



TIPS AND FACTS

Issue 12

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Actions Automatically Created Through Servicing

After a policy has been placed in force in Nexsure it is primarily maintained by accessing **SERVICING** on the **Client** menu. The following pages contain the requirements for each option on the **servicing** tab:

Actions are created for some servicing options and the date entered on the **servicing** tab may be used. The **Enter the desired effective date of the new policy** box should be populated according to the type of service (See Table on Page 3).

The **Enter a brief description of the marketing record** box creates the description portion of the Action. The **Enter additional notes to populate the action memo section** box defaults with text entered in the **Enter a brief description of the marketing record** box but this box will populate the memo portion of the action and is where more details may be entered.

ĥ	servicing							
	Services <u>Marketing</u>	This option is used to	create new or remarket submissions. Creat Marketing					
	<u>Market Analysis</u>		Enter the desired effective date of the new policy: 11/20/2003					
	Binders		Enter a brief description of the marketing record: Process new marketing application.					
	Edit		Note: This information will populate the action description field.					
	Endorsement		Enter additional notes to populate the action memo section: Process new marketing application.					
	<u>Renewal</u>	☐ Market: [®] New line of business [©] Existing line of business						
	Cancellation	Form Standard:	ACORD 💌 California 👻					
	Claim	State:						
	Audit	Type:	Commercial Lines					
	New Certificate(s)	Available Applications:	Applications Selected:					
	Renewal Certificate(s)	Aircraft - Commercia Aircraft - Glider						
	<u>Verification(s)</u>	Aircraft - Industrial Aid Image: Constraint of the second secon						
٩		Apartments						

The **Services** link selected (in this example **Marketing** is the selected link) determines the topic of the action.

Fact: The action type will be **Annotation** which indicates a system added action.

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Actions are displayed with the policy on both the **policies** tab and the **underwriting** tab to help identify what changes have occurred on the policy.

policies	policies history certificates binders verifications summary of insurance											
Always Show Active X ≪ Showing Page 1 of 1 ▷ X [Collapse All] Filters (Show									se All] Filters: [Show]			
Sho Hide	w/	Policy Number Policy Description		Policy Type Line of Business		Policy Term	Status Mode	Annualized Premium Estimated Premium	E Is	Billing Carrier		
۵	>	ø	PR-500 Proper	ty	Monoline Property - Com	e 04, imercial 04,	/21/2009 /21/2010	In Force New	\$8,721.70 A \$7,000.00 A	Ē	enn National enn National	
	Ħ		Stage	Status	Change	Coverage From	Coverage To	Action Descripti	on	Billed Premium	Updated By	Updated Date
	>	B	Policy	In Force	Edited	04/21/2009	04/21/2010	🥠 Remarket existin	ng policies	\$7,000.00	Mary Oberleitner	09/21/2009
	>	¢,	Policy	In Force	Endorsed	04/21/2009	04/21/2010	🔌 Correct Bill Meth	bd	\$7,000.00	Mary Oberleitner	09/21/2009
	>	Ð	Policy	In Force	Endorsed	05/15/2009	04/21/2010	Uncrease Building	g limit to \$600,000.00 Indorsement	\$7,000.00	Mary Oberleitner	09/24/2009
	2	¢2	Policy	In Force	Endorsed	09/21/2009	04/21/2010	🧼 Add contents cov	rerage	\$8,000.00	Mary Oberleitner	09/21/2009
	>	ø	Policy	In Force		09/21/2009	04/21/2010	Add contents cov OOSE: Increase E \$600,000.00	rerage Wilding limit to	\$8,000.00	Mary Oberleitner	09/24/2009
۲	>	ø	BA-100000 AL Auto policy		Monoline Auto - Comm	e 07, nercial 07,	/08/2009 /08/2010	In Force New	\$3,000.00 A \$3,000.00 A	Beacor Beacor	n Insurance Carrier n Issuing Company	
	=		Stage	Status	Change	Coverage From	Coverage To	Action Descripti	on	Billed Premium	Updated By	Updated Date
		Ф.	Policy	In Force	Edited	07/08/2009	07/08/2010	🥠 Process new mai	keting application.	\$3,000.00	Mary Oberleitner	10/08/2009
	>	Ø	Policy	In Force		07/08/2009	07/08/2010	🔌 Add auto premiu	m to application	\$3,000.00	Mary Oberleitner	10/08/2009
۲	₽	ø	WC-700000 Work Comp		Monoline Workers Compe	e 07, ensation 07,	/08/2009 /08/2010	In Force New	\$4,000.00 D \$4,000.00 D	Beacor Beacor	Insurance Carrier Issuing Company	
			Stage	Status	Change	Coverage From	Coverage To	Action Descripti	on	Billed Premium	Updated By	Updated Date
	>	Ø	Policy	In Force		07/08/2009	07/08/2010	🔌 Process new mai	keting application.	\$4,000.00	Mary Oberleitner	10/09/2009
	>	Ø	Policy	In Force		07/08/2009	07/08/2010	Process new mail	keting application.	\$4,000.00	Mary Oberleitner	10/09/2009

