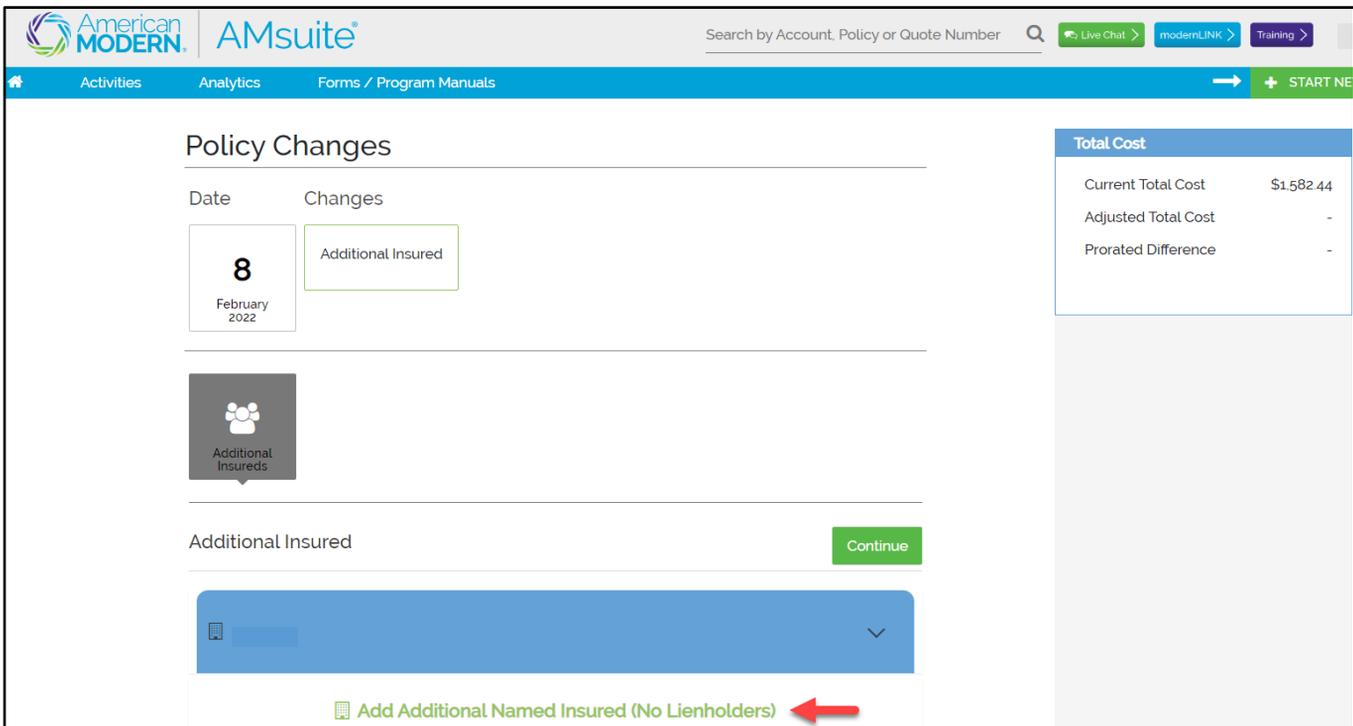
Select Changes

- Primary Insured
- Additional Insured
incl. Premium Finance Co., Designees
- Additional Interests
Mortgagee, Park Owner, Property Mgr
- Dwelling
- Coverages
- Address (Mailing & Billing)
- Billing
- Other

Continue

Total Cost	
Current Total Cost	\$1,582.44
Adjusted Total Cost	-
Prorated Difference	-

4 Select Add Additional Named Insured (No Lienholders).



Policy Changes

Date: 8 February 2022

Changes: Additional Insured

Additional Insured **Continue**

Add Additional Named Insured (No Lienholders)

Total Cost	
Current Total Cost	\$1,582.44
Adjusted Total Cost	-
Prorated Difference	-

AMsuite®

Endorsement Processing Adding an Additional Named Insured

- 5 Fill out all required information that has a red asterisk. Once all required fields are filled out select Add, then Continue.



Additional Insureds

Additional Insured Continue 


v

Additional Insured Details

Choose Additional Insured Type * v

Relationship to Primary Insured * v

Address * v 

Description of Interest * v

Cancel
Add 

- 6 Select Continue.



