

IN THIS ISSUE

✗ Coverage Term

Coverage Term

The policy term represents the time period the policy is in force. The coverage term represents coverage for the endorsed or limited period of time within policy term. Coverage term is used in Nexsure as follows when servicing the policy:

Accessing the Servicing Screen

The **servicing** screen must be accessed to select an option (**Binders**, **Endorsment**, **Audit**, **Cancellation** and **Renewal**) when servicing policies. Perform the following steps to access the **servicing** screen:

1.	Locate the app click on POLIC	propriate clic CIES on the	ent throi Client r	ugh SEAR(menu.	CH,
CLIENT P Client N policies	ROFILE OPPORTUNITIES lame: International For history certificates binde ways Show Active	MARKETING POLICI od Services ers verifications sun	nmary of insuran		_
Show Hide	/ Policy Nu Policy Desc	mber ription I	Policy Type Line of Busines		
*	CL-2000 GL-2000 GL poli	cy General	Monoline Liability - Con		
8	PR-300 Commi pro	00 operty Prop	Monoline perty - Comme		
₽ Ę	Ct - 2000 Open Add New Opportunity Market Existing Market New Line of Business Print Service Summary Of Insurance	900 Y - Commercial, Propert	Package y - Commercia		
2.	Right-click on t	the Details	🛃 icon	and select	Service.

Note: The servicing screen may also be accessed by clicking the **SERVICING** link on the **Client** menu.



Binders

When adding binders to policies, the coverage effective date on the binder header changes to the date entered on the **servicing** screen and defaults the coverage expiration date to the default number of days entered in Lookup Management. When the binder coverage expiration date is within 30 days the binder can be extended. The coverage term date is the date the binder is effective. Perform the following steps to create a binder:

1. After accessing the **servicing** tab, click the **Binders** link and enter the effective date in the **Enter the effective date of the binder** box.

					_			_		_	
CLIENT PROFILE OPPORTUNI	ES MARKETIN	G POLI	ICIES CLAIMS SER	V CING ATTACHM	MENTS ACTIONS	5 TRANSACTIONS D	ELIVERY T-LOG		_		
lent Name: Internationa	I Food Servic	ces								- Comn	iercial Accou
ervicing											
Services									-		
Marketing	This option is	s used to	generate a binder.						L	Generate	Binder
Market Analysis	Enter the eff	ective data	a of the binder: 12/3	2/2009							
Binders		active date	12/2	2/2009							
Edit					N Pag	elofi ▷ 🕅				Filter	: [Show]
Endorsement	Select policy	to create	binder on:	Ch							
Renewal	Select		Line Of Business Policy Number	Stage Status Description	Mode	Updated By Updated Date	Annualized \$ Billed \$	Policy Term	Coverage Term	Issuing Billing	Carrier Jarrier
Cancellation	0	2	General Liability - Commercial	Policy In Force	New	Mary Oberleitner 12/18/2009	\$10,000.00 \$10,000.00	12/08/2008 12/08/2009	12/08/2008 12/08/2009	Penn N Penn N	tional tional
Claim	•	2	General Liability - Commercial	Policy In Force	Renew	Mary Oberleitner 12/22/2009	\$0.00 \$0.00	12/08/2009 12/08/2010	12/08/2009 12/08/2010	Penn N Penn N	tional tional
New Certificate(s)	0	20	Property - Commercial	Policy In Force	New	Mary Oberleitner 12/22/2009	\$6,000.00 \$6,000.00	12/08/2008 12/08/2009	12/08/2008 12/08/2009	Penn N Penn N	tional tional
<u>Renewal Certificate(s)</u>											
Verification(s)											

2. The policy automatically selected the current date used as the effective date of the binder when servicing is accessed by the right-click method (Context Tools), but if servicing the policy by accessing the SERVICING link directly, search and select the correct policy. Click Generate Binder to create the binder and display the binder's details tab. Notice that the Coverage Term effective date is the date that was entered on the servicing screen. Keep track of the binder expiration date on the HOME > BINDER LOG by monitoring the Coverage Term expiration date.