Action details as displayed on the expanded view of the **policies** tab.

Branch:	Anniston Insurance Agency	Policy Term:	06/09/2009 12:01AM CST 10 06/09/2010 12:01AM CST	Instruction Instruction Underwriting B Pending Endorsement			
Policy Type/Primary State:	Package AL 🗸	Coverage Term:	09/21/2009 12:01AM CST 06/09/2010 12:01AM CST				
ssuing Co:	Auto-Owners Insurance Compan	y 💙 >>> Stage:	Endorsement				
Billing Co:	Auto-Owners Insurance Compan	y 💙 >> Mode:	New	Base Requirements General Liability - Commercial Property - Commercial			
Policy Number:	CPP-98786756-2009	Status:	Pending 🔽 Non-renewing				
Policy Description:	Florist Package	Origination Date:	06/09/2009				
List	Print A	Abort Endorsement Post	t Endorsement Save Changes				
ctions:				instruction navigation			
Details Topic Type	Status	Status Memo					
Endorsement Annotation Closed Add contents coverage							





TIPS AND FACTS

Determining Date Entries

Use the following table to determine what date should be entered in the servicing date field:

Service	Description	Action Created	Date Requirement	
Marketing	New Line of Business	Yes	Enter the effective date for the new line of business to populate the effective date for the policy term.	
	Existing Line of Business	Yes	Date modification is not necessary. When this option is selected, Nexsure looks at the effective date of the selected policy and bumps the date up one year and that becomes the effective date for the marketing submission. This feature helps when policies are being marketed for renewal.	
Binders	Add a Binder	No	Enter the effective date for the binder to populate the binder's coverage effective date.	
Edit	Modify the policy when documentation to the carrier is not necessary	Yes	Date modification is not necessary as the default is the current date.	
Endorse	Add a Change Request form to the policy to send to carrier and update policy	Yes	Enter the effective date of the change used to populate the coverage effective date for the Endorsement and Change form.	
Renew	Renew an expiring policy	Yes	Date modification is not necessary as the default is the current date. The policy term will be the upcoming term determined from the renewing policy.	
Cancellation	Cancel a policy and add a Lost Policy Release for completion as needed Note: Make sure to choose the type of cancellation to be populated to the Lost Policy Release form	Yes	Enter the effective date of the cancellation used to populate the coverage expiration date for the Cancellation and Lost Policy Release form.	
Claim	Add a Claim form to the line of business	Yes	Enter the date of loss to populate the date of loss on the Claim tab and form.	
Audit	Add Audit to policy	Yes	Enter the inception date of the policy the audit is for to populate the coverage effective date to the policy header.	
Certificates	Add a New or Renewal Certificate	No	No date required.	
Verification	Add Auto ID Cards	No	No date required.	

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