

How to Change the Named Insured / Mailing Address in the PL Policy Change Center



Follow these steps to change mailing address information

1. On the **Policy Snapshot** screen you can view the insured's name and mailing information. To make a change, do one of the following:

- Click the **Named Insured / Mailing Address** link on the **Policy Snapshot** screen in the **Named Insured** section.

Or

- Click the **Named Insured / Mailing Address** tab.

The **Named Insured / Mailing Address** screen displays

Policy Change Center

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Policy Snapshot **Named Insured Details** Drivers Vehicles Vehicle Assignment Coverages ID Cards/Forms

Policy Snapshot **Policy: 01PH519517**
Term: 04/25/18 - 04/25/19

Named Insured

ANNAU, ALICE
1158 HIAWATHA DR
ELGIN, IL 60120

[I just renewed AARP membership - Update policy premiums](#)

Drivers

Name	Date of Birth
ALICE ANNAU	02/08/1921
DRIVER SECDOND	06/18/1925

[Add Driver](#)

Vehicles

Vehicle	Coverages	Loss Payee/Lessor
2004 BUICK LESABRE CUSTOM Sedan 0231 cu. in. 6 cyl. Gasoline	\$200 non-collision, Extended Transportation \$40/1200	None
2014 COUNT Travel Trailer	\$100 non-collision	None

[Add Vehicle](#)

To replace a vehicle, click on vehicle link and select the replace button on following screen.

Coverages

Bodily Injury	Property Damage	Uninsured/Underinsured Motorist	Medical Payments
100,000/300,000	100,000	100,000/300,000	1,000

[Change Coverages](#)

Please go to coverages page to view additional coverage.

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On the **Named Insured / Mailing Address** screen, you can update the insured's name and address and review your changes, cancel, or save them at any time.

Underwriting questions will dynamically display based on the information entered. Complete all these required fields.

- To change the Named Insured, click the **Edit Named Insured** button. (You will be asked to enter a reason for the Name change and whether you would like to update the name on the driver screen.)
- To change a mailing address, enter the change in the **Mailing Address** section.
- Complete the additional questions. If vehicles are not garaged at the new mailing address, select 'No' and you will be directed to the vehicle screens to enter the garaging address.
- When you have completed your changes, click **Review Changes**.
- Click **Review Changes**.

The Review Changes screen displays

Policy Change Center

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Policy Snapshot Named Insured Details Drivers Vehicles Vehicle Assignment Coverages ID Cards & Forms

Named Insured Policy: 01PH619617

Select a Named Insured → ALICE ANNAU

Edit Named Insured **Add Named Insured** * Required Field

Named Insured

* First Name: ALICE AARP Membership 87669230
Middle Initial:
* Last Name: ANNAU

Mailing Address/Contact Info

* Address: 1158 HIAWATHA DR
* City: ELGIN * State: IL
* Zip Code: 60120 2534
Email: Sivaranjani.Sivakumar@thehartford.com
Primary Ph#: 123 243 5464

* Will the Address Change be Permanent? Yes No
* Will all vehicles on this policy be garaged at the address entered above? Yes No
* Would you like to update the insured's home policy with this new address? Yes No

Cancel **Save for Later** **Review Changes**

If more than one Named Insured is present, a "Delete Named Insured" button will appear instead of the "Add Named Insured" button.

