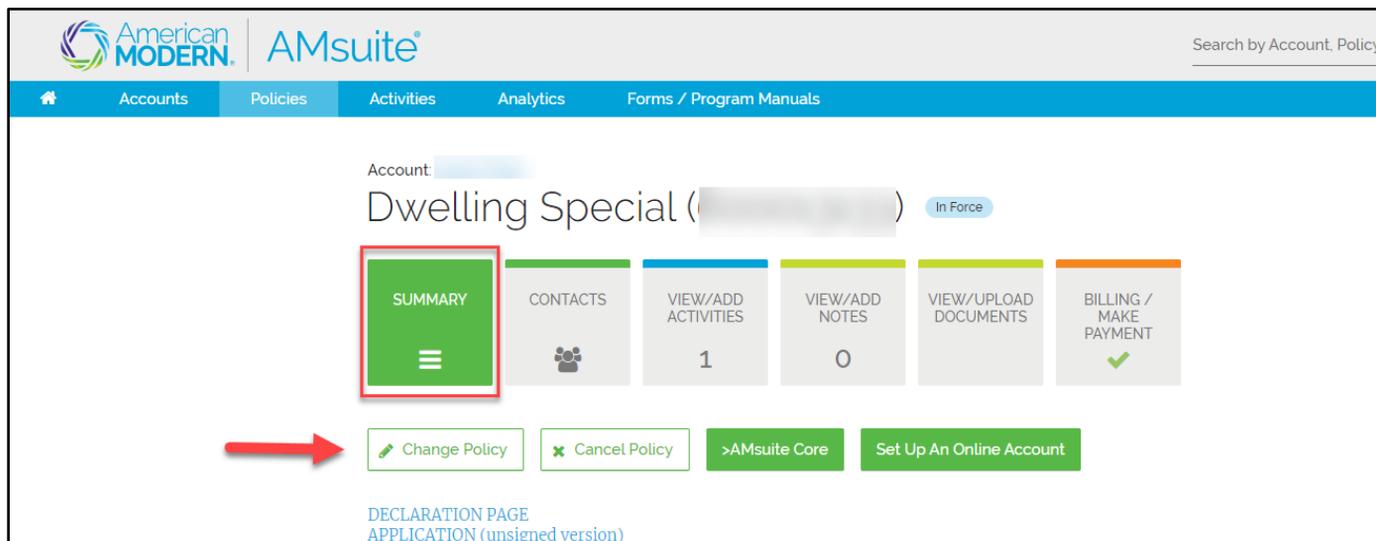


AMsuite®

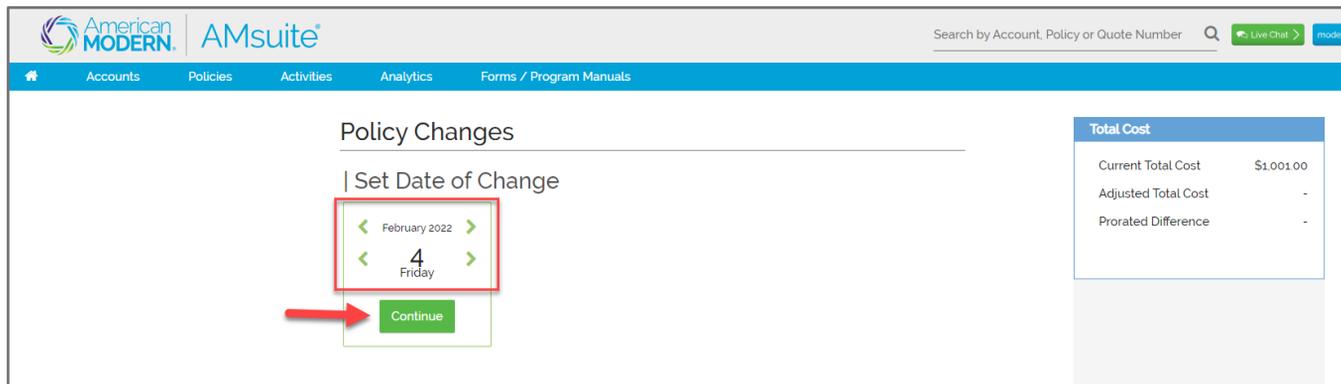
Endorsement Processing Adding Coverage

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



The screenshot shows the AMsuite interface for a policy named 'Dwelling Special'. The 'Summary' tab is highlighted with a red box. Below the tabs, there are several buttons: 'Change Policy', 'Cancel Policy', '>AMsuite Core', and 'Set Up An Online Account'. A red arrow points to the 'Change Policy' button. The 'DECLARATION PAGE APPLICATION (unsigned version)' link is also visible below the buttons.

- 2 Set the Date of the Change by selecting the arrow to advance the date. Next select Continue



The screenshot shows the 'Policy Changes' section with the 'Set Date of Change' dialog box open. The date '4 Friday' is selected, and the 'Continue' button is highlighted with a red arrow. A 'Total Cost' table is visible on the right side of the screen.

Total Cost	
Current Total Cost	\$1,001.00
Adjusted Total Cost	-
Prorated Difference	-

3 Select the change type by checking the box, select Continue

Policy Changes

Date: 4 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](#)

[Cancel](#)

Total Cost	
Current Total Cost	\$1,001.00
Adjusted Total Cost	-
Prorated Difference	-

4 From the Coverage Page, scroll down to view the current coverage options and make requested changes

5 Once coverage changes are made select Continue

Policy Changes

Date: 4 February 2022

Changes: Coverages

Coverages

[Continue](#)

Policy Level Coverages

Dwelling Level Coverages

Dwelling #1 -

Dwelling \$975.00

Limit

Total Cost	
Current Total Cost	\$1,001.00
Adjusted Total Cost	-
Prorated Difference	-

- 6 Scroll down the page to review the current coverage options and make requested changes
- 7 In this example we first changed the Deductible to \$5000, added Personal Property by checking the box and entering the limit then increased Water Damage to 50%

The screenshot displays the AMsuite endorsement processing interface. A green circle with the number '7' is in the top left corner. The interface is divided into two main sections. The top section shows the 'All Other Peril Deductible' dropdown menu open, with '5,000' selected. Below this, the 'Personal Property' checkbox is checked, and its 'Limit' is set to '20000'. The 'Water Damage' percentage is set to '50%'. Red arrows point to these specific changes. The bottom section shows the 'Settlement Option' dropdown menu open, with 'Actual Cash Value' selected. Other fields like 'Limit' and 'Settlement Option' are visible but not highlighted.

