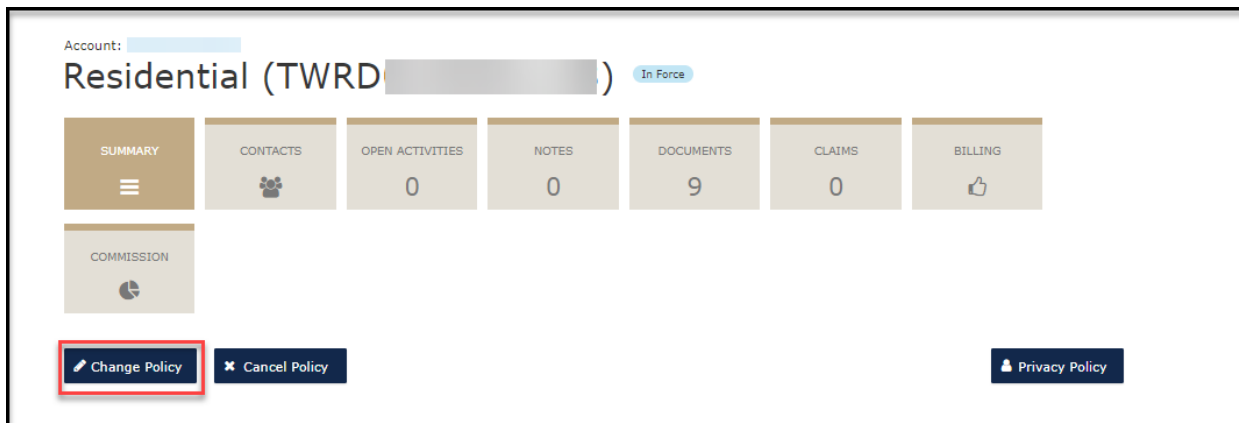


# Adding an Additional Named Insured on a TWIA Policy

This job aid demonstrates the steps to add an additional named insured on a TWIA policy.

1. Locate the policy that needs updating. Click on “Change Policy.”



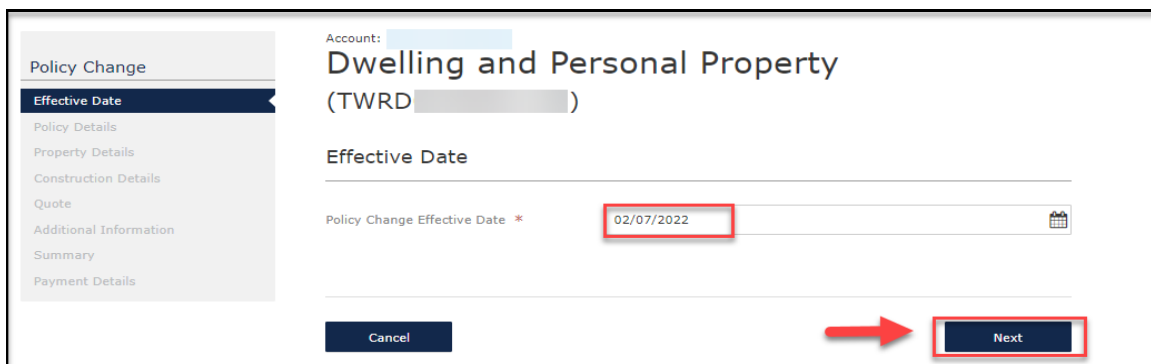
Account: [REDACTED]  
Residential (TWRD [REDACTED]) In Force

SUMMARY CONTACTS OPEN ACTIVITIES NOTES DOCUMENTS CLAIMS BILLING

COMMISSION

Change Policy Cancel Policy Privacy Policy

2. Enter the effective date of the change and select “Next.”



Policy Change

Account: [REDACTED]  
Dwelling and Personal Property  
(TWRD [REDACTED])

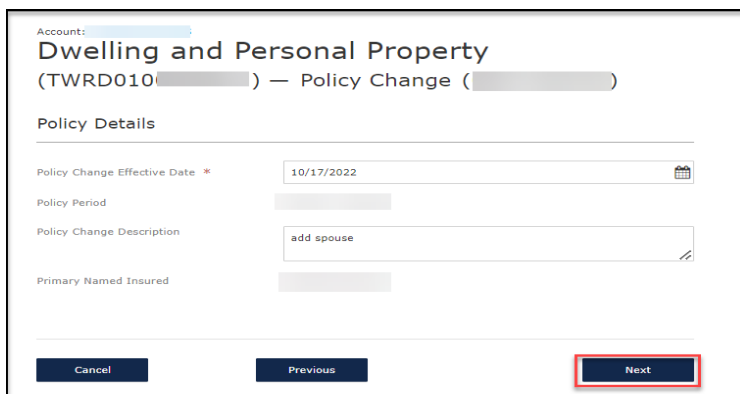
Effective Date

Policy Change Effective Date \* 02/07/2022

Cancel Next

**(NOTE: Policy changes cannot be backdated on the system.)**

3. Enter the policy change description and then select “Next.”



Account: [REDACTED]  
Dwelling and Personal Property  
(TWRD010 [REDACTED]) — Policy Change ([REDACTED])

