



Adding/ Deleting an Additional Named Insured

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 icon to delete the additional named insured. You may also add an additional named insured in this area by selecting “+ Add.” In this example since we are deleting the spouse, select the eraser.

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.”

10. Verify the information returned and then select “Next.”

11. Select “Submit.”

12. Confirm your transaction by selecting, “Yes.”



13. Your policy change has been confirmed.



Your changes have been confirmed.

Reference Number: 0014840006

Residential Policy: TWRD0J [REDACTED]

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

[View Policy Change Details](#) [View Policy](#)



