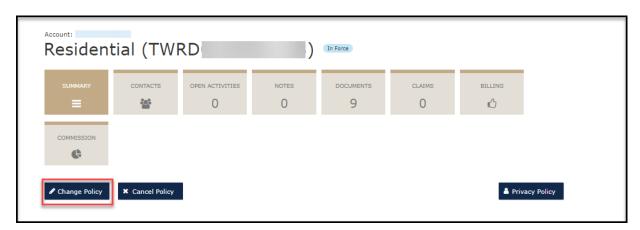
## Deleting an Additional Named Insured on a TWIA Policy

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."

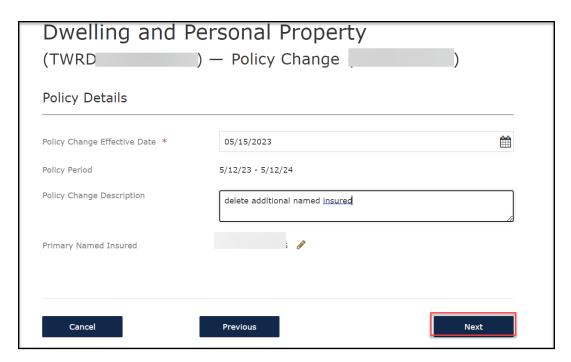


2. Enter the effective date of the change and select "Next."

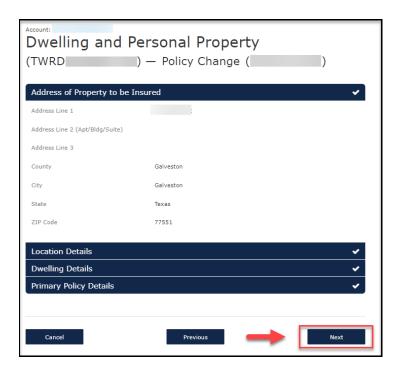




3. Enter the policy change description and then select "Next."



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

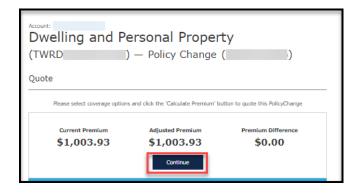




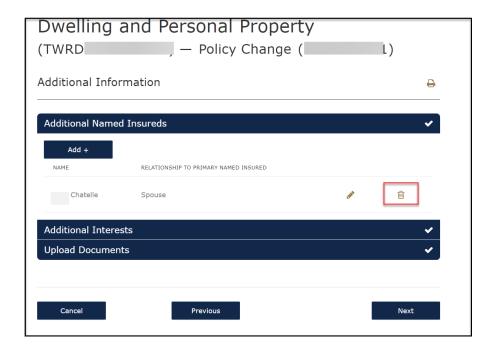
5. Select "Calculate Premium."



6. Select, "Continue."

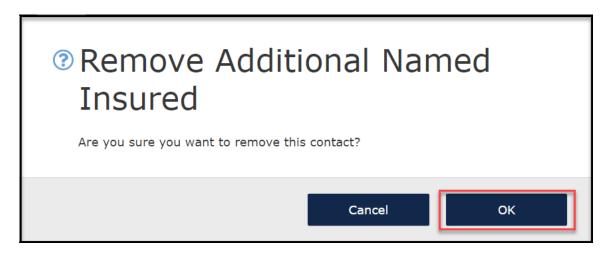


7. Locate the additional named insured's field, and then select the Eraser to delete the additional named insured.





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



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

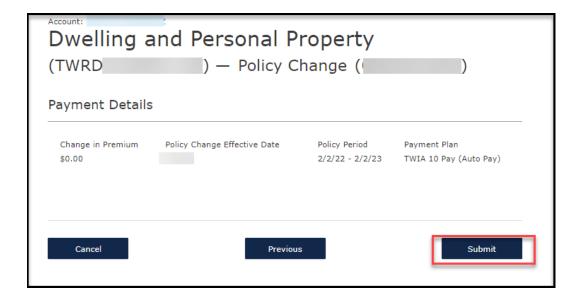
Dwelling and Personal Property	
(TWRD — Policy Change (	L)
Additional Information	<del>-</del>
Additional Named Insureds	<b>~</b>
Add +	
NAME RELATIONSHIP TO PRIMARY NAMED INSURED	
Additional Interests	•
Upload Documents	•
Cancel Previous	Next



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



## 11. Select "Submit."





## 12. Your policy change has been confirmed.

