



HOW TO PROCESS AN ENDORSEMENT

Policy Search

Policy Number	<input type="text"/>	Phone	<input type="text" value="() -"/>	Carrier	Select All <input type="button" value="v"/>
First Name	<input type="text"/>	Email	<input type="text"/>	Program Group	Savings, Advantage, <input type="button" value="v"/>
Last Name	<input type="text"/>	Address	<input type="text"/>	Program	Select All <input type="button" value="v"/>
License Number	<input type="text"/>	VIN	<input type="text"/>	Status	Select All <input type="button" value="v"/>
				<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Please note that we **DO NOT** accept Endorsements by fax or by email.
All endorsements must be completed on-line or you may call into the customer service number for assistance.

Customer Service Line: 1-877-789-4742

Policy Search

Policy Number	<input type="text"/>	Phone	<input type="text"/>	Carrier	Select All <input type="button" value="v"/>
First Name	John	Email	<input type="text"/>	Program Group	Savings, Advantage, <input type="button" value="v"/>
Last Name	Smith	Address	<input type="text"/>	Program	Select All <input type="button" value="v"/>
License Number	<input type="text"/>	VIN	<input type="text"/>	Status	Select All <input type="button" value="v"/>
				<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Click on Policy Search

Enter any information that you have on the policy or policy holder and click "search"

Policy Search

Policy Number	<input type="text"/>	Phone	<input type="text"/>	Carrier	Select All <input type="button" value="v"/>
First Name	John	Email	<input type="text"/>	Program Group	Savings, Advantage, <input type="button" value="v"/>
Last Name	Smith	Address	<input type="text"/>	Program	Select All <input type="button" value="v"/>
License Number	<input type="text"/>			Status	Select All <input type="button" value="v"/>
				<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Click on the policy you are looking for.

Policy Number <input type="button" value="v"/>	Status <input type="button" value="v"/>	First Name <input type="button" value="v"/>	Last Name <input type="button" value="v"/>	Effective Date <input type="button" value="v"/>	Expiration Date <input type="button" value="v"/>	Email <input type="button" value="v"/>	Address <input type="button" value="v"/>
GPSV-00030059-00	Active	John	Smith	04/24/2017	10/24/2017	test@test.test	1001 Riverside Ave

Policy Number: GPSV-00030059-00
Policy Status: Active
Policy Period: 4/24/2017 – 10/24/2017
Balance: \$287.47

Create Endorsement

Make Payment

Policy Home

Billing and Payments

Policy Details

Documents

Endorsement History

Activities

Notes

Insured Info

Name: John Smith
Phone: (800)133-4646
Address: 1001 Riverside Ave.
Roseville, CA, 95678
Email: test@test.test

Settings

Auto-pay: Not Enrolled
Pay Plan: 16.67% 5-Pay 19-30Day
Document Delivery: Enrolled Mail Docs
eDoc Agreement: Not Accepted

Language: English

Automatic Reinstatement: Enrolled

Allow Sending Marketing: Enrolled

Edit

Customer must provide a current phone number and mailing address. If contact info needs to be updated. Please do so at this time. to begin endorsement click on "Create Endorsement"

Declaration Summary

Drivers

JOHN SMITH

Vehicles

Mini COOPER CLUBMAN 2012

Policy Coverages

Coverages	Limit or Deductible
Bodily Injury	\$15,000 / \$30,000
Property Damage	\$10,000
Roadside Membership	Enrolled



Coverages	Limit or Deductible
Comprehensive	
Collision	

Billing Overview

Policy Number GPSV-00030059-00 Policy Status Active Policy Period 4/24/2017 - 10/24/2017

After clicking on "Create Endorsement" a pop up box will appear.
Select "Now" to make an immediate change or to make a future change click on the calendar and select the appropriate date, then click "OK"

New Endorsement

Effective Date 4/24/2017 5:25 PM  

Policy Coverages	
Coverages	Limit or Deductible
Bodily Injury	\$15,000 / \$30,000
Property Damage	\$10,000
Roadside Membership	Enrolled

