



## Working with MSB In TWIA Agent Portal (Cloud)

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.”

Quote Request

Policy Details

Qualification

Property Details

Construction

Launch MSB

Dwelling and Personal Property Quote (0015)

MSB could not pre fill all of the required data. Please launch MSB to complete the valuation.

Info: An Official Building Statement is required for the cities and construction dates shown below:

- 1. National and Lufkin: 1/1/2008 - 1/1/2009
- 2. Morgan's Point: 1/1/2008 - 1/1/2009
- 3. Pasadena and Shiner: 1/1/2008 - 1/1/2009

Launch MSB

Construction Details

Year Built

Condition of Dwelling

Construction Type

Number of Stories

Living Area Square Footage

Garage

Foundation Type

Roof Details

Additional Construction Details

Property Additions

Cancel

Previous

Next

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.

909 Quintana Roo Pl, Sanbrook, TX 77586

ESTIMATE-4921717

Property Address:

Insured Name:

Phone:

Effective Date:

Renewal Date:

Estimate Expiration Date:

Current Coverage:

Account Number:

Edit

Building Information

Number of Families: 1

Site Access: Flat Area/Easy Access Roads

Style: 2 Story

| Name      | Year Built | Construction Type | Stories | Finished Living Area | Wall    | Foundation Type    |
|-----------|------------|-------------------|---------|----------------------|---------|--------------------|
| Main Home | 2013       | Standard          | 2       | 2200 Sq Ft           | 100% BM | 100% Slab at Grade |

Edit

Valuation Totals

Reconstruction Cost with Debris Removal: \$382,537

Debris Removal: \$15,729

Reconstruction Cost with Debris Removal: \$398,266

Cost Data as of: 6/2/2025

Options

Reports

Finish

Main Home

Add a feature or material:

Interior

Kitchen

Add Kitchen

Bathroom

Full Bath

Full Bath

Half Bath

Add Bathroom

HVAC Systems

Heating, Gas

Central Air Conditioning, Same Ducts

Add HVAC Systems

Interior Extras (10)

Interior Specialties (1)

Exterior

Roof

Roof Style/Slope

Add Roof Style/Slope

Roof Cover

Add Roof Cover

Roof Shape

Add Roof Shape

Add Skylights

Exterior Walls

Brick on Frame

Add Exterior Walls

Garages & Carports

Attached Garage, 2 Car

Add Garages & Carports

Porch, Decks & Breezeways

Add Porches, Decks & Breezeways

Exterior Extras (2)

Construction Details (5)

Detached Structures (None)

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.”




**Valuation Totals** [More Info](#)

The valuation data has changed. Please click the Calculate button to update the replacement cost.

**Calculate** **Finish**

3. Click “Save” to save your changes.

 Click **Save** to save your changes.  
Click **Discard** to discard your changes and return to the dashboard.  
Click **Close** to return to the valuation and continue editing.

**Save** **Discard** **Close**

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

**Quote Request**

**Dwelling and Personal Property Quote (001-5)**

**MSB could not get all of the required data. Please search MSB to complete the valuation.**

**Info:** An Official Building Statement is required for the cities and construction dates shown below:

- 1. Seabrook and LaPorte: 1/1/1988 - 1/1/1996
- 2. Hedges Point: 1/1/1988 - 6/1/1996
- 3. Pasadena and Shoresides: 1/1/1988 - 1/1/1997

**Launch MSB** **Refresh Valuation**

**Construction Details**

**\* Condition of Dwelling** **Please Select**  
*This is a required field.*

**Construction Type** **Number of Stories** **Living Area Square Footage** **Garage** **Foundation Type**

**Roof Details** **Additional Construction Details** **Repairs/Additions**

**Cancel** **Previous** **Next**

5. The system will prompt you to update the condition of the dwelling.

**Quote Request**

**Dwelling and Personal Property Quote (001-5)**

**Condition of Dwelling is null and is required for rating**

**Original Construction Date - Missing required field**

**Info:** An Official Building Statement is required for the cities and construction dates shown below:

- 1. Seabrook and LaPorte: 1/1/1988 - 1/1/1996
- 2. Hedges Point: 1/1/1988 - 6/1/1996
- 3. Pasadena and Shoresides: 1/1/1988 - 1/1/1997

**Launch MSB**

**Construction Details**

**\* Condition of Dwelling** **Very Good**

**Construction Type** **Brick or Stone Veneer**

**Number of Stories** **2**

**Living Area Square Footage** **2,000**

**Garage** **Attached Garage - 2 Car**

**Foundation Type** **Slab**

**Roof Details** **Additional Construction Details** **Repairs/Additions**

**Cancel** **Previous** **Next**