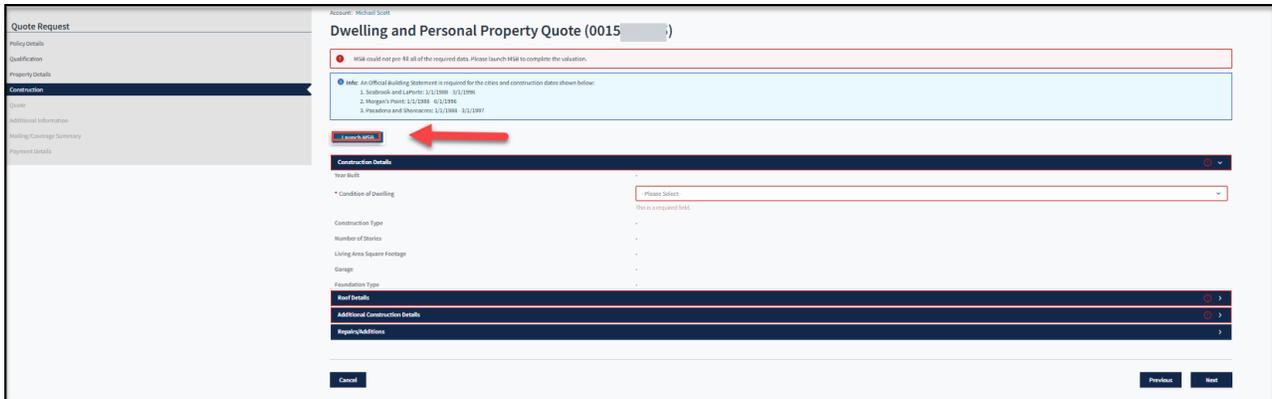




Working with MSB In TWIA Agent Portal (Cloud)

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

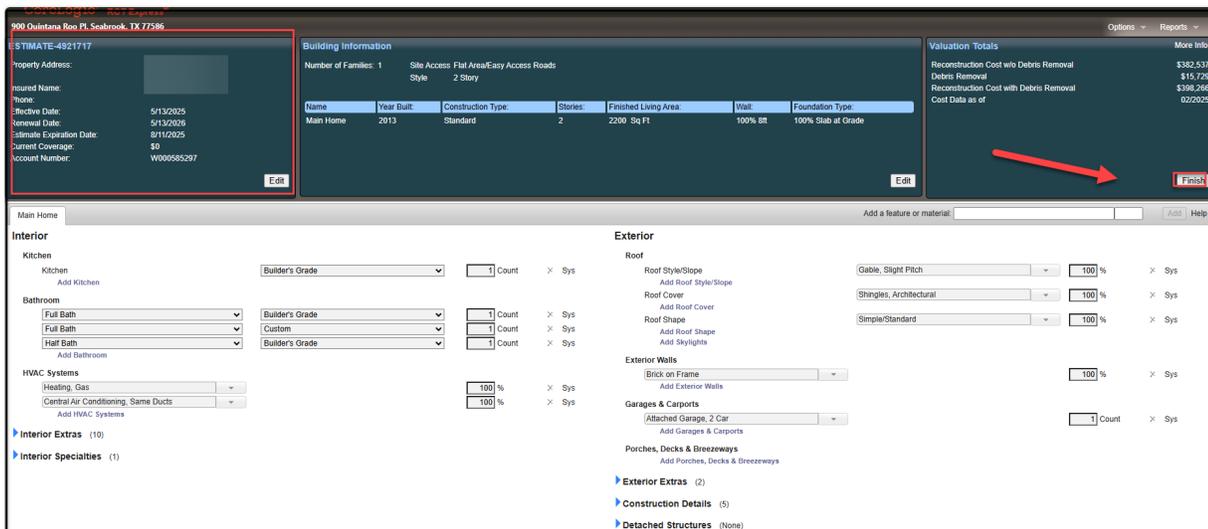
1. To verify or update MSB values if needed, select “Launch MSB.”



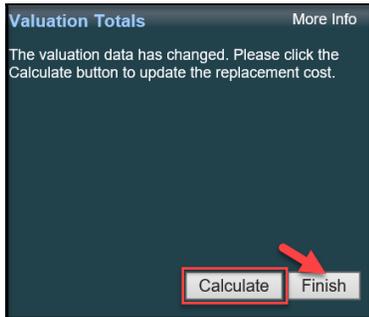
2. Verify and/ or make any necessary changes to the MSB information that prefills. In this example, the information is just being verified. When completed, select “Finish.”

*****Please note do not change the address on this screen (see top left of screenshot below).

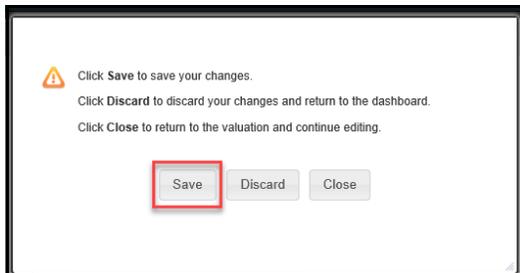
*****When the submission issues this MSB will have the policy number assigned to it. You do not have to assign an estimate number to the file any longer.



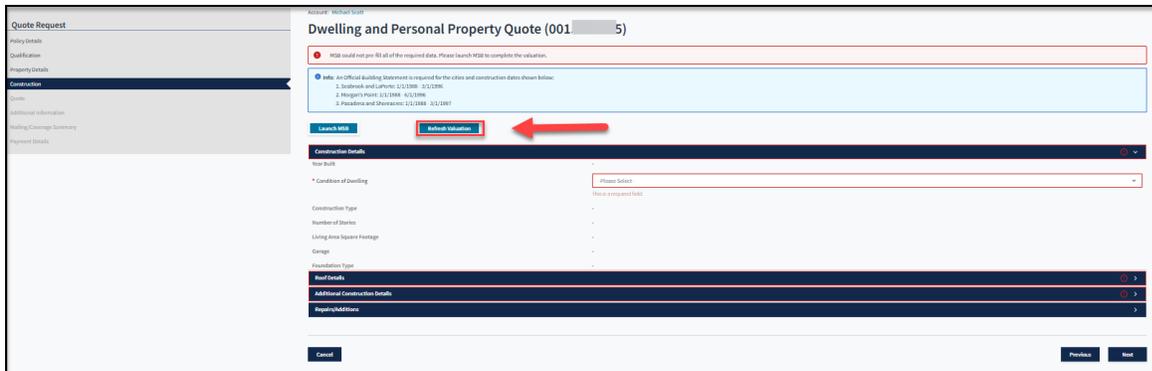
If you make any actual changes to the MSB values, you will see Calculate as an option along with Finish. In those instances, select “Calculate” first and then “Finish.”



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.

Quote Request

Policy Details
Qualification
Property Details
Construction
Cost
Additional Information
Billing/Coverage Summary
Renewal Details

Account: Michael Smith

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. Houston's First: 1/1/1998 - 6/1/2004
3. Pasadena and Shrovetree: 1/1/2008 - 3/1/2009

Launch MSB

Construction Details

Year Built	2023
* Condition of Dwelling	Very Good
Construction Type	Brick or Stone Veneer
Number of Stories	2
Living Area Square Footage	2,200
Garage	Attached Garage - 2 Car
Foundation Type	Slab

Roof Details

Additional Construction Details

Repairs/Additions

Cancel Previous Next



