

How to Make Driver Information Changes in the PL Policy Change Center



On the **Drivers** tab you can change delete or add drivers.

To make a change, do one of the following on the **Policy Snapshot** screen:

- To change driver information, click the link for the listed driver.
- To add a new driver, click the **Add Driver** button.

Or

- Click the **Drivers** tab. *The **Edit Drivers** screen displays.*

Policy Change Center

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Policy Snapshot Policy: 01PH520663
Term: 05/17/18 - 11/17/18

Named Insured **Drivers**

BING, CASE
100 MAIN ST
BLYTHEVILLE, AR 72315

Name	Date of Birth
CASE BING	01/01/1975
CHASE BING	10/10/1970
MINI BING	10/12/1980

[Add Driver](#)

Vehicles

Vehicle	Coverages	Loss Payee/Lessor
2005 CAD DEVILLE Sedan 0279 cu. in. 8 cyl. Gasoline	\$500 non-collision/\$200 collision, Towing and Labor \$50, Extended Transportation \$40/1200	None
2000 CHRY TOWN & COUNTRY L Van Passenger 0230 cu. in. 4X2 6 cyl. Gasoline	\$500 non-collision/\$300 collision, Towing and Labor \$50, Extended Transportation \$40/1200	None
2000 CHEV SILVERADO C1500 Pickup 0325 cu. in. 4X2 8 cyl. Gasoline	\$500 non-collision/\$200 collision, Towing and Labor \$50, Extended Transportation \$40/1200	None

[Add Vehicle](#)

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

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Follow these steps to edit a driver

1. On the **Edit Drivers** screen, select the driver you want to update or change. You can make changes in the:

a. Driver Information section

Note: The **Date of Birth, Age Licensed, and Date Licensed**

Fields cannot be changed. If you need to update these fields for a driver, you should call the Customer Service Center.

b. Driver Credits section

Note: Only driver credits applicable to the policy plan and the state display on this screen.

2. When done making driver changes, click Review Changes. [The Review Changes screen displays.](#)

Edit Drivers

Policy: 01PH520663

Select a Driver → CASE BING CHASE BING
 MINI BING

Add a Driver

Delete Selected Driver

Driver Information

*Required Field

* Last Name: BING
* First Name: CASE
* Gender: FEMALE MALE
* Marital Status: SINGLE
* Occupation: EMPLOYED
* Relationship to Named Insured: Insured
* Date of Birth: 01 / 01 / 1975
(mm / dd / yyyy)
* Age Licensed: 21
* Date Licensed: 01 / 01 / 1996
(mm / dd / yyyy)
* State Licensed: UT
* License Number: 1241

Driver Credits

Driver has completed a Defensive Driver Training Course:

Approximate Date Completed: / /

- Driver has completed a Driver Training course
- Driver is a college graduate.
- Driver is away at school
- Good Student

How to Make Driver Information Changes in the PL Policy Change Center



Follow these steps to add a driver.

1. Click **Add Driver** on the Policy Snapshot or Edit Drivers screen, and then begin to enter information.

The **Edit Drivers** screen displays.

2. On the **Edit Drivers** screen, the **Add New Driver** option is prefilled when you select Add Driver from the Policy Snapshot screen.
3. Enter data for all fields marked with an asterisk*.
4. Enter applicable driver credits. **Note:** Only driver credits applicable to the policy plan and the state display on this screen.
5. Underwriting questions will display based on the information you enter and are required fields. Make sure to complete all these questions.

For example, if the driver has accidents, violations, or prior claims, you are prompted for more details.

Note: You can enter up to nine incidents per policy change.

6. You will be required to go to the **Vehicle Assignment** tab to assign the driver to a vehicle, indicating if that driver is a Principal Operator or not.
7. On the **Edit Drivers** screen, the **Add New Driver** option is prefilled when you select Add Driver from the Policy Snapshot screen.

Policy Snapshot Policy: 01PH520663
Term: 05/17/18 - 11/17/18

Named Insured
BING, CASE
100 MAIN ST
BLYTHEVILLE, AR 72315

Drivers

Name	Date of Birth
CHASE BING	01/01/1975
CHASE BING	10/10/1970
MINI BING	10/12/1980

Policy Change Center Policy: 01PH520663

Edit Drivers Policy: 01PH520663

Select a Driver → CASE BING CHASE BING
 MINI BING

Driver Information *Required Field

* Last Name: _____
* First Name: _____
* Gender: FEMALE MALE
* Marital Status: _____
Custody of a child?
* Occupation: _____
* Relationship to Named Insured: _____
* Date of Birth: ____/____/____ (mm/dd/yyyy)
* Age Licensed: _____
* Date Licensed: ____/____/____ (mm/dd/yyyy)
* State Licensed: _____
* License Number: _____

Driver Credits

Driver has completed a Driver Training course
 Driver is a college graduate.
 Driver is away at school

Accidents/Violations

Does the driver have a current PR Filing? Yes No
Has the driver's license been suspended in the past 5 years? Yes No
Have there been any accidents, violations, or claims in the past 5 years? Yes No

* Type of Incident: Accident _____ **Delete Incident**

* Date Accident Occurred: ____/____/____ (mm/dd/yyyy)
* Description of Accident: _____
* Vehicle Involved: _____

Type of Accident	Amount Submitted
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Review Changes

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Follow these steps to delete a driver.

