

## Updating the Effective Date

---

**What** How to update the effective date for a bound-approved or bound-unapproved new business submission in PolicyCenter.

---

**Who** Agents

---

**When** Agents can request effective date changes for new business submissions that meet the following criteria:

- There is no premium applied to the policy.
- The risk is in the agency's book of business.
- The status of the risk is Bound-Approved or Bound-Unapproved.
- No claims have been reported on the policy.
- The effective date change is being made due to a real estate closing date change.
- Documentation to support the effective date change is uploaded.

The new effective date can be prior to or after the original requested effective date, if it is not past today's date.

*Notes:*

- The effective date can be changed multiple times within the first 45 days of the original submission date.
  - Until the policy is issued, you will see the updated effective date only on the *Issuance* transaction. The policy, once issued, will then reflect the updated effective date.
- 

**Additional Required Document**

Documents supporting the new effective date will be required for each effective date change. An updated signed, bound application will *not* be required.

**Important:** The required document upload functionality typically found in transactions will not be present. Agents will be required to upload documentation supporting the effective date change as a stand-alone document via the *Actions* menu.

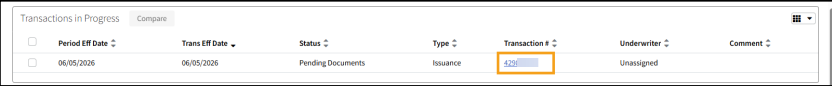
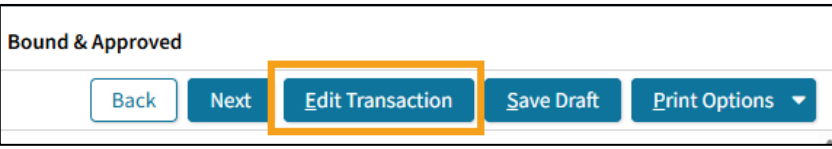
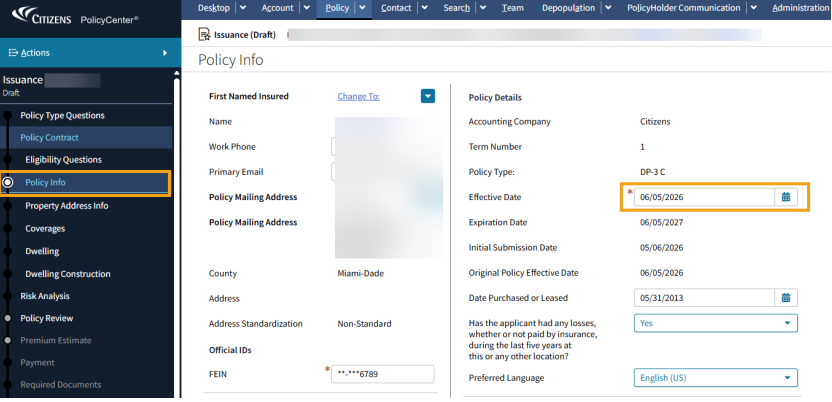
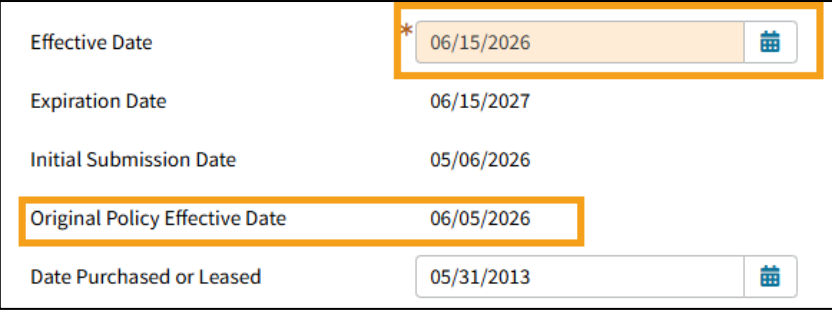
---

*Continued on next page*

### Updating the Effective Date, Continued

#### Procedure


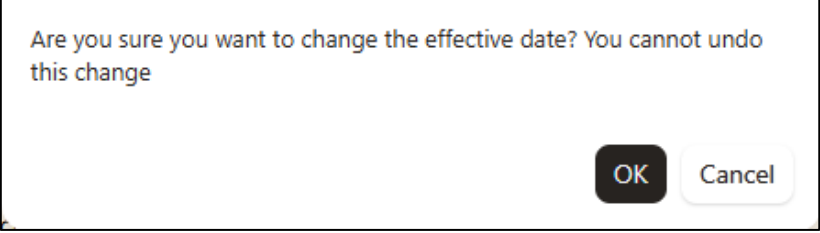
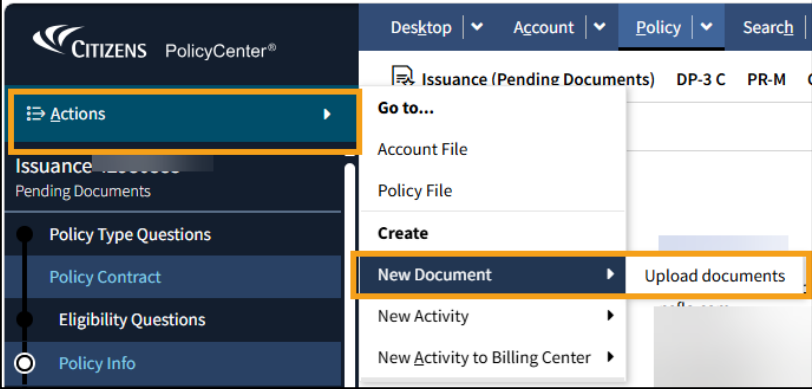
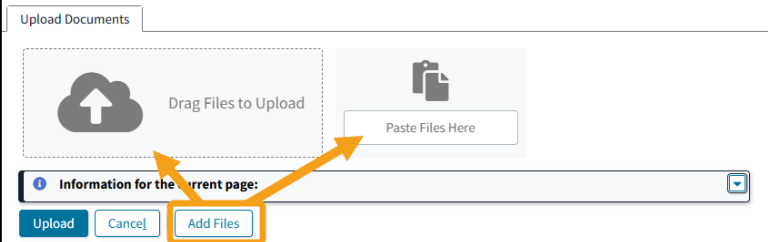
Follow the steps below to change the effective date on a bound submission:

