



Follow these steps to search for a policy.

From the PL Policy Change Center **Search** screen you can search by:

- Entering a policy number
- Or
- The named insured.

1. To search by:

- Policy number, enter the **Policy Number** (no spaces or dashes).
- Or
- Named insured, enter at least **Last Name** of insured and middle initial of **First Name**, **City**, **State**, **Zip Code** (optional).

2. Click **Search**.

The Search Results screen will display.

Search

Welcome to Policy Change Center, your tool to assist in real-time policy changes for your customers. To begin, enter a policy number below, or search for a policy by named insured.

* Required Field

By Policy Number

(no spaces or dashes)

* Policy Number:

OR

By Named Insured

(Use at least 2 characters when searching by Last Name)

* Last Name: First Name:

* City: * State:

Zip Code: -

On the **Search Results** screen, in the **Current Policy** section:

- Enter the effective date (mm/dd/yyyy) for the cancellation in the **Enter Effective Date** field.
- Click **Retrieve Policy**

The Policy Snapshot screen displays.

Note: Once the effective date of the change has been entered and you click **Retrieve Policy**, the effective date becomes locked.

To change the policy's change effective date click the **Save** button from any of the screens. Then click the **Edit** button in the Transactions section of the Search Results screen to correct the effective date.

Search Results

Select a policy below, then enter the effective date of your changes and click 'Change Policy' or 'Cancel Policy'. Please note that you are limited to three submissions of policy changes for a customer policy, per day.

Current Policy

Policy Number	Named Insured	Address	Current Term	Print
01PH517905	HYZZZHY, JMZZZHY	OSP, AMHERSTDALE, WV 25607-	04/23/2018-10/23/2018	ID Cards

Enter Effective Date: / /
(mm/dd/yyyy)



Transactions

Policy Number	Description	Status	Effective	Confirmation #
01PH517905	Edited Policy Coverages	SAVED on 05/30/2018	06/20/2018	<input type="button" value="Edit"/>

Status	Effective	Confirmation #
SAVED on 05/30/2018	06 / 20 / 2018	



Note:

- You can only process one change per day for a policy, but within that transaction you can process multiple changes, such as updating an address, adding a driver, and deleting a car.
- You can backdate the effective date of the change request 30 days from the current date.

How to Search for a Policy in the PL Policy Change Center



To view, print, e-mail or fax ID Cards:

- Click ID Cards to view the ID Card(s) for the current policy.

For more information refer to *Print ID Cards*.

WEST VIRGINIA CERTIFICATE OF INSURANCE

Company Name/Address
Hartford Acc. & Indemnity Co.
One Hartford Plaza
Hartford CT 06155
Code Number (if applicable)
22357
Agent Name (if applicable)
JLT SPECIALTY INS SERVICES INC

Named Insured
HYZZZHY, JMZZZHY
OSP, AMHERSTDALE, WV 25607
Policy Number
01PH517905
Effective Date
04/27/2018
Expiration Date
10/23/2018
Year Make/Model
2016 BMW 228i
Date Certificate Issued
05/30/2018
Vehicle Identification Number
WBALP7C50GV11222

Owner Name/Address
HYZZZHY, JMZZZHY
OSP, AMHERSTDALE, WV 25607

THIS CERTIFICATE MUST BE CARRIED IN THE VEHICLE DESCRIBED ABOVE FOR USE AS PROOF OF INSURANCE. A COPY OF THIS CERTIFICATE MAY BE REQUESTED BY THE COMMISSIONER OF MOTOR VEHICLES.

Vehicle Owner Enter Plate No.
PA-11-07-10-11

SEE IMPORTANT NOTICE ON REVERSE SIDE

Policy Change Center

[Search](#)

Search Results

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Current Policy

Policy Number	Named Insured	Address	Current Term	Print
01PH517905	HYZZZHY, JMZZZHY	OSP, AMHERSTDALE, WV 25607-	04/23/2018-10/23/2018	ID Cards

Enter Effective Date: / /
(mm/dd/yyyy)

[Change Policy](#) [Cancel Policy](#)

To view Transactions:

- Click the **Description** link under the **Transactions** section to re-access the policy change.

For more information refer to *Re-access Transactions*.

Search Results

Select a policy below, then enter the effective date of your changes and click 'Change Policy' or 'Cancel Policy'. Please note that you are limited to three submissions of policy changes for a customer policy, per day.

Current Policy

Policy Number	Named Insured	Address	Current Term	Print
01PH517905	HYZZZHY, JMZZZHY	OSP, AMHERSTDALE, WV 25607-	04/23/2018-10/23/2018	ID Cards

Enter Effective Date: / /
(mm/dd/yyyy)

[Change Policy](#) [Cancel Policy](#)

Transactions

Policy Number	Description	Status	Effective	Confirmation #
01PH517905	Edited Policy Coverages	SAVED on 05/30/2018	06/20/2018 Edit	

To view print Home Proof of Coverage:

- Click **Proof of Insurance** link under **Print** column.

A PDF file opens and displays an Accord Form with policy information.

You can now print Proof of Insurance for the insured by clicking the print icon.

Search Results

Select a policy below and then enter the effective date of your changes and click 'Change Policy' or 'Cancel Policy'.

Current Policy

Policy Number	Named Insured	Address	Current Term	Print
01RBB508491	ANDREWS,TESTA TESTB & THELMA	2504 LEE AVE SW, BIRMINGHAM, AL 35211-3123	05/22/2018-05/22/2019	Proof of Insurance

Enter Effective Date: / /
(mm/dd/yyyy)

