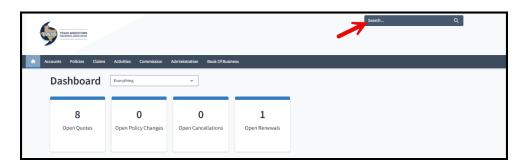# How to Correct The Primary Named Insured's Name

This job aid shows the steps needed to correct a primary named insured's name.

Please note: Assignment of your rights and duties under this policy will not be valid unless we give our consent.

1. **Enter the policy number you would like to change in the search tool and hit enter.**

2. **Select the policy number you would like to change.**

3. **Select "Change Policy."**

4. **Enter the effective date and then "Next."**

5. **Be sure to notate the change you are making in the Policy Change Description field and then select the pencil icon next to the primary named insured's name. In this change, we are correcting the name from Steve to Steven.**

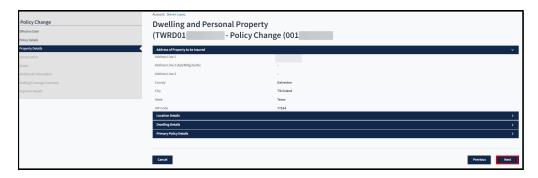6. **Correct the Primary Named Insured's name as needed and then select "Change."**

7. **Select "Next."**

8. Select "Next."

9. Select "Next.'

10. Select "Calculate Premium."

11. Select "Continue."
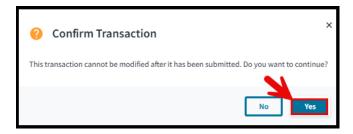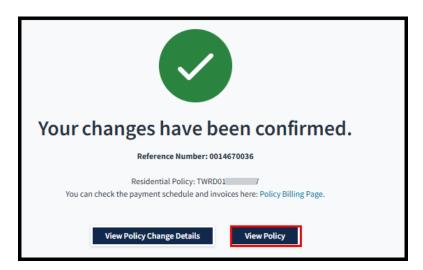

12. Select "Next."

13. Select, "Next."

14. Select "Submit."

15. Select "Yes" when you are ready to submit the policy change.

16. You may either View Policy Change Details or View Policy to see the details. In this example, select "View Policy."

17. The Account is now showing Steven Lopez. The name correction is successful.