7

Roof Loss Settlement Option * Replacement Cost Roof 20 Years & Newer

All Other Peril Deductible *
500
500
1,000
2,500
5,000

Other Structures \$0.00
Limit * 30600

Settlement Option * Replacement Cost

Roof Loss Settlement Option * Replacement Cost Roof 20 Years & Newer

Personal Property

Additional Living Expense/Fair Rental Value \$0.00
Limit * 30600

Water Damage \$0.00
Percentage * 10%
Limit * 30600

Settlement Option * Replacement Cost

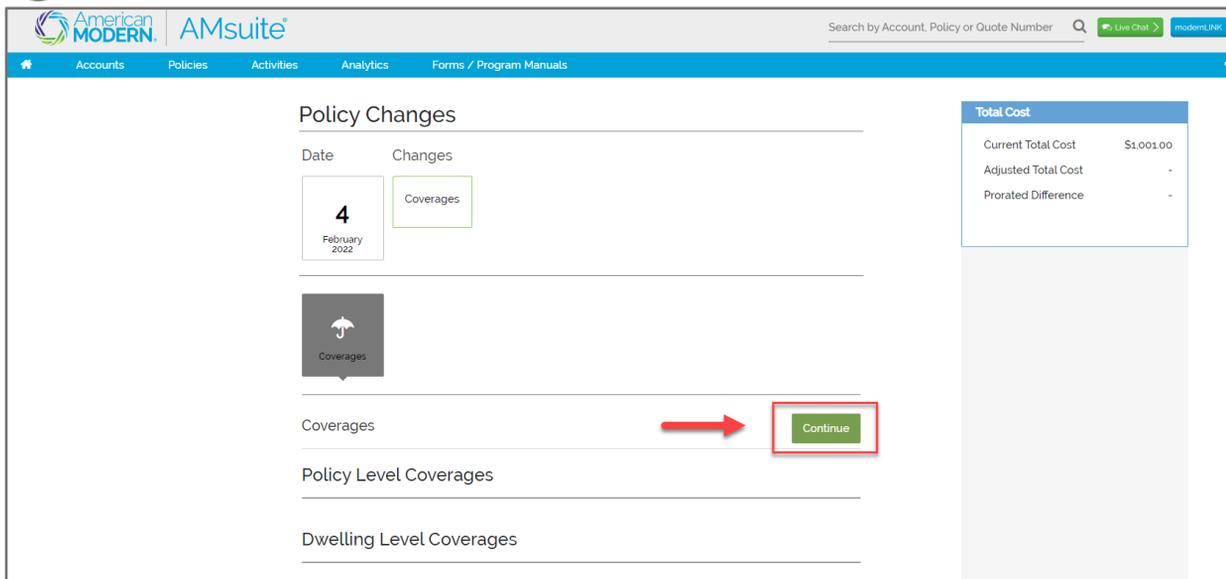
Roof Loss Settlement Option * Replacement Cost Roof 20 Years & Newer

Personal Property
Limit * 20000
Settlement Option * Actual Cash Value

Additional Living Expense/Fair Rental Value \$0.00
Limit * 30600

Water Damage \$0.00
Percentage * 50%
Limit * 30600

8 Once coverage changes are made select Complete

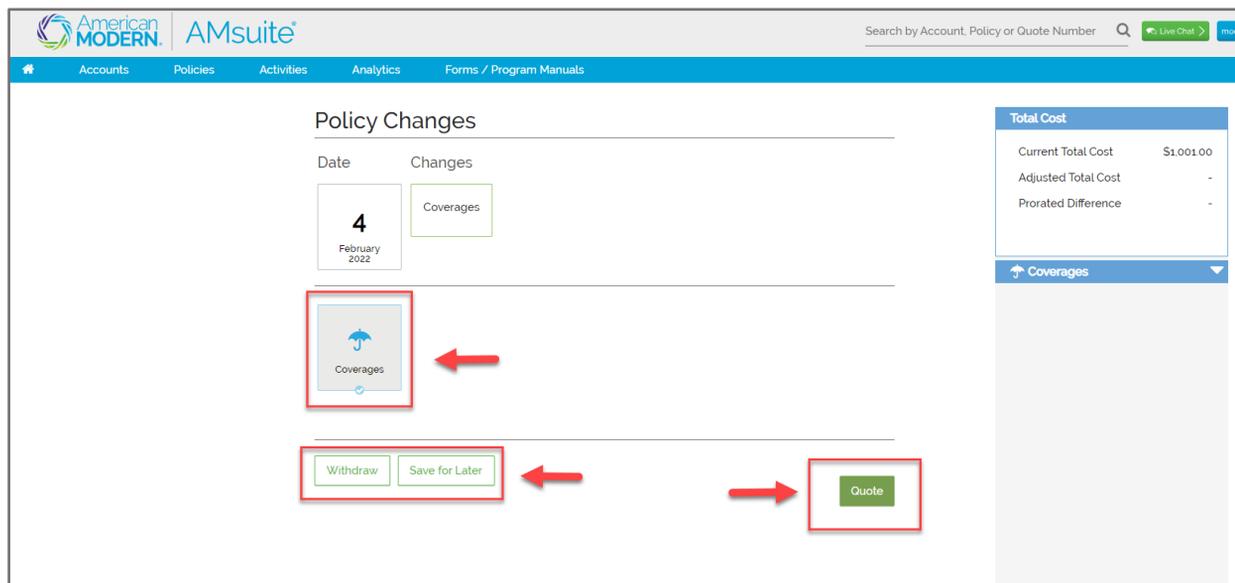


The screenshot shows the AMsuite interface with the 'Policy Changes' section. The date is set to February 4, 2022. A 'Coverages' tile is visible. A red arrow points to a 'Continue' button.

