

# Working with MSB in TWIA Agent Portal

This job aid demonstrates the steps needed to work with MSB in the Agent Portal.

## 1. To verify or update MSB values if needed, select “Launch MSB.”

The screenshot shows the MSB interface for a 'Dwelling and Personal Property Quote'. The 'Construction' tab is selected in the left sidebar. The 'Launch MSB' button is highlighted with a red box. The 'Refresh Valuation' button is also visible. The 'Construction Details' section shows the following information:

|                            |               |
|----------------------------|---------------|
| Year Built                 | 1961          |
| Condition of Dwelling *    | Please Select |
| Construction Type          | Frame         |
| Number of Stories          | 1             |
| Living Area Square Footage | 2700          |
| Garage                     | Other         |
| Foundation Type            | Slab          |

Below the construction details are expandable sections for 'Roof Details', 'Additional Construction Details', and 'Repairs/Additions'. At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

## 2. Verify and/ or make any necessary changes to the MSB information that prefills. In this example, the information is just being verified. When completed, select “Finish.”

\*\*\*\*\*Please note do not change the address on this screen (see top left of screenshot below).  
\*\*\*\*\*When the submission issues this MSB will have the policy number assigned to it. You do not have to assign an estimate number to the file any longer.

The screenshot shows the MSB interface with the 'Finish' button highlighted with a red box. The 'Building Information' section shows the following information:

| Name      | Year Built | Construction Type | Stories | Finished Living Area | Wall    | Foundation Type    |
|-----------|------------|-------------------|---------|----------------------|---------|--------------------|
| Main Home | 1961       | Standard          | 1       | 2700 Sq Ft           | 100% BR | 100% Slab at Grade |

The 'Valuation Totals' section shows the following information:

|   |           |
|---|-----------|
| Reconstruction Cost with Debris Removal | \$315,048 |
| Debris Removal                          | \$14,479  |
| Reconstruction Cost with Debris Removal | \$330,525 |
| Cost Data as of                         | 02/20/22  |

The 'Interior' section shows the following information:

|                                      |                          |                 |       |       |     |     |
|--------------------------------------|--------------------------|-----------------|-------|-------|-----|-----|
| Kitchen                              | Builder's Grade          | 1               | Count | ×     | Sys |     |
| Bathroom                             | Full Bath                | Builder's Grade | 2     | Count | ×   | Sys |
| HVAC Systems                         | Heating System, Avg Cost | 100 %           | ×     | Sys   |     |     |
| Central Air Conditioning, Same Ducts | 100 %                    | ×               | Sys   |       |     |     |

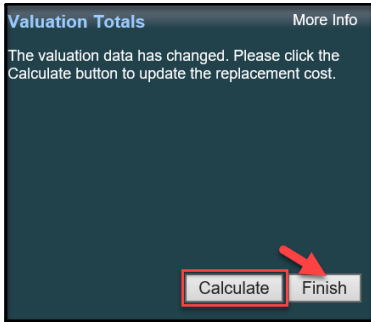
The 'Exterior' section shows the following information:

|                    |                     |                        |       |   |     |
|--------------------|---------------------|------------------------|-------|---|-----|
| Roof               | Roof Style/Slope    | Flat                   | 100 % | × | Sys |
| Roof Cover         | Roof Cover          | Shingle/Tar and Gravel | 100 % | × | Sys |
| Roof Shape         | Roof Shape          | Simple/Standard        | 100 % | × | Sys |
| Exterior Walls     | Exterior Walls      | Siding, Wood           | 100 % | × | Sys |
| Garages & Carports | Attached Garage, SF | 598                    | Sq Ft | × | Sys |

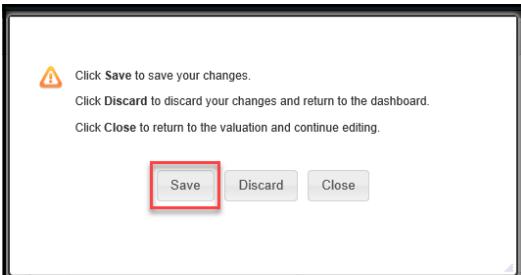
The 'Finish' button is highlighted with a red box and a red arrow.



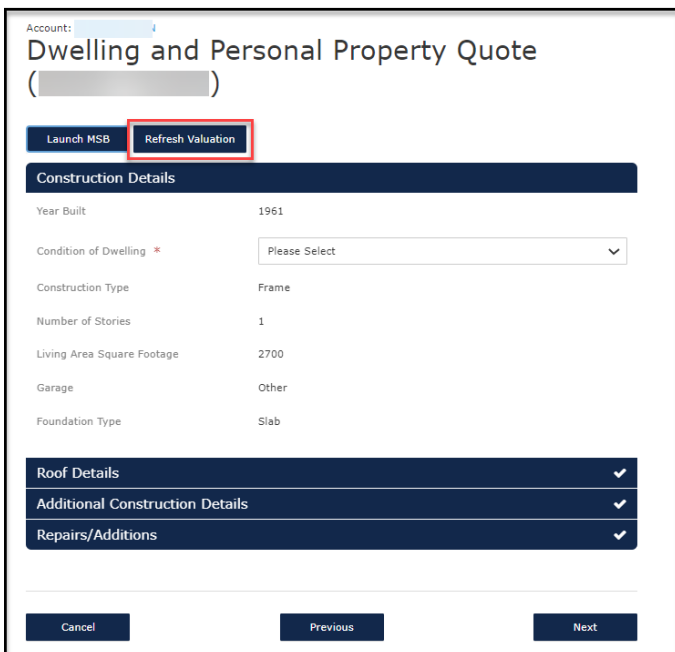
If you make any actual changes to the MSB values, you will see Calculate as an option along with Finish. In those instances, select “Calculate” first and then ”Finish.”



3. Click “Save” to save your changes.



4. Select “Refresh Valuation” to update the MSB information.



5. The system will prompt you to update the condition of the dwelling and the original construction date.

Account: [redacted]

### Dwelling and Personal Property Quote

( [redacted] )

**Dwelling at [redacted], Galveston, TX** Condition of Dwelling is null and is required for rating

**Dwelling at [redacted], Galveston, TX** Original Construction Date : Missing required field

Launch MSB Refresh Valuation

**Construction Details** ✓

|                            |       |
|----------------------------|-------|
| Year Built                 | 1961  |
| Condition of Dwelling *    | Good  |
| Construction Type          | Frame |
| Number of Stories          | 1     |
| Living Area Square Footage | 2700  |
| Garage                     | Other |
| Foundation Type            | Slab  |

**Roof Details** ✓

**Additional Construction Details** ←

**Repairs/Additions** ✓

Cancel Previous Next

Account: [redacted]

### Dwelling and Personal Property Quote

( [redacted] )

**Dwelling at [redacted], Galveston, TX** Condition of Dwelling is null and is required for rating

**Dwelling at [redacted], Galveston, TX** Original Construction Date : Missing required field

Launch MSB Refresh Valuation

**Construction Details** ✓

**Roof Details** ✓

**Additional Construction Details** ✓

Original Construction Date \* 01/01/1961

Does this structure qualify for the WPI-8 Exception for Historic Structures? \* Yes No

Building Code Class Please Select

Building Code Please Select

**Repairs/Additions** ✓

Cancel Previous Next

