

How to Print ID Cards and Forms from the PL Policy Change Center



Follow these steps to print ID Cards

1. To access ID cards from the **Search Results** screen, click the **ID Cards** link. A *PDF file opens and displays an ID card for each vehicle currently listed on the policy.*

2. Click on the print icon to print the ID Card(s).

You can e-mail the ID Card to an insured, or print the new ID card to mail or fax to the insured.

Note: Any new vehicle processed today will not display on the policy in the Policy Change Center until the next day, and will therefore not display when you use this link.

However an ID card for newly added vehicles will be available when the change is submitted (see below).

3. ID cards for newly added vehicles can be printed after you receive the "Successful Submission" message. The **ID Cards/Forms** tab is activated so you can print an ID card for existing and newly added vehicles.

You can also re-access a completed change Transactions section of the Search Results screen and then click the ID Cards / Form tab at the top of the page.

Policy Change Center

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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
01PH519161	BIZZZGHAM,DOZZRA	OSP, ALPINE, TN 38543-	04/20/2018-10/20/2018	ID Cards

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

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

IMPORTANT NOTICE

Here are your Auto Insurance Identification (ID) Cards. Please carefully remove your cards, compare the information to your registration, and contact us if corrections are necessary. Check the effective date, and be sure to discard expired auto insurance ID cards.

TENNESSEE AUTO INSURANCE IDENTIFICATION CARD

Company Name/Address
Hartford Fire Ins. Co.
One Hartford Plaza

Code Number (if applicable) 19682 Agent Name (if applicable) JLT SPECIALTY INS SERVICES INC
Policy Number 01PH519161 Effective Date 04/20/2018 Expiration Date 10/20/2018

Year 2010 Make/Model ACURA MDX Vehicle Identification Number 2HNYD2H29AH503347

Named Insured BIZZZGHAM,DOZZRA
OSP
ALPINE, TN 38543

TENNESSEE AUTO INSURANCE IDENTIFICATION CARD

Company Name/Address
Hartford Fire Ins. Co.
One Hartford Plaza

Code Number (if applicable) 19682 Agent Name (if applicable) JLT SPECIALTY INS SERVICES INC
Policy Number 01PH519161 Effective Date 04/20/2018 Expiration Date 10/20/2018

Year 2010 Make/Model ACURA MDX Vehicle Identification Number 2HNYD2H29AH503347

Named Insured BIZZZGHAM,DOZZRA
OSP
ALPINE, TN 38543

PA-ID-01-04-03

SEE IMPORTANT NOTICE



SEE IMPORTANT NOTICE ON REVERSE SIDE

Policy Change Center

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Submission Confirmation

Reference #AEBXC10E053118050001

Thank you for doing business with The Hartford.

[Print This Page](#)



Your submission was successful.

[Print Or View ID Cards and Forms](#)

(Turn off Pop Up Blocker to view forms. Click [here](#) for the instructions.)

Based on the changes made today, please obtain a signed supplemental application for your records.

This change will be available for viewing on EBC today and through your agency management system download on the next business day.

Confirmation Number:AEBXC10E053118050001

[Start a New Search](#)

4. The ID Cards/Forms tab not only provides ability to print ID Cards, but other forms are also available, if needed. Forms will vary according to state requirements.

Some of these forms will be preselected, depending on the change you submit, including:

Coverage changes to the Uninsured or Underinsured Motorist coverage and Personal Injury Protection, depending on state required **Supplemental Applications**.

Domestic Partner entered in Marital Status or Relationship field on the Driver tab.

Credit added for either **Good Student or Driver Training**

Driver added as **Student Away at School**

Additional Lessor is added on a Vehicle

Suspension of Liability Coverage, in specific states.



The screenshot shows the 'Policy Change Center' interface for policy 01PH519057. The 'ID Cards/Forms' tab is selected and highlighted with a blue box. Under 'Frequently Used Forms', 'Supplemental Application(s)' and 'Insurance Binder' are checked. Under 'Other Forms', 'Vehicle Inspection', 'Good Student Certificate/Driver Training', and 'Student Away at School' are unchecked. A yellow callout bubble points to the 'Other Forms' section with the text 'State Specific Forms display as needed.' At the bottom, there are 'Cancel' and 'Print Selected Forms' buttons.