AMsuite®

Search by Account, Policy or Quote Number

Live Chat >
modernLINK >
Training >

Activities
Analytics
Forms / Program Manuals
→
+ START NEW QUOTE

Policy Changes

Date	Changes
<div style="background-color: #eee; padding: 10px; border-radius: 5px; width: 60px; margin: 0 auto;"> <div style="font-size: 24px; font-weight: bold; color: #00a0e3;">8</div> <div style="font-size: 10px; color: #00a0e3;">February 2022</div> </div>	<div style="border: 1px solid #00a0e3; padding: 5px; display: inline-block;">Additional Insured</div>



Additional Insureds



Coverages

Coverages Continue 

Total Cost

Current Total Cost	\$1,582.44
Adjusted Total Cost	-
Prorated Difference	-

Mailing Address v

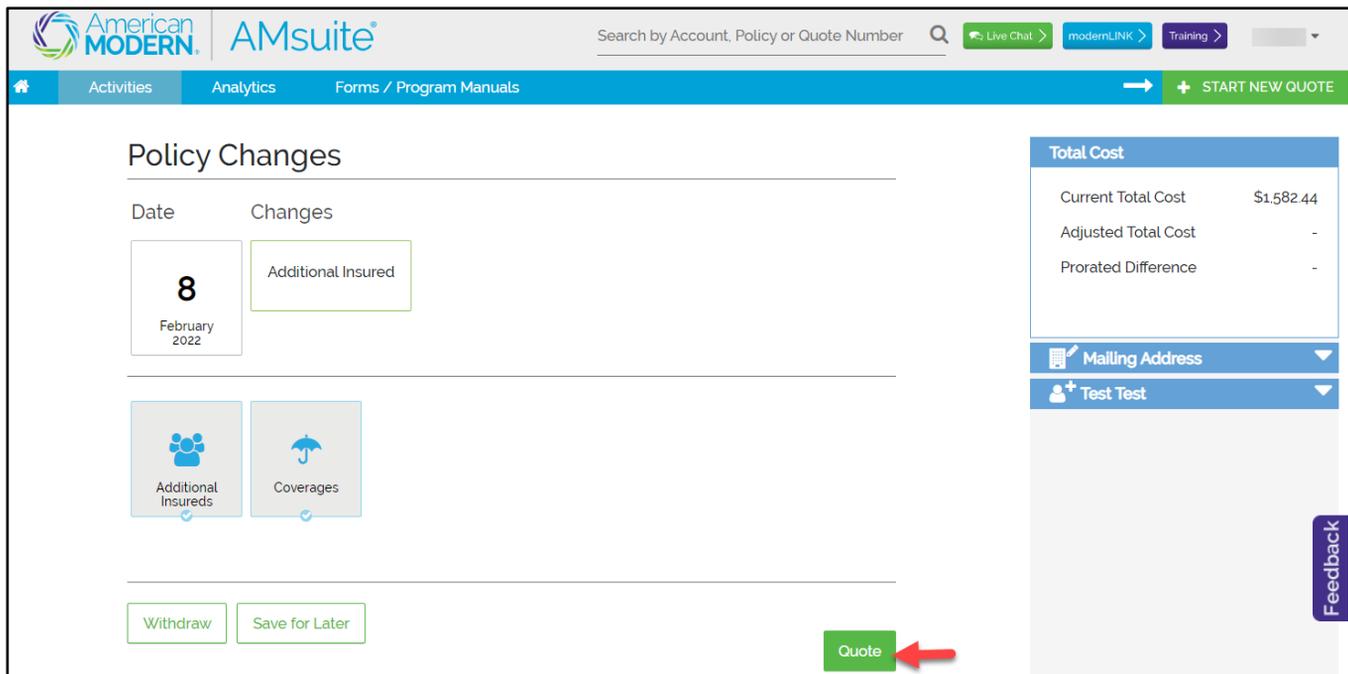
+ v

Feedback

AMsuite®

Endorsement Processing Adding an Additional Named Insured

7 Select Quote.



Search by Account, Policy or Quote Number [Live Chat](#) [modernLINK](#) [Training](#)

Activities Analytics Forms / Program Manuals [START NEW QUOTE](#)