From the **Edit Drivers** screen:

1. Select the driver.
2. Click the **Delete Selected Driver** button.

A message window displays **Are you sure you want to delete this driver?**
Click OK or Cancel.

3. Click OK.

The **Edit Drivers** screen re-displays with the driver removed.

4. Click **Review Changes**. [The Review Changes screen displays.](#)

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

Edit Drivers

Policy: 01PH520663

Select a Driver ⇨ CASE BING CHASE BING
 MINI BING

Add a Driver

Delete Selected Driver

Driver Information

*Required Field

* Last Name: BING
* First Name: CASE
* Gender: FEMALE MALE
* Marital Status: SINGLE

Follow these steps to replace a driver

1. To replace a driver on the policy:
 - a. delete the old driver and
 - b. add the new driver

Follow the procedures in this document for deleting and adding a driver.

2. Click **Review Changes**. [The Review Changes screen displays.](#)

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

Edit Drivers

Policy: 01PH520663

Select a Driver ⇨ CASE BING CHASE BING
 MINI BING

Add a Driver

b

a

Delete Selected Driver

Driver Information

*Required Field

How to Make Driver Information Changes in the PL Policy Change Center



Once your change is entered you will go to the Review Changes screen.

1. On the Review Changes screen, you can:

- Choose a tab to make additional changes
- Review the changes you made.
- Click **Get Quote** to continue processing this change. *The Quote Summary screen displays.*

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2. On the **Quote Summary** screen, you can see a comparison of the current price to the adjusted price and the difference between the two.

3. Click another tab to make additional changes.

4. Click the **Print this Page** link, to keep a printed copy of the Quote Summary page.

5. To review the impact on billing installments, click the **View Billing Breakdown** link.

6. When you are done making changes, click **Apply Changes to Policy** to submit the change request.

7. A **Submission Status** screen displays telling you the change request has been successfully submitted, or that the request must be processed by a Hartford Employee.

The policy will be locked until the next business day. If processed on a Saturday, the policy is locked until Tuesday. During this time, you will NOT be able to make any additional on-line changes or process any quotes.

8. From the Submission Confirmation, you can:

- Start a new search.
- Close the window.
- If your submission was successful, you can access the ID Cards/Forms tab.

[Print This Page](#)

<p>Customer Information</p> <p>BING, CASE 100 MAIN ST BLYTHEVILLE, AR72315</p>	<p>Agency Information</p> <p>JLT SPECIALTY INS SERVICES INC 13 CORNELL RDx LATHAM, NY12110</p>
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Changes to Vehicles

Deleted:

- 2000 CHEV SILVERADO C1500

Driver/Vehicle Assignment

Changed:

- 2005 CAD DEVILLE Sedan 0279 cu. in. 8 cyl. Gasoline; assigned to MINI BING

Current Policy Premium
\$981.00
for a 6 month Policy

Premium Based on Changes
\$829.00
for a 6 month Policy

Pro Rated Premium
(\$125.00)

[Billing & Premium Breakdown](#)

* PLEASE NOTE: If you left out any information on your quote request, it may impact your eligibility or the estimated premium. Your eligibility and estimated premium are based on the information you provided and certain assumptions we made (including, for example, assumptions about you, other drivers in your household, your vehicles and the usage of your vehicles).

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Submission Confirmation Reference #:AEBCX10E053118040001

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.)

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

Confirmation Number:AEBCX10E053118040001

[Start a New Search](#)

Note: If a quote is needed immediately for the renewal term, click the 'Save for Later' button and use the Edit button in the Transactions section of the Search Results screen to change the effective date to the renewal term. Click Get Quote.

Then click 'Save for Later' again on this second quote and use the Edit button to change the effective date back to the actual date of change in the prior term.

If not needed immediately, you can view the updated renewal premium in EBC on the next business day.



9. Based on answers to underwriting questions, some transactions may refer. The Submission Status screen notifies you when submitted for internal processing. This submission must be completed by a Hartford Employee.

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The changes made to this policy will require manual review and processing. To continue, please select from the following options:

Quote: Your request will be sent to a Hartford Employee to review for eligibility and pricing. We will contact you within 48 Business hours with the details of your request.

Issue: Your transaction will be submitted for processing effective the date requested.

"Our goal is to provide real-time quotes for our agency partners. However, in some cases additional exposure development is required in order to accurately develop a quote. In the rare situation this occurs, please contact the company should you have any questions"