Total Cost	
Current Total Cost	\$1,001.00
Adjusted Total Cost	-
Prorated Difference	-

9 The Coverage Tile remains visible

10 The change can now be quoted, there is also the option to Withdraw the change or Save for Later



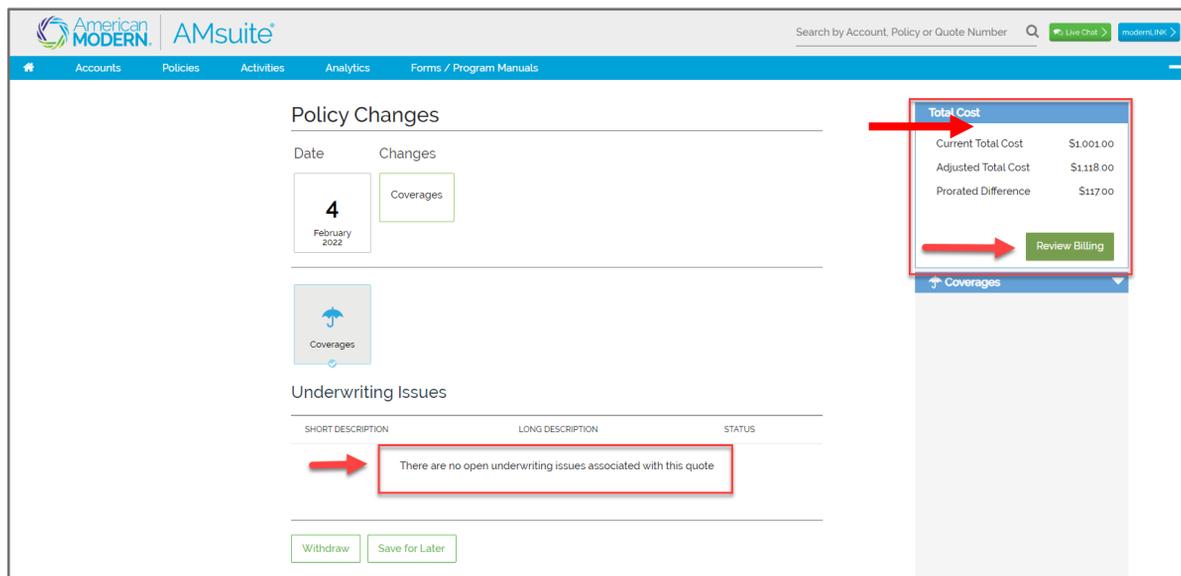
The screenshot shows the AMsuite interface with the 'Policy Changes' section. The date is set to February 4, 2022. A 'Coverages' tile is visible. Red arrows point to 'Withdraw', 'Save for Later', and 'Quote' buttons.

Total Cost	
Current Total Cost	\$1,001.00
Adjusted Total Cost	-
Prorated Difference	-

AMsuite®

Endorsement Processing Adding Coverage

- 11 After selecting Quote, the Current Total Cost, Adjusted Total Cost and the Prorated Difference will be displayed
- 12 If there are any Underwriting referrals they will display
- 13 Billing can now be reviewed