CLIE IT PROFILE OPPORTUNITI	ES MARKETING POLICIES C	CLAIMS SERVICING AT	TACHMENTS ACTIO S TI	RANSACTIONS DE	ELIVERY T-	-LOG
liert Name: International	Food Services					Commercial Account
olic s history certificates	binders verifications summary of	ofinsurance				
details delivery						
Branch:	Training - Implementation Branch	Policy Term:	12/08 2009 12/0. 2010	12:01AM 12:01AM		E- Binders
Policy Type:	Package	Coverage Term	: 12/22/2009 01/21/2010	12:01AM		
Issuing Co:	Penn National	Stage:	Policy			
Billing Co:	Penn National	Mode:	Renew			
Policy Number:	GL-200000	Policy Status:	In Force			
Binder Number:	2253	Binder Status:	Open			
Authorized Representative:	Ms. Mary Oberleitner ⊻	Posted:				
Policy Description:	GL policy					
Post	Abort	Preview		Save Char	naes	



Endorsements

When endorsing policies, the coverage effective date will update to the date entered on the **servicing** screen. Perform the following steps to create an endorsement:

1. After accessing the **servicing** tab, click the **Endorsement** link and enter the effective date in the **Enter the effective date of the changes** box.

CLIENT PROFILE OPPORTUNIT	IS MARKET	ING POLICIES CLAIM	IS SERVICING ATTACHMENTS	ACTIONS TRANSACTIONS	DELIVERY T-LOG		
Client Name: Internationa	Food Serv	vices				► Com	mercial Account
servicing							
Services							
Marketing	This optio	n is used to generate chan	ige requests.			Create	Endorsement
Market Analysis	-		Enter the desired effective	e date of the change: 12/1/2	2009		↑
Binders			Select polic	y to change/endorse: A/H L	LOB Policy Number	Description (current)	
r dia				AICGI	L GL-200000	GL policy	✓
Edit				Note: A	A = Active / H = History		
Endorsement			Enter a brief desc	iption of the change: Proces	ss endorsement.		
Renewal				Note: 7	This information will populate t	the action description field.	
Cancellation		Enter	r additional notes to populate the a	action memo section: Proces	ss endorsement.		
Claim							
Audit	The follow	ing policy has been colorty	ad to opdama. If a package policy	has been selected places se	last the line(s) of husiness	to opdorrou	
New Certificate(s)	The follow	Policy Number	ed to endorse. In a package policy	nas been selected, please se	seccine inte(s) or business	to endorse.	
Bergeneral Contribution (a)	Select	Line Of Business	Coverage Term	Billing Carrier		Issuing Carrier	
<u>Renewal Certificate(s)</u>		GL-200000	12/08/2008 - 12/08/2009	Penn National		Penn National	
Verification(s)		General Liability - Comm	nercial				

- 3. The policy is automatically selected when the **servicing** tab is accessed by rightclicking the **Details** icon (Context Tools), but if servicing the policy by accessing the **SERVICING** link directly, select the correct policy. Click **Create Endorsement**.
- 4. The **Coverage Term** effective date has been updated to the date entered on the **servicing** tab. The **Coverage Term** indicates the dates that the coverages on the policy are effective. The **Policy Term** will remain unchanged as it indicates the policy term.

Branch:	Training - Implementation Branch	Policy Term:	12/08/2008 12:01AM CST III 12/08/2009 12:01AM CST 9
Policy Type/Primary State:	Monoline AL 💙	Coverage Term:	12/01/2009 12:01AM CST 12/08/2009 12:01AM CST
Issuing Co:	Penn National	Stage:	Endorsement
Billing Co:	Penn National	Mode:	New
Policy Number:	GL-200000	Status:	Pending 🔽 Non-renewing
Policy Description:	GL policy	Origination Date:	12/08/2008



Audits

When adding audits to policies, the coverage effective date will update to the date entered on the **servicing** screen. Perform the following steps to create an audit:

