Importing an MSB into Policy Center

Certain applications will require you to import an MSB valuation on the property during the application process. Once you have entered the required location information into Policy Center, follow the steps below to properly import an MSB valuation.

1. Click the MSB website button on the Locations and Risk Items screen.

2. Log in to MSB.

4. Enter the property Zip Code.

![Image of MSB RCT Express]

5. Click Assign Policy Number and enter a new MSB Policy Number. This could be an internal customer number, last name/first name combination, companion policy number, submission/transaction number, or TWIA policy number.

![Image of MSB RCT Express]

Do not include the word “Estimate” in your Policy Number.

6. Once you assign a new MSB Policy Number, you will see it changed on your screen.

![Image of MSB RCT Express]

7. Continue entering required information with red asterisks. Continue through the system by clicking Next to advance the screens. Click Finish/Close when done.

8. Be sure that Save Data Changes and Complete are selected and click Close Valuation.

![Image of MSB RCT Express]

9. Your new MSB appears on the screen.
10. Next go back to Policy Center and import the MSB you just created. Enter the MSB Policy Number and confirm it and Click Import MSB Info.

11. On screen prompts ask you to confirm the MSB Policy Number is correct. If any information is not correct, make modifications on the MSB site and re-import a new MSB.

12. Continue with the application process in Policy Center.