Vehicles	
Coverages	Limit or Deductible
Comprehensive	
Collision	

Billing Overview

Policy Number
GPSV-00030059-00

Policy Status
Active

Policy Period
4/24/2017 - 10/24

Policy Home

Billing and Payments

Policy Details

Documents

Endorsement History

Activities

Notes

Insured Info

Name John Smith

Phone (800)133-4646

Address 1001 Riverside Ave,
Roseville, CA, 95678

Email test@test.test

Declaration Summary

Drivers

JOHN SMITH

Policy Coverages

Coverages	Limit or Deductible
Bodily Injury	\$15,000 / \$30,000
Property Damage	\$10,000
Roadside Membership	Enrolled

Billing Overview

New Endorsement

Click and open Endorsement wizard to proceed: D00011459

Close

Click and open endorsement wizard to proceed or click on "Close" button to cancel endorsement and go back to policy screen.

Policy Number: **GPSV-00030059-00**

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Info Drivers Violations Vehicles Coverages Validation Summary



Policy Information

Effective Date

Term length

Input By

Policy Documents

Roadside Membership

Program Version Savings 4.2

Program Savings

Principal Named Insured

First Name

Middle Name

Last Name

Name Suffix

Cell Phone

Home Phone

Work Phone Ext

Email

[Add Statutory Notification Recipient](#)

Garaging Address

Address

City

State Zip

County

Override address verification

Mailing Address

Same as garaging

Address

City

State Zip

County

Override address verification

On this page you can update the customers contact information or you can go directly to the tab in which you need to make the change, ie: driver, violations, vehicles, coverage, etc. You can also click on the "Next" button to go through all pages one by one.

[✓ Validate](#)

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[Skip Validation >>](#)



Quote Number: Q09600144

Info

Drivers

Violations

Vehicles

Coverages

Rate

Validation

Questions

Payment

DEBBIE ORANGE

First Name Middle Name Last Name DOB Age Gender Female MaleMarital status Relation to applicant

License

License Type License Number License State License Status OverrideMVR Status First Licensed US Age First Licensed Int'l Age SR-22

Occupation

Status

Discounts

 Mature Driver Good Student

Driver

First Name Middle Name Last Name DOB Age Gender Female MaleMarital status Relation to applicant

License

License Type License Number License State License Status OverrideMVR Status First Licensed US Age First Licensed Int'l Age SR-22

Occupation

Status Category Sub-Category Employer name Address

Welcome to Aspire General's new policy processing system.

If you need help, click the link below to chat with one of our representatives.

[Live Chat](#)

You can add or remove drivers to the policy as needed

Policy Number: **GPSV-00030059-00**

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Info Drivers **Violations** Vehicles Coverages Validation Summary

Jane Smith: Incorrect data.

John Smith

[+ Add Violation](#) [+ Add Accident](#)

Has this driver had any suspensions in past 3 years? Yes No

Jane Smith

[+ Add Violation](#) [+ Add Accident](#)

Has this driver had any suspensions in past 3 years? Yes No
"Yes" or "No" answer is required.

Answer yes or no to underwriting questions and click "Next".

[✓ Validate](#)

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[Next >](#)

[Skip Validation >>](#)



Welcome to Aspire General's new policy processing system.

If you need help, click the link below to chat with one of our representatives.



Live Chat

Salvaged Vehicles Accepted for Liability and Physical Damage

Info Drivers Violations Vehicles Coverages Rate Validation Questions Payment

Vehicle 1

Vehicle Identification: VIN
VIN: 2T1BURHE9E0000000
Year: 2014
Make: Toyota
Model: COROLLA L/LE/LE +/LE PRE
Body Style: SEDAN 4D
Anti-Theft: Passive
Vehicle Performance: Standard
 Salvaged
 ABS
 Daytime Running Lights
Edit

Usage

Principal Driver: Excess
Usage Type: Pleasure
License Plate:

