

- Enter the policy number and click Search.
- Enter the effective date of when you'd like the change to take place, and click Change Policy.
- From the Policy Snapshot screen, either navigate to the Mortgagee tab, or click the Add a Mortgagee button under the Mortgagee section.
- Enter the Mortgagee information, and click Review Changes to continue.
- Click Get Quote.
- If the new mortgagee will be the premium payor on the policy, click the Premium Payor tab at the top.
- On the dropdown next to "Send Bill to", select the new mortgagee. Click Review Changes to Continue.
- Click Get Quote.
- After reviewing the changes, click Apply Changes to Policy to finalize.
- Print selected forms.