ENDORSEMENTS

In the SPIN system agents may now create their own endorsements and process most of the requests without underwriting approval. All endorsements are now keyed by the agent and if an UW approval is required the agent will be prompted to “Submit to UW” for approval.

**Endorsements not requiring underwriting approval:**

- Mailing address change
- Mortgagee or Additional Interest changes
- Additional interest changes
- Adding or removing credits and wind mitigation discounts
- Cancellations
- Deductible changes and optional coverage changes at policy renewal

**Endorsements requiring underwriting approval:**

- Named insured changes
- Additional Named Insured changes
- Some Coverage changes
- Location address changes

**Step 1:** To get started with processing an endorsement click on the Policy Tab then select “Start Transaction” located in the Actions panel.

**Step 2:** Select the type of transaction you would like to process. For an example; **Endorsement**, **Cancellation** or **Renewal Changes**.
Step 3: Enter the Effective Date and a Description of the endorsement. Click Start.

Step 4: Make the necessary policy change(s) and click Finalize Transaction in the Actions panel.

Step 5: Review changes by clicking Preview Output and then click Endorse Policy to complete the endorsement.

Optional: Click Modify Application to make additional changes.