Working with MSB in new TWIA Agent Portal

This job aid demonstrates the steps needed to work with MSB in the Agent Portal.

1. To verify or update MSB values if needed, select "Launch MSB."

2. Verify and/ or make any necessary changes to the MSB information that prefills. In this example, the information is just being verified. When completed, select "Finish."

*******Please note do not change the address on this screen (see top left of screenshot below). *****When the submission issues this MSB will have the policy number assigned to it. You do not have to assign an estimate number to the file any longer.**
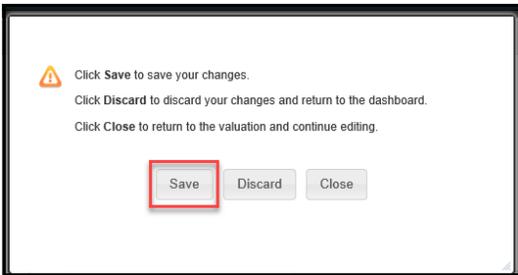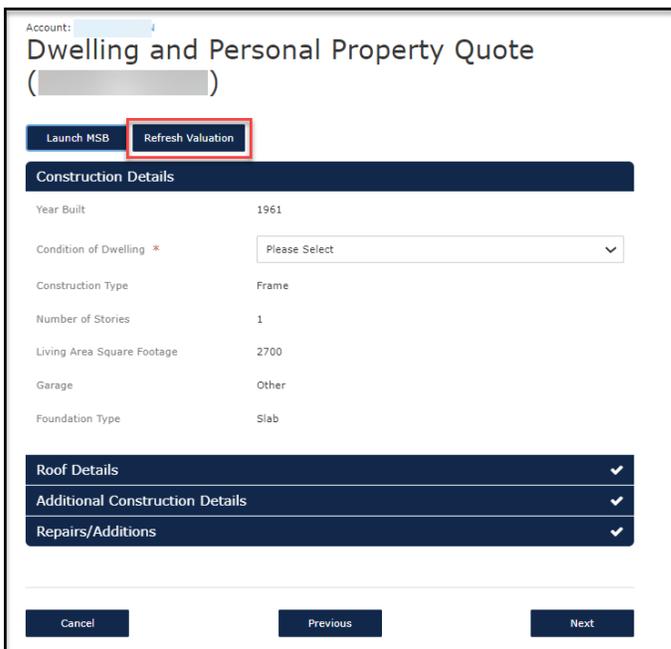
If you make any actual changes to the MSB values, you will see Calculate as an option along with Finish. In those instances, select "Calculate" first and then "Finish."
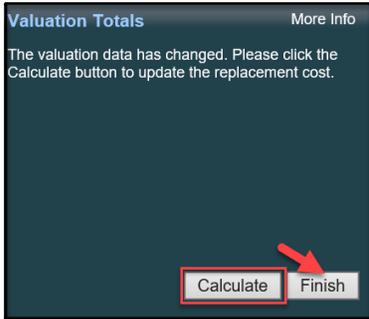
3. Click "Save" to save your changes.

4. Select "Refresh Valuation" to update the MSB information.

5. The system will prompt you to update the condition of the dwelling and the original construction date.