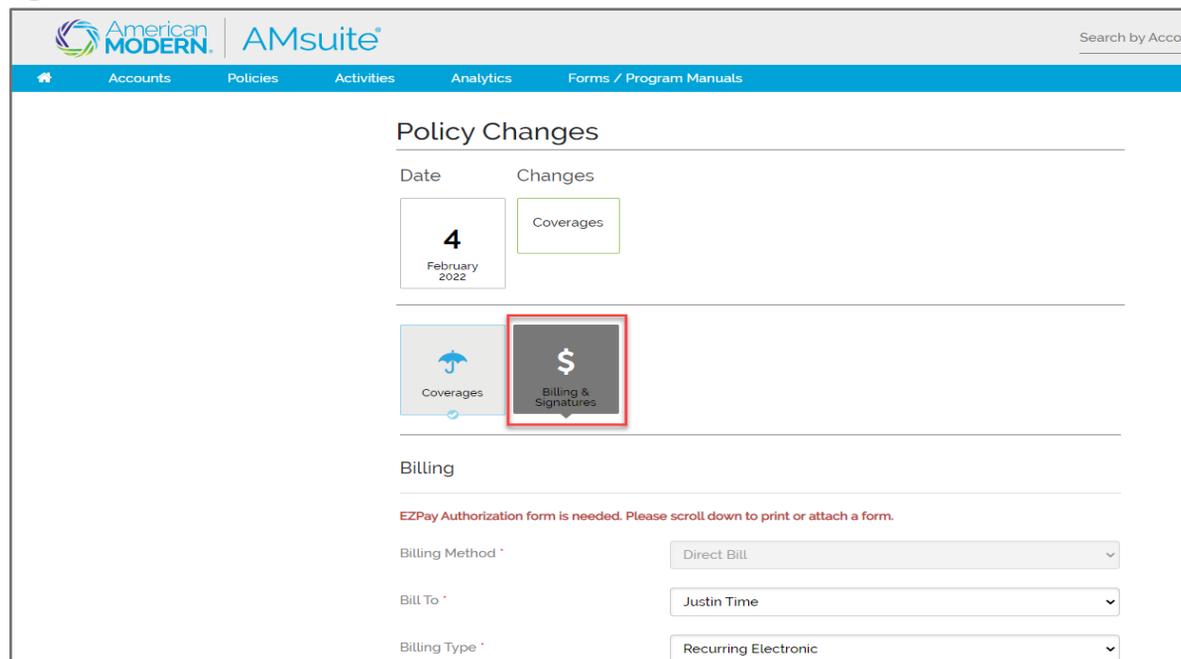
The screenshot shows the AMsuite interface with the following elements:

- Policy Changes:** A section with a date of 4 February 2022 and a 'Coverages' button.
- Total Cost Summary:** A table showing:

Current Total Cost	\$1,001.00
Adjusted Total Cost	\$1,118.00
Prorated Difference	\$117.00

 Below this table is a 'Review Billing' button.
- Underwriting Issues:** A table with columns for Short Description, Long Description, and Status. A message states: 'There are no open underwriting issues associated with this quote'.
- Buttons:** 'Withdraw' and 'Save for Later' buttons are at the bottom.

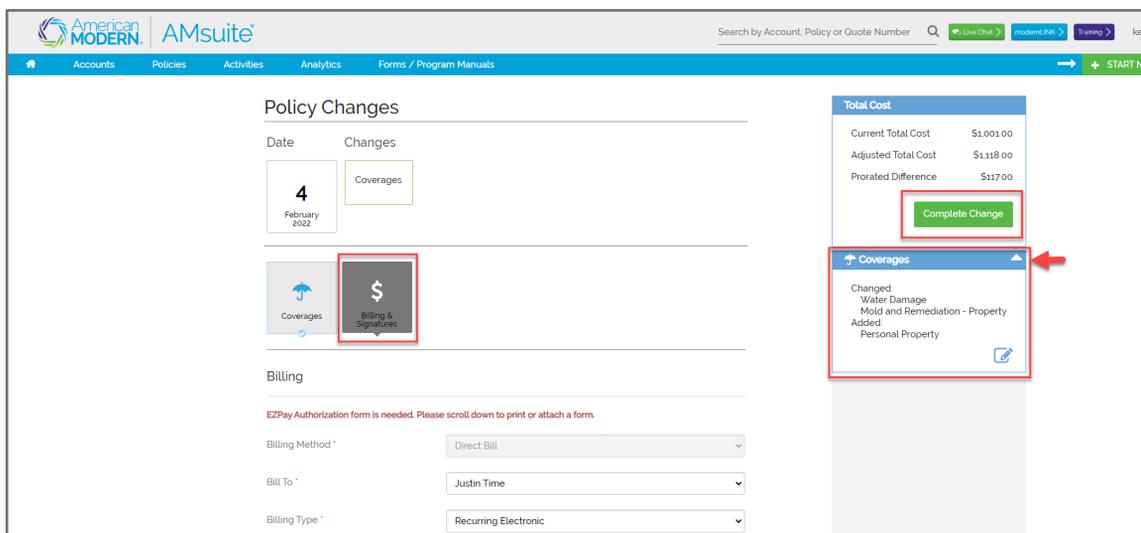
- 14 Select Billing & Signature Tile to review the current billing information



