

Lesson 7 Policy Changes and Preemptions

7.1 Changing an existing policy



Activity

In this exercise, you will change the policy that you recently issued.

1. **Find the policy you submitted and verify that it is Bound and In Force**

The specific account and policy vary by the line of business (LOB). Search for the Account if you do not remember the Policy details.

2. **Start the changes by selecting Actions → Change Policy**

- a) Enter the effective date of the change. The effective date may be the beginning of the term.
- b) Enter a description.
- c) Click Next.

3. **Make a sensible change in the context of your line of business. Save the changes.**

4. **Start a second change job on the policy**

Verify that PolicyCenter issues a warning that another change is in progress.

5. **Proceed and issue the second change**

6. **Go back to the first change you started and issue that change**

7.2 Solutions



Solution

4. **Start a second change job on the policy**

Verify that PolicyCenter issues a warning that another change is in progress.

A screenshot of a web-based application dialog titled "Start Policy Change". At the top right are two buttons: "Next >" and "Cancel". Below the title, there is a message in orange text: "Warning: There is another open policy change for this policy period. You may want to wait for that change to be completed before proceeding with this change." The background of the dialog has a light gray gradient.

5. **Proceed and issue the second change**

The second change preempted the first change.

Policy Change Bound

Your Policy Change (#0015129728) has been bound.

- Your Policy Change preempted Policy Change #0015054710, view that policy transaction

6. Go back to the first change you started and issue that change

- There is a warning message of preemption in the first change. Click **Handle Preemption**.

Buildings

Back

Next

[Handle Preemption](#)

[Withdraw Transaction](#)

Your Policy Change was preempted by Policy Change 0015129728. You will need to handle these preemptions before continuing.

- Click Apply All Changes

Handle Preemptions

[Return to Buildings](#)

[Apply All Changes](#)

[Withdraw](#)

[Decide Later](#)

Your Policy Change was preempted by the transactions below. Please view these changes and decide whether to continue your Policy Change with these changes applied or to withdraw your Policy Change.

[Policy Change 0015303826](#)

[Comparing Existing Policy and Policy Change: 0015303826](#)

Item	Existing Policy	Policy Change: 0015303826
Locations and Buildings		
1: 4562 Davies Drive, Portland, OR		
1: Building # 1		
Basis Amount	55000	70000

- Quote and issue the first change

7.3 References



Tip

What is a common example of a policy change?

A “material change” is a change to a policy that affects what is covered. Policy changes typically involve material changes and frequently involve a change to the policy’s premium.



Tip

Enter a description for good record keeping when you make a change.

Although it is not required, it is best practice to provide a description for the change transaction. Otherwise, the transaction can only be identified by its effective date. If several changes are executed on a policy, it can be difficult to find a particular change transaction without a description.

Common changes include adding a vehicle to a personal auto policy, adding a building to a location when working with a commercial property location, or even make a simple change to the coverage selection for a policy line (easiest).



Stop