



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

	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

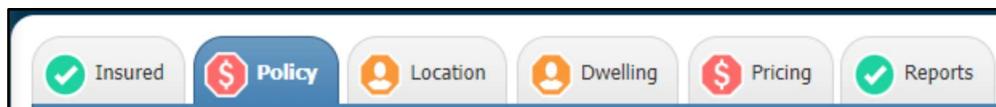
Enter the effective date of the change and click confirm:

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:



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

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

Click “Undo Amendment” to discard the change

