



How To Quote a Change to an Existing Policy

Pull up the active policy in Finys and click the “Amend” button for the correct term:

Policy Summary | Billing Summary | Claims Summary | Diary Summary | Document Summary

Policy Number: Search

Account Number: 1003062
2417 N TRIPHAMMER RD
ITHACA NY 14850-1013

TEST AMENDMENT 1
A/C ASSOCIATES OF NY INC

Policy Number: 0111004573
Term: 1
11/26/2024 to 11/26/2025
ACTIVE
Renewable

Paid In Full
Nothing Due

Payment History
1
in the last 30 days
View Payments

Last Payment
\$1,289.93
paid on November 26, 2024

	Term	Effective	Expiration	Premium	
Amend	1	11/26/2024	11/26/2025	\$1,289.93	Active

	Change	Effective	Date	Term Premium	
Select	Inquire	NEW BUSINESS	11/26/2024	11/26/2024 3:57 PM	\$1,289.93

Enter the effective date of the change and click confirm:

Effective Date

Effective Date

Confirm

The policy will now be “unlocked” and look similar to quick quote mode. Make the desired change on the appropriate tab:

Insured | Policy | Location | Dwelling | Pricing | Reports

Click the Pricing tab to re-rate the policy. This is the new annual premium with the requested endorsement.

InsuredPolicyLocationPremiumPricingReportsAmend

TEST AMENDMENT 1
Policy : 0111004573
Term : 11/26/2024 - 11/26/2025
Change Eff. Date : 12/05/2024

Save and ClosePreviousUndo AmendmentContinue

Refresh Rate

Total Premium: \$1,289.93

Description	Premium
Coverage A - Building Premium	\$1,269.00
Asbestos Exclusion	(\$1.00)
Silica Exclusion	(\$1.00)
Equipment Breakdown Enhancement Endorsement	\$40.00
Loss Of Income Special Limitations	(\$25.00)
Fire Fee Premium	\$7.93

Save and ClosePreviousUndo AmendmentContinue

Click “Undo Amendment” to discard the change

DiaryDocumentPreviousUndo AmendmentSaveContinue