The screenshot shows the AMsuite interface with the following elements:

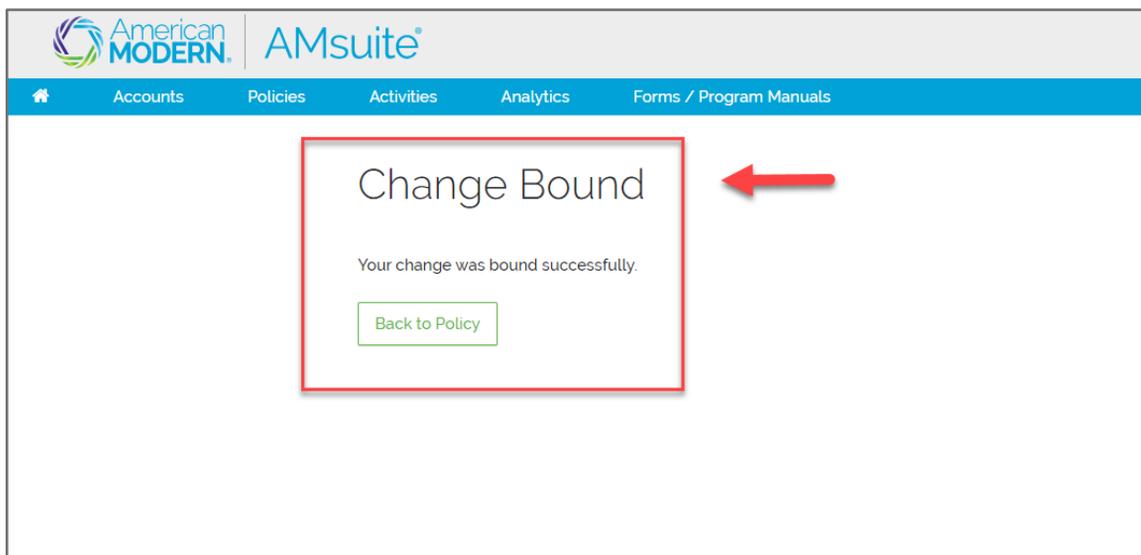
- Policy Changes:** Similar to the previous screenshot, but the 'Billing & Signatures' tile (marked with a dollar sign) is highlighted with a red box.
- Billing Section:** Contains a message: 'EZPay Authorization form is needed. Please scroll down to print or attach a form.' Below this are three dropdown menus:
 - Billing Method: Direct Bill
 - Bill To: Justin Time
 - Billing Type: Recurring Electronic

- 15 Expand the Coverage Tile to display the changes
- 16 Select Complete Change to finish endorsement



The screenshot shows the 'Policy Changes' section of the AMsuite interface. A date of '4 February 2022' is displayed. A 'Coverages' tile is highlighted with a red box. Below it, a 'Billing & Signatures' tile is also highlighted with a red box. To the right, a 'Total Cost' summary shows: Current Total Cost \$1,001.00, Adjusted Total Cost \$1,118.00, and Prorated Difference \$117.00. A green 'Complete Change' button is visible below the cost summary. A dropdown menu for 'Coverages' is open, showing 'Changed: Water Damage, Mold and Remediation - Property Added, Personal Property'. A red arrow points to this dropdown menu.

- 17 The Change is now Bound, select Back to Policy for a copy of the new Declaration page



The screenshot shows a confirmation message: 'Change Bound' followed by 'Your change was bound successfully.' Below the message is a green 'Back to Policy' button. A red arrow points to the 'Back to Policy' button.

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