Policy Changes

Date	Changes
8 February 2022	Additional Insured

Additional Insureds Coverages

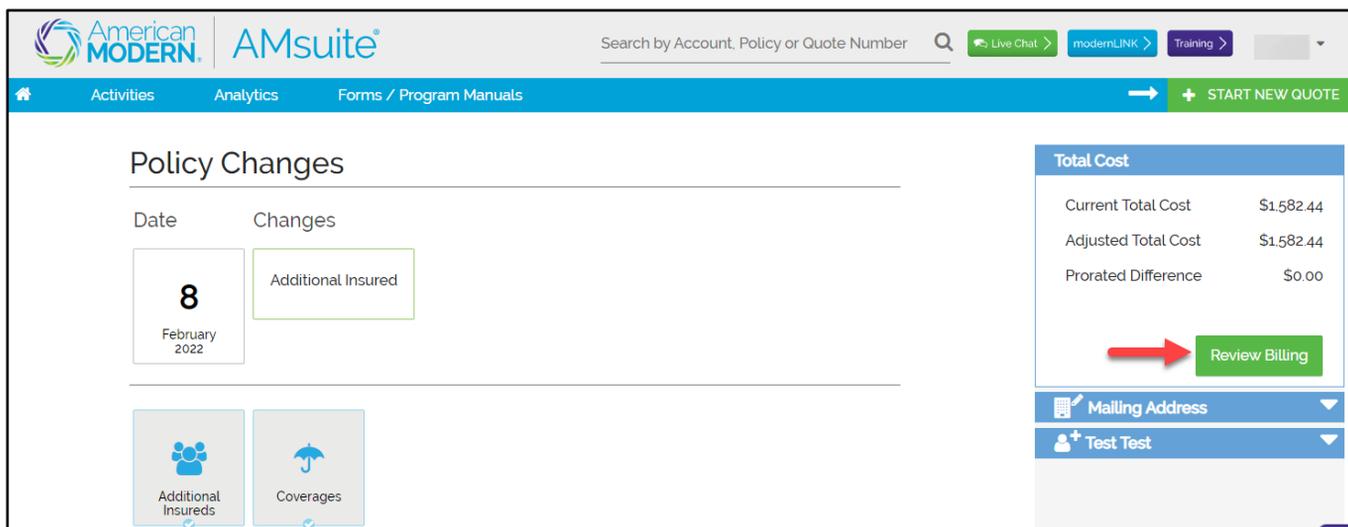
[Withdraw](#) [Save for Later](#) [Quote](#)

Total Cost	
Current Total Cost	\$1,582.44
Adjusted Total Cost	-
Prorated Difference	-

Mailing Address Test Test

[Feedback](#)

8 Select Review Billing.



Search by Account, Policy or Quote Number [Live Chat](#) [modernLINK](#) [Training](#)

Activities Analytics Forms / Program Manuals [START NEW QUOTE](#)

Policy Changes

Date	Changes
8 February 2022	Additional Insured

Additional Insureds Coverages

[Review Billing](#)

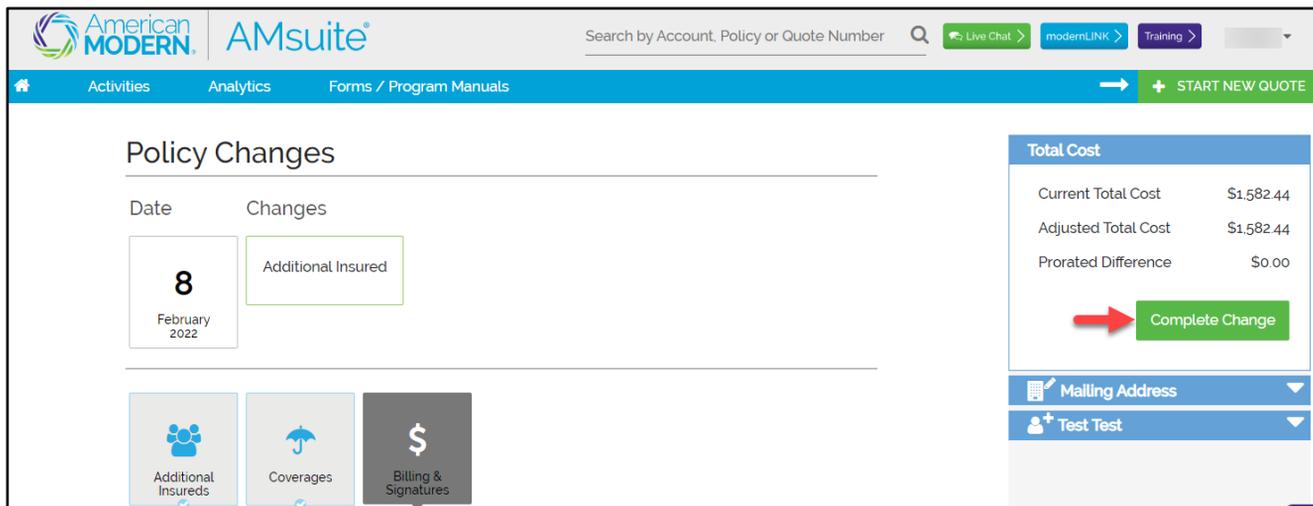
Total Cost	
Current Total Cost	\$1,582.44
Adjusted Total Cost	\$1,582.44
Prorated Difference	\$0.00