- After accessing the **servicing** tab, click the **Audit** link and enter the 1. effective date in the Enter the effective date of the audit box. Generate Audit Marketing This option is used to record audit information Enter the effective date of the audit: 12/08/2008 Market Analysis Enter a brief description of the audit. Process audit. Note: This information will populate the action description field Binder Enter additional notes to populate the action memo: Process audit. Edit Endorsement Page 1 of 1 Renewal elect policy to be audited Cancellation Stage Status Description Line Of Business Policy Number Updated By Updated Date Annualized \$ Policy Billed \$ Term Coverag Term Issuing Billing (<u>Claim</u> Mode arrier Audit General Liability -GL-200000 Policy In Force GL policy **\$10,000.00** 12/08/2008 \$10,000.00 12/08/2009 12/08/2008 12/08/2009 ional ional • Mary Oberleitner 12/18/2009 Penn Na Penn Na New New Certificate(s) Property - Com PR-30000 \$6,000.00 12/08/2008 \$6,000.00 12/08/2009 12/08/2008 12/08/2009 8 Mary Oberleitne 12/22/2009 Penn Na Penn Na ional ional New Renewal Certificate(s) /orification(s)
 - 2. The policy is automatically selected when the **servicing** tab is accessed by rightclicking the **Details** icon (Context Tools) but if servicing the policy by accessing the **SERVICING** link directly, select the correct policy and click **Generate Audit**.
 - 3. The **Coverage Term** effective date has been updated to the date entered on the **servicing** tab. The **Coverage Term** indicates the dates that the coverages on the policy are effective. The **Policy Term** will remain unchanged as it indicates the policy term.

Branch:	Training - Implementation Branch	Policy Term:	12/08/2008 12:01AM CST 12/08/2009 12:01AM CST
Policy Type/Primary State:	Monoline AL 🔽	Coverage Term:	12/08/2008 12:01AM CST 12/08/2009 12:01AM CST
Issuing Co:	Penn National 🗸	>>> Stage:	Audit
Billing Co:	Penn National 🗸	>>> Mode:	New
Policy Number:	GL-200000	Status:	Pending 💟 🗌 Non-renewing
Policy Description:	GL policy	Origination Date:	12/08/2008



Cancellations

When canceling policies, the coverage expiration date will update to the date entered on the **servicing** screen. Perform the following steps to create a cancellation:



3. The policy is automatically selected when the **servicing** tab is accessed by rightclicking the **Details** icon (Context Tools) but if servicing the policy by accessing the **SERVICING** link directly, select the correct policy and click **Generate Cancellation**.

4. The **Coverage Term** expiration date has been updated to the date entered on the **servicing** tab. The **Coverage Term** indicates the dates that the coverages on the policy are effective. Therefore, on cancellations the **Coverage Term** expiration date is the effective date of the cancellation. The **Policy Term** will remain unchanged as it indicates the policy term.

Branch:	Training - Implementation Branch	Policy Term:	12/08/2009 12:01AM 12/08/2010 12:01AM
Policy Type/Primary State:	Package AL 💟	Coverage Term:	12/08/2009 12:01AM 12/22/2009 12:01AM
Issuing Co:	Penn National	Stage:	Policy
Billing Co:	Penn National	Mode:	Renew
Policy Number:	GL-200000	Status:	Pending Cancellation Non-renewing
Policy Description:	GL policy	Origination Date:	12/08/2008



Renewals

When renewing policies, the date entered on the **servicing** screen will not be used to update the coverage term dates, but the policy term expiration date of the expiring policy will be used for both the policy and coverage term effective dates and the expiration dates will be one year from that date. Perform the following steps to create a renewal:

	S MARKETING I DOLICIES I CLAIMS I SERVICING I ATTACHMENTS I ACTIONS I TRANSAC		
en : Name: International	Food Services		Commercial Accou
vicing			
Services	This option is used to renew policies.		[Next
marketing	Enter a brief description of the renewal policy:	Process renewal.	↑
Market Analysis		Note: This information will populate the action description field.	
Binders	Enter additional notes to populate the action memo section:	Process renewal.	
Edit			
Endorsement		Refresh from client profile	
Renewal			
Cancellation			
Claim			
Audit			
New Certificate(s)			
Renewal Certificate(s)			

- 2. Click the [Next] link.
- 3. The policy is automatically selected when the **servicing** tab is accessed by rightclicking the **Details** icon (Context Tools), but if servicing the policy by accessing the **SERVICING** link directly, select the correct policy and click the **[Next]** link.