Policy Details

Policy Change Effective Date \* 10/17/2022

Policy Period [REDACTED]

Policy Change Description add spouse

Primary Named Insured [REDACTED]

Cancel Previous Next



4. If you are not making any other changes to the policy, select “Next” 2 times.

Account: [REDACTED]  
**Dwelling and Personal Property**  
(TWRD [REDACTED]) — Policy Change ([REDACTED])

**Address of Property to be Insured** ✓

Address Line 1 [REDACTED]  
Address Line 2 (Apt/Bldg/Suite)  
Address Line 3  
County Galveston  
City Galveston  
State Texas  
ZIP Code 77551

Location Details ✓  
Dwelling Details ✓  
Primary Policy Details ✓

Cancel Previous **Next**

5. Select “Calculate Premium.”

Account: CRAIG DOMINGUEZ  
**Dwelling and Personal Property**  
(TWRD [REDACTED]) — Policy Change ([REDACTED])

Quote

Please select coverage options and click the 'Calculate Premium' button to quote this PolicyChange

**Calculate Premium**

Property Coverages

6. Select, “Continue.”

Account: [REDACTED]  
**Dwelling and Personal Property**  
(TWRD [REDACTED]) — Policy Change ([REDACTED])

Quote

Please select coverage options and click the 'Calculate Premium' button to quote this PolicyChange

Current Premium	Adjusted Premium	Premium Difference
\$1,003.93	\$1,003.93	\$0.00

**Continue**



7. Locate the additional named insureds field, and then select “Add +.”

Account: [REDACTED]  
Dwelling and Personal Property  
(TWRD [REDACTED]) — Policy Change ([REDACTED])

Additional Named Insureds ✓

**Add +**

NAME RELATIONSHIP TO PRIMARY NAMED INSURED

Additional Interests ✓

Upload Documents ✓

Cancel Previous Next

8. In the Additional Named Insureds section, you have an option to add either a person (in the case of adding a spouse or co-owner of the house) or an organization (i.e. adding a trust). In this example, adding a spouse is shown. Enter information in all fields with a red asterisk by them. When ready, select “Save.”

Account: [REDACTED]  
Dwelling and Personal Property  
(TWRD [REDACTED]) — Policy Change ([REDACTED])

Additional Named Insureds

Named Insured Type  Person  Organization

First Name \*

Last Name \*

Relationship to Primary Named Insured

Cancel **Save**

NAME RELATIONSHIP TO PRIMARY NAMED INSURED

Additional Interests ✓

Upload Documents ✓

Cancel Previous Next



9. Verify the information shown and then select, "Next."

Account: [REDACTED]

## Dwelling and Personal Property

(TWRD [REDACTED]) — Policy Change ([REDACTED])

---

**Additional Named Insureds** ✓

**Add +**

NAME	RELATIONSHIP TO PRIMARY NAMED INSURED		
A Spouse	Spouse		

**Additional Interests** ✓

**Upload Documents** ✓

---

**Cancel** **Previous** **Next**

10. Verify the information returned and then select "Next."

Account: [REDACTED]

## Dwelling and Personal Property

(TWRD [REDACTED]) — Policy Change ([REDACTED])

**Summary**

Policy Change Effective Date: Feb 8, 2022

Primary Insured: [REDACTED]

Property Address: [REDACTED]

Mailing Address  
✓ The address you entered has been updated to follow USPS standards.

Address Line 1 \* [REDACTED]  
Address Line 2 [REDACTED]  
Address Line 3 [REDACTED]  
City \* [REDACTED]  
State \* [REDACTED]  
ZIP Code [REDACTED]  
Country \* [REDACTED]

Identification Number [REDACTED]

Email \* [REDACTED]  
Home Phone \* [REDACTED]  
Work Phone [REDACTED]  
Cell Phone [REDACTED]

**Policy Changes**

ITEM	EXISTING POLICY	NEW CHANGES
<b>Dwelling</b>		
• Dwelling at [REDACTED]		
• Additional Interests		
Additional Interest: (Mortgages)		Removed
Additional Interest: 111 Mortgage Co (Mortgages)		Added

**Cancel** **Previous** **Next**



**11. Select "Submit."**

Account: [REDACTED]

## Dwelling and Personal Property


(TWRD [REDACTED]) — Policy Change ([REDACTED])

Payment Details

Change in Premium	Policy Change Effective Date	Policy Period	Payment Plan
\$0.00	[REDACTED]	2/2/22 - 2/2/23	TWIA 10 Pay (Auto Pay)

Cancel Previous **Submit**

**12. Your policy change has been confirmed.**



## Your changes have been confirmed.

Reference Number: [REDACTED]

Residential policy: TWRD [REDACTED]

You can check the payment schedule and invoices here: [Policy Billing Page](#)

**View Policy Change Details** **View Policy**

