

Deleting an Additional Named Insured on a TWIA Policy

This job aid demonstrates the steps to delete 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.”

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

Effective Date

Policy Change Effective Date * [redacted] [calendar icon]


Cancel [red arrow] Next



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


Dwelling and Personal Property
(TWRD [redacted]) — Policy Change ([redacted])

Policy Details

Policy Change Effective Date * 05/15/2023 

Policy Period 5/12/23 - 5/12/24

Policy Change Description delete additional named insured

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 insured's field, and then select the Eraser to delete the additional named insured.



Dwelling and Personal Property

(TWRD [REDACTED], – Policy Change ([REDACTED] 1))

Additional Information 

Additional Named Insureds ✓

Add +

NAME	RELATIONSHIP TO PRIMARY NAMED INSURED	
<input type="checkbox"/> Chatelle	Spouse	 

Additional Interests ✓

Upload Documents ✓

Cancel **Previous** **Next**



8. You will get a warning message that you are deleting the additional named insured. When ready to continue, select "Ok."

Remove Additional Named Insured

Are you sure you want to remove this contact?


Cancel OK

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

Account: [redacted]

Dwelling and Personal Property

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

Additional Information 

Additional Named Insureds ✓

Add +

NAME	RELATIONSHIP TO PRIMARY NAMED INSURED
------	---------------------------------------

Additional Interests ✓

Upload Documents ✓

Cancel Previous Next



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

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

Summary

Policy Change Effective Date Feb 9, 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 * Galveston
State * Texas
ZIP Code [redacted]
Country * United States

Standardize Address

Email * [redacted]
Home Phone * [redacted]
 Primary number
Work Phone [redacted]

Cell Phone [redacted]

Policy Changes

Item	EXISTING POLICY	NEW CHANGES
- Dwelling + Dwelling at [redacted]		
+ Additional Interests Additional Interest: (Mortgages) Additional Interest: 111 Mortgage Co (Mortgages)		Removed 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:

Residential policy: TWRD

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

View Policy Change DetailsView Policy