Mailing Address Test Test

AMsuite[®]

Endorsement Processing Adding an Additional Named Insured

9 Select Complete Policy Change.

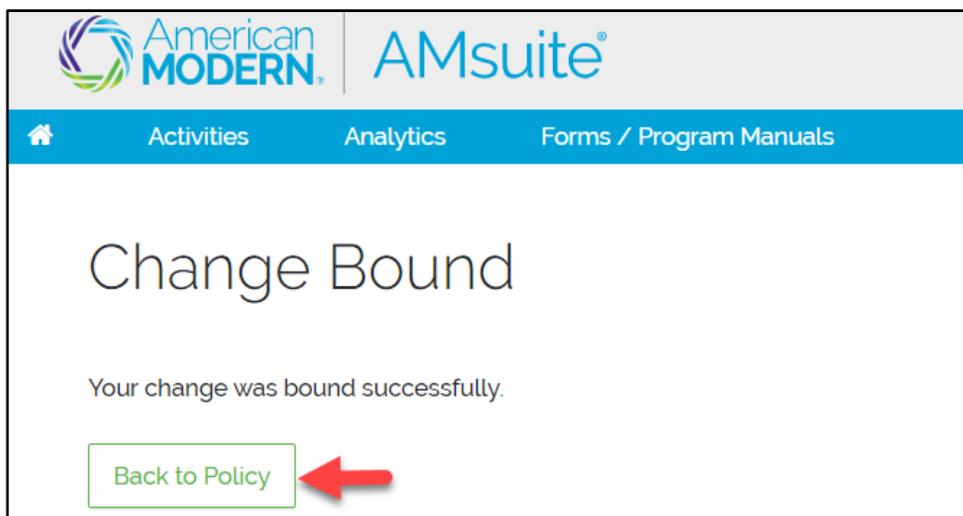


The screenshot shows the 'Policy Changes' interface in AMsuite. At the top, there are navigation tabs for 'Activities', 'Analytics', and 'Forms / Program Manuals'. A search bar is present with the text 'Search by Account, Policy or Quote Number'. On the right, there are buttons for 'Live Chat', 'modernLINK', and 'Training'. Below the navigation is a blue bar with a '+ START NEW QUOTE' button. The main content area is titled 'Policy Changes' and features a table with columns for 'Date' and 'Changes'. The table shows a change on '8 February 2022' with the description 'Additional Insured'. Below the table are three icons: 'Additional Insureds', 'Coverages', and 'Billing & Signatures'. On the right side, there is a 'Total Cost' summary table:

Total Cost	
Current Total Cost	\$1,582.44
Adjusted Total Cost	\$1,582.44
Prorated Difference	\$0.00

Below the cost table is a green 'Complete Change' button with a red arrow pointing to it. At the bottom right, there are dropdown menus for 'Mailing Address' and 'Test Test'.

10 You have now added the Additional Insured. You can select Back to Policy to see your completed changes and print the declaration page.



The screenshot shows the 'Change Bound' confirmation screen in AMsuite. At the top, there are navigation tabs for 'Activities', 'Analytics', and 'Forms / Program Manuals'. The main content area is titled 'Change Bound' and contains the message 'Your change was bound successfully.' Below the message is a green 'Back to Policy' button with a red arrow pointing to it.

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