Step	Action
1	<p>From the <i>Policy Summary</i> screen, open the <b>Issuance</b> transaction under <i>Transactions in Progress</i>.</p> 
2	<p>Select <b>Edit Transaction</b>.</p> 
3	<p>Navigate to the <i>Policy Info</i> screen, then change the effective date.</p>  <p><b>Result:</b> The original policy effective date displays, along with the updated effective date.</p> 

Continued on next page

### Updating the Effective Date, Continued

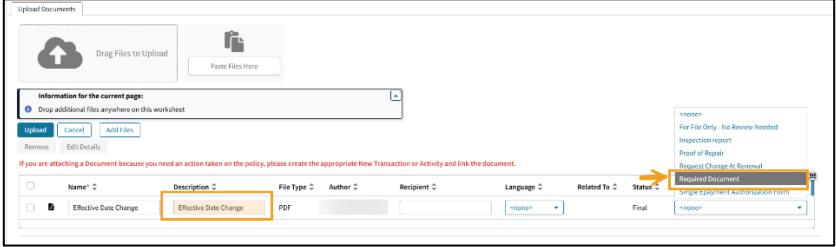
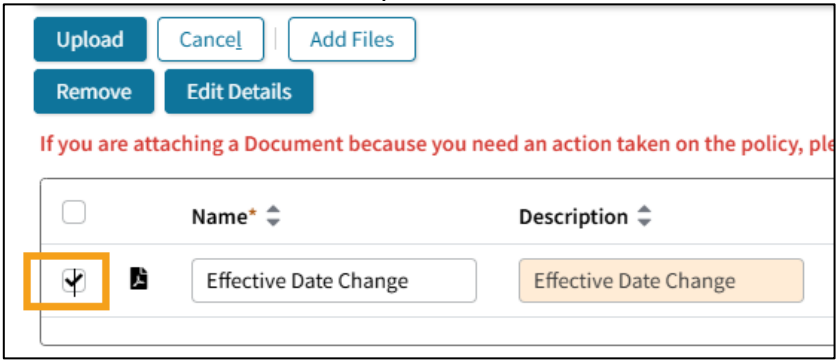
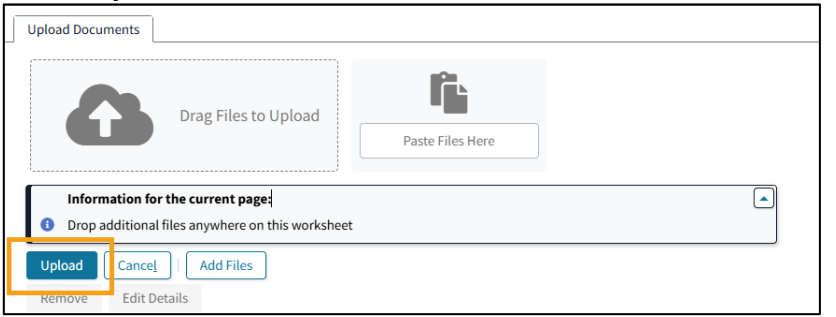
Procedure,  
Continued

Step	Action
4	<p>Select <b>Premium Estimate</b>.</p>  <p><b>Result:</b> A confirmation message appears.</p>
5	<p>Select <b>OK</b> to process the effective date change.</p>  <p><b>Result:</b> The effective date is changed in the transaction. The policy will issue with the updated effective date.</p>
6	<p>Access the <b>Actions</b> menu, then select <b>New Document&gt;Upload Documents</b>.</p>  <p><b>Result:</b> the Upload Documents workspace displays.</p>
7	<p>Drag, paste or select <b>Add Files</b> to upload required documents.</p> 

Continued on next page

### Updating the Effective Date, Continued

Procedure,  
Continued

Step	Action
8	<p>Enter <i>Description</i>, then select <b>Required Document</b>.</p> 
9	<p>Select the documents to be uploaded.</p> 
9	<p>Select <b>Upload</b>.</p>  <p><b>Result:</b> The document is uploaded. The new effective date will be reflected on the issued policy.</p>

*End of procedure*