

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."

Account: Michelle Scott Residential (TWRD)							
E Summary	Contacts	O Open Activities	O Notes	8 Documents	O Claims	Billing	Commission
Change Policy Cancel Policy Cancel Policy							

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

Policy Change	Account: Michelle Scott Dwelling and Personal Property Ouote (TWRD0:				
Effective Date					
Policy Details	Effective Date				
Property Details					
Construction		· · · · · · ·			
Quote	Policy Change Effective Date	Apr2, 2025			
Additional Information					
Mailing/Coverage Summary					
Payment Details	Cancel	Next			

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

Policy Change Effective Date Policy Date	Account: Michaele Scott Dwelling and Personal Proper (TWRD01) - Policy C	rty hange (001)
Property Details Construction	Policy Details	
Quote Additional Information	Policy Change Effective Date	Apr 2, 2025
Mailing/Coverage Summary Payment Details	Policy Period Policy Change Description	03,07,2025 - 03,07/2026 delete additional named insured
	Primary Named Insured	Mchele Sont
	Cancel	Previous Not

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

	Account: Michele Scott			
Policy Change	Dwelling and Persona	Dwelling and Personal Property		
Effective Date	(TWPD01	Policy Change (001	n.	
Policy Details	(1111001)-	Toticy change (001	-/	
Property Details	Address of Property to be Insured			v
Construction	Address Line 1	2420 Malaga		
Quote	Address Line 2 (Apt/Bldg/Suite)			
Additional Information	Address Line 3			
Mailing/Coverage Summary	County	Galveston		
Payment Details	City	League City		
	State	Texas		
	ZIP Code	77573		
	Location Details			>
	Dwelling Details			>
	Primary Policy Details			>
	Cancel			Previous Next



5. Select "Calculate Premium."

Policy Change Hective Date Policy Details	Account: Hindhills Scott Dwelling and Personal Property (TWRD012) - Policy Change (001)	
Property Details	Quote	÷
Construction		
Juote	Please select coverage options and click the 'Calculate Premium' button to quote this PolicyChange.	
Idditional Information		
Aailing/Coverage Summary	\$	
ayment Details	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.

Policy Change Effective Data Policy Details	Dwelling and Personal Property (TWRD01()) - Policy Chang	ge (001	
Property Details Construction	Additional Information		÷
Quoon Additional Information	Additional Named Insureds		*
Malling/Coverage Summary	+ Add		
Payment Details	NAME	RELATIONSHIP TO PERMARY MARED INSLITED	
	Michael Scott	spose	•
	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."





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

Account: Michelle Scott	
Dwelling and Personal Property	
(TWPD01) - Policy Change (001)	
Additional Information	_
Additional Information	•
Additional Named Insureds	×
+ Add	
NAME RELATIONSHIP TO PRIMARY NAMED INSURED	
No rows found	
Additional Interests	>
Upload Documents	>
Cancel	Previous Next

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

Nery Gauge Amerika Nerwisen Nerwisen	Dwelling and Personal Property (TWRDD) - Policy Change (00)	
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and party	Property Address	
	Making Address	
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11. Select "Submit."

Policy Change Effective Date Policy Details	Accest: Weblicker Dwelling and Personal Property (TWRD01) - Policy Change (001)				
Property Details Construction Quarte Additional Information	Payment Details 	Policy Change Effective Date 4/2/2025	Policy Period 03/07/2025 - 03/07/2026	Peyment Plan TWo Full Pay	
Halang, Coverage Summary Rayment Details	Cancel			Previous Submit	

12. Confirm your transaction by selecting, "Yes."





13. Your policy change has been confirmed.





