

Merging a Policy into Model Office

Overview

This procedure highlights the steps/actions required to merge policies into Model Office in Mainframe.

Procedure

1. In Mainframe, select **Model Office**, type **VTG1**, and press **Enter**.

```
— CICSMMNI      MODEL OFFICE OMNI      Multi
```

2. Insert **MG1** in the **NXT TRX** field and hit **Enter** (no policy number). The resulting screen has multiple policy number fields (sample below)
3. Enter the policies you need and hit **F1**.
4. You will receive a confirmation email from Computer Operations once the policy is in the model office (you will get one for each policy that you merge).

Note: The mail may be delivered to the **Other** folder in Outlook.

See a sample of the confirmation email below.

-----Original Message-----

From: COMPUTER OPERATIONS <ComputerOperations@nationallife.com>

Sent: Tuesday, August 3, 2021 12:06 PM

Subject: NL VTG MODEL OFFICE POLICY MERGE RESPONSE FOR LS03 8

Your policy merge request has been completed

Tip: When you add a policy using the MG1 transaction shown below, the system is updated at the following times (all EST): 6 AM, 9 AM, 11 AM, and 12 PM.

For example, if you add a policy at 9:15 a.m., it will not appear in the model office region until 11 a.m.

Model Office is taken down, and transaction cycles run at 1 pm and take approx. 30 minutes to complete.

Note: Model Office uses the previous day’s information.

Model office mail merge screen sample.

```
COMMAND
MODEL OFFICE MERGE TRANSACTION
CO CODE NL  ORIG CODE BPA
POL NO 01
POL NO 02
POL NO 03
POL NO 04
POL NO 05
POL NO 06
POL NO 07
POL NO 08
POL NO 09
POL NO 10
POL NO 11
POL NO 12
POL NO 13
POL NO 14
POL NO 15

NXT TRX MG1  VER  PROD  CL/POL  SEC ID  CO NL  OVRD N
TII  »  0  3,10  A
```

Related Resources

- TBD

Article Details

Last Reviewed	05/14/2024	Intended Audience	Life Inbound
Reviewed by	Evan Kleypas	Business Block	Payment Center

PUBLISHED

Table of Contents	
• 1	Overview
• 2	Procedure
• 3	Related Resources
• 4	Article Details