- 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, you can either navigate to the Property Info tab, or click the Update button under Property Information.

- From the Property Info screen, make the appropriate changes to the policy, and answer any additional questions that may pop up as a result of the change. Click Review Changes to continue.
- You may be prompted to update the Costimator. You can update the Costimator from the Coverages screen or the EBC.
- Click Get Quote.
- After reviewing your changes to the policy, click Apply Changes to Policy to finalize.