

# 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."

Account [REDACTED]  
Dwelling and Personal Property Quote  
( [REDACTED] )

**Launch MSB** Refresh Valuation

**Construction Details**

Year Built 1961

Condition of Dwelling \* Please Select

Construction Type Frame

Number of Stories 1

Living Area Square Footage 2700

Garage Other

Foundation Type Slab

Roof Details ✓

Additional Construction Details ✓

Repairs/Additions ✓

Cancel Previous Next

## 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.

25 Adler Ct, Galveston, TX 77551

Insured Name: [REDACTED]  
Phone: [REDACTED]  
E-Effective Date: 4/2/2022  
Renewal Date: 4/2/2023  
Current Coverage: SR  
Account Number: W000000732

Do not edit in this window

Building Information

Name	Year Built	Construction Type	Stories	Finished Living Area	Wall	Foundation Type
Main Home	1961	Standard	1	2700 Sq Ft	100% BR	100% Slab at Grade

Valuation Totals

Reconstructor Cost with Debris Removal	Debris Removal	Reconstructor Cost with Debris Removal
\$315,048	\$14,479	\$330,525

Finish

Interior

Kitchen: Kitchen, Builder's Grade, Count, Sys

Bathroom: Full Bath, Builder's Grade, Count, Sys

HVAC Systems: Heating System, Avg Cost, 100%, Sys; Central Air Conditioning, Same Ducts, 100%, Sys

Exterior

Roof: Roof Style/Slope, Flat, 100%, Sys; Add Roof Style/Slope; Roof Cover, Built-Up/Tar and Gravel, 100%, Sys; Add Roof Cover; Roof Shape, Simple/Standard, 100%, Sys; Add Roof Shape; Add Skylights

Exterior Walls: Siding, Wood, 100%, Sys; Add Exterior Walls

Garages & Carports: Attached Garage, 9F, 598 Sq Ft, Sys; Add Garages & Carports

Porches, Decks & Brezeways: Add Porches, Decks & Brezeways

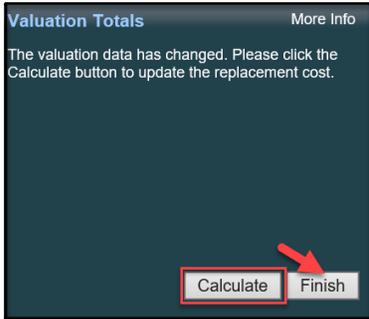
Exterior Extras (2)

Construction Details (5)

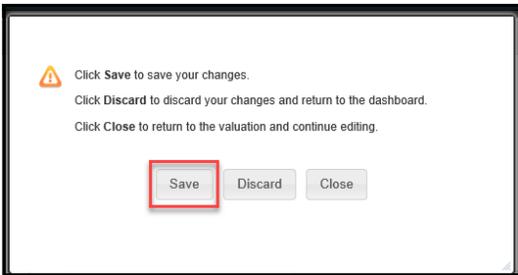
Detached Structures (None)



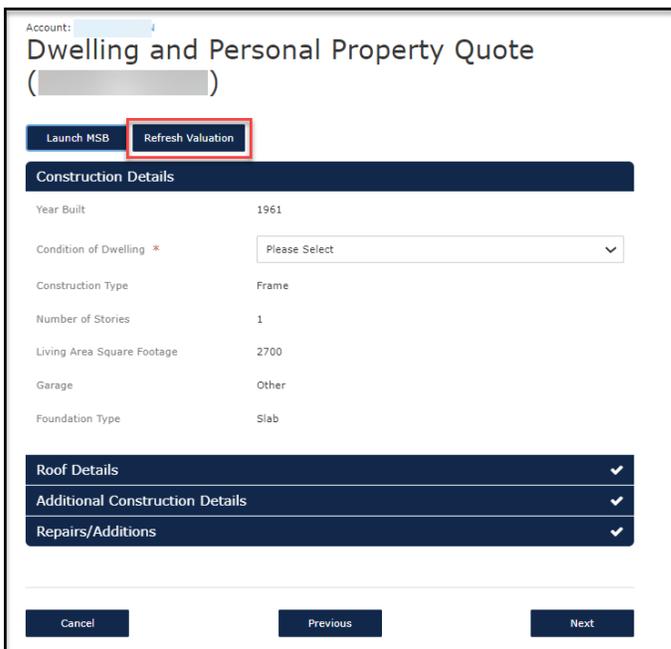
If you make any actual changes to the MSB values, you will see Calculate as an option along with Finish. In those instances, select “Calculate” first and then ”Finish.”



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.

Account: [redacted]

### Dwelling and Personal Property Quote

( [redacted] )

**Dwelling at [redacted], Galveston, TX** Condition of Dwelling is null and is required for rating

**Dwelling at [redacted], Galveston, TX** Original Construction Date : Missing required field

Launch MSB Refresh Valuation

#### Construction Details

Year Built 1961

Condition of Dwelling \* **Good**

Construction Type Frame

Number of Stories 1

Living Area Square Footage 2700

Garage Other

Foundation Type Slab

#### Roof Details

#### Additional Construction Details

#### Repairs/Additions

Cancel Previous Next

Account: [redacted]

### Dwelling and Personal Property Quote

( [redacted] )

**Dwelling at [redacted], Galveston, TX** Condition of Dwelling is null and is required for rating

**Dwelling at [redacted], Galveston, TX** Original Construction Date : Missing required field

Launch MSB Refresh Valuation

#### Construction Details

#### Roof Details

#### Additional Construction Details

Original Construction Date \* 01/01/1961

Does this structure qualify for the WPI-8 Exception for Historic Structures? \* Yes No

Building Code Class Please Select

Building Code Please Select

#### Repairs/Additions

Cancel Previous Next