CLIENT PROFILE	OPPORTUNITIES	MARKETING	POLICIES	CLAIMS S	ERVICING ATTACHME	ENTS ACTIONS	TRANSACTIONS	DELIVERY T-LOG				
Client Name: Int	ternational F	ood Servic	5								Commercial	Account
servicing												
Service <u>Marketi</u>	es ing					N Page	elofi)⊧N			Filters: [Show] [Back][Net	×t]
Market An	alysis				Stage							
Binder	<u>rs</u>	Select	Line Pol	Of Business icy Number	Status Description	Mode	Updated By Updated Date	Annualized \$ Billed \$	Policy Term	Coverage Term	Issuing Carrier Billing Carrier	
<u>Edit</u>	nent		Sene Gene	ral Liability - L-200000	Policy In Force GL policy	New	Mary Oberleitner 12/18/2009	\$10,000.00 \$10,000.00	12/08/2008 12/08/2009	12/08/2008 12/08/2009	Penn National Penn National	
Renew	ral	0	😵 (Gen G	eral Liability L-200000	Policy In Force GL policy	Renew	Mary Oberleitner 12/22/2009	\$0.00 \$0.00	12/08/2009 12/08/2010	12/08/2009 12/08/2010	Penn National Penn National	
Cancella Claim	<u>tion</u> 1	0	See Prop	e rty - Comm R-30000	Policy In Force Comml property	New	Mary Oberleitner 12/22/2009	\$6,000.00 \$6,000.00	12/08/2008 12/08/2009	12/08/2008 12/08/2009	Penn National Penn National	



4. Select the policy that will make up the renewal.

ENT PROFILE OPPORTUNITIE	S MARKETIN	POLICIES CLAIMS SERVICI	IG ATTACHMENTS A	ACTIONS TRANSACTIONS	DELIVERY T-LOG			
nt Name: International	Food Service	:5					► Com	mercial Accour
Services								
Marketing	Renewal Policy	Mode: Renew 🔽					Filters: [Show] [Back][Next]
<u>Market Analysis</u>			Stage	Page 1 of 1				-
Binders	Select	Line Of Business Policy Number	Status Description M	Updated By 1ode Updated Dat	Annualized \$ e Billed Premium	Policy C Term	overage Issuin Term Billing	g Carrier Carrier
Edit		General Liability - Commercial GL-200000	Policy In Force	New Mary Oberleit	ner \$10,000.00 9 \$10,000.00	0 12/08/2008 12 0 12/08/2009 12	2/08/2008 Penn 2/08/2009 Penn	National National
Endorsement		 Property - Commercial 	Policy	Mary Oberleitn	er \$6.000.00	12/08/2008 12	/08/2008 Penn	National
Renewal		PR-30000 C	In Force N Comml property	lew 12/22/2009	\$6,000.00	12/08/2009 12	/08/2009 Penn	National
Cancellation	J							
Claim								
Audit								
New Certificate(s)								
Renewal Certificate(s)								
Verification(s)	1							
5. Click the have bee	[Next n reset] link. The Poli based on the	i cy Term expiring p	and Cover a oolicy expira	age Term ation date.	dates		
nch:		Training - Implementa	tion Branch	Policy Term:		12/08/200	9 12:01AM	
nch: cy Type/Primary State	÷1	Training - Implementa Package AL 💌	ation Branch	Policy Term: Coverage Term:		12/08/200 12/08/201 12/08/200	9 12:01AM 0 12:01AM 9 12:01AM	
nch: icy Type/Primary State uing Co:	21	Training - Implementa Package AL 💌 Penn National	ition Branch	Policy Term: Coverage Term: Stage:		12/08/200 12/08/201 12/08/200 12/08/201 Policy	9 12:01AM 0 12:01AM 9 12:01AM 0 12:01AM	16 16
nch: cy Type/Primary State Jing Co: ng Co:	21	Training - Implementa Package AL V Penn National Penn National	ition Branch	Policy Term: Coverage Term: Stage: Mode:		12/08/200 12/08/201 12/08/200 12/08/201 Policy Renew	9 12:01AM 0 12:01AM 9 12:01AM 0 12:01AM	18 18

Origination Date:

Servicing Options That Do Not Alter Coverage Terms

The following is a list of Servicing Options that do not use Coverage Terms:

Marketing – New/Existing

GL policy

- Marketing Analysis
- Edit

Policy Description:

- Claims
- Certificates
- Auto ID Cards

12/08/2008