



## 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.

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.



## TIPS AND FACTS

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.

Show/Hide	Policy Number	Policy Description	Policy Type	Line of Business	Policy Term	Status	Mode	Annualized Premium	Estimated Premium	Billing Carrier	Issuing Carrier
	PR-500000	Property	Monoline	Property - Commercial	04/21/2009 04/21/2010	In Force	New	\$8,721.70 A	\$7,000.00 A	Penn National	Penn National
Stage	Status	Change	Coverage From	Coverage To	Action Description		Billed Premium	Updated By	Updated Date		
	Policy	In Force	Edited	04/21/2009	04/21/2010	Remarket existing policies		\$7,000.00	Mary Oberleitner	09/21/2009	
	Policy	In Force	Endorsed	04/21/2009	04/21/2010	Correct Bill Method		\$7,000.00	Mary Oberleitner	09/21/2009	
	Policy	In Force	Endorsed	05/15/2009	04/21/2010	Increase Building limit to \$600,000.00 Out of Sequence Endorsement		\$7,000.00	Mary Oberleitner	09/24/2009	
	Policy	In Force	Endorsed	09/21/2009	04/21/2010	Add contents coverage		\$8,000.00	Mary Oberleitner	09/21/2009	
	Policy	In Force		09/21/2009	04/21/2010	Add contents coverage OOSE: Increase Building limit to \$600,000.00		\$8,000.00	Mary Oberleitner	09/24/2009	
	BA-100000	AL Auto policy	Monoline	Auto - Commercial	07/08/2009 07/08/2010	In Force	New	\$3,000.00 A	\$3,000.00 A	Beacon Insurance Carrier	Beacon Issuing Company
Stage	Status	Change	Coverage From	Coverage To	Action Description		Billed Premium	Updated By	Updated Date		
	Policy	In Force	Edited	07/08/2009	07/08/2010	Process new marketing application.		\$3,000.00	Mary Oberleitner	10/08/2009	
	Policy	In Force		07/08/2009	07/08/2010	Add auto premium to application		\$3,000.00	Mary Oberleitner	10/08/2009	
	WC-700000	Work Comp	Monoline	Workers Compensation	07/08/2009 07/08/2010	In Force	New	\$4,000.00 D	\$4,000.00 D	Beacon Insurance Carrier	Beacon Issuing Company
Stage	Status	Change	Coverage From	Coverage To	Action Description		Billed Premium	Updated By	Updated Date		
	Policy	In Force		07/08/2009	07/08/2010	Process new marketing 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	
Policy Type/Primary State:		Package	AL	Coverage Term:		06/09/2010 12:01AM CST	
Issuing Co:		Auto-Owners Insurance Company		Stage:		09/21/2009 12:01AM CST	
Billing Co:		Auto-Owners Insurance Company		Mode:		06/09/2010 12:01AM CST	
Policy Number:		CPP-98786756-2009		Status:		Pending	
Policy Description:		Florist Package		Origination Date:		06/09/2009	
<input type="button" value="List"/> <input type="button" value="Print"/> <input type="button" value="Abort Endorsement"/> <input type="button" value="Post Endorsement"/> <input type="button" value="Save Changes"/>							
Actions:	Details	Topic	Type	Status	Memo		
	Endorsement	Annotation	Closed	Add contents coverage			

Action details as displayed on the **underwriting** screen.



## 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
<b>Marketing</b>	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.
<b>Binders</b>	Add a Binder	No	Enter the effective date for the binder to populate the binder's coverage effective date.
<b>Edit</b>	Modify the policy when documentation to the carrier is not necessary	Yes	Date modification is not necessary as the default is the current date.
<b>Endorse</b>	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.
<b>Renew</b>	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.
<b>Cancellation</b>	Cancel a policy and add a Lost Policy Release for completion as needed <i>Note: Make sure to choose the type of cancellation to be populated to the Lost Policy Release form</i>	Yes	Enter the effective date of the cancellation used to populate the coverage expiration date for the Cancellation and Lost Policy Release form.
<b>Claim</b>	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.
<b>Audit</b>	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.
<b>Certificates</b>	Add a New or Renewal Certificate	No	No date required.
<b>Verification</b>	Add Auto ID Cards	No	No date required.