Annual Mileage

One Way Miles: 0
Annual Miles: 12000

Add Financial Institution/Lienholder/Additional Interest

Vehicle 2

Vehicle Identification: Make / Model
VIN:
Year:
Make:
Model:
Body Style:
Anti-Theft:
Vehicle Performance:
 Salvaged
 ABS
 Daytime Running Lights
Verify

Usage

Principal Driver: Excess
Usage Type:
License Plate:

Annual Mileage

One Way Miles: 0
Annual Miles: 12000

Add Financial Institution/Lienholder/Additional Interest

Add and Remove Vehicles as necessary

Click on this link to add a lienholder (if applicable)

+ Add Vehicle

✓ Validate

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Skip Validation >>

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Info

Drivers

Violations

Vehicles

Coverages

Validation

Summary

Any changes in coverage
can be done at this time.

Coverages

Bodily Injury	15/30	▼
Property Damage	10000	▼
UMBI	No coverage	▼
UMPD / CDW	Decline	▼
Permissive Use Endorsement	Decline	▼
Triple Deductible Discount	Not Applied	▼

2012 Mini COOPER CLUBMAN

Comprehensive	No coverage	▼
Collision	No coverage	▼

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Policy Number: **GPSV-00030059-00**[← Return to policy](#)

Info

Drivers

Violations

Vehicles

Coverages

Validation

Summary

The summary page will display the previous, new and changed term premium as well as monthly payment.

Active Term Premium Changes

	Term	Current Installment	Future Installments
1 Previous	\$286.00	\$0.00	\$71.51
2 New	\$374.51	\$20.22	\$86.34
3 Change	\$88.51	\$20.22	\$14.83

Monthly Premium Uprate \$14.35

Additional Fees \$5.87

Amount Due Prior to Endorsement \$0.00

Total \$20.22

this section reflects today's amount due for changes done to policy

This area will display all the changes that occurred on this policy.

In this example, we added a vehicle.

Vehicles

Toyota COROLLA L/LE/LE +/LE PREM/S/S +/S PREM (2014)

[✓ Validate](#)[< Back](#)[Submit](#)

Policy Number: **GPSV-00030059-00**

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Info

Drivers

Violations

Vehicles

Coverages

Validation

Summary

Make a Payment

Choose an option

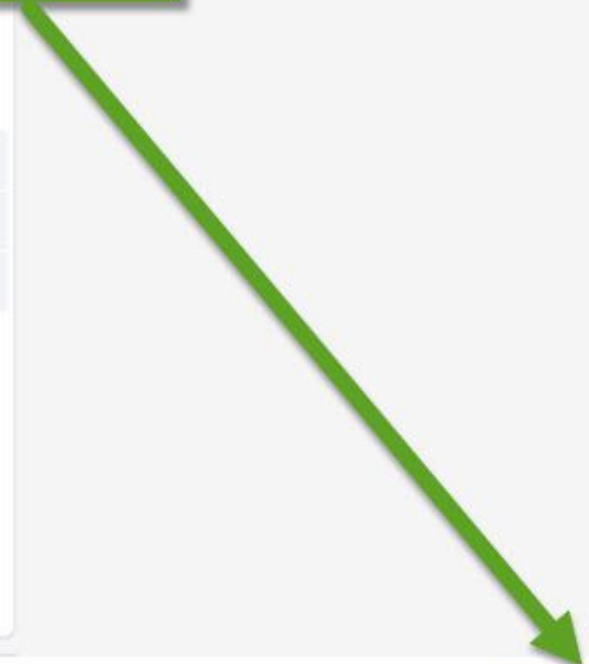
- Active Term Total

Payment Amount

Select payment method

- Credit Card
- Bank Account
- Trust
 - Producer Cash
 - Producer Check
 - Producer Credit Card
 - Producer Other

While still in the summary page of the endorsement you will have the option to make the endorsement changes payment click submit when all information is entered



[✓ Validate](#)

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[Submit](#)

Endorsement has been submitted click on
"Download Documents"
endorsement confirmation is now available to
print

Endorsement has been submitted

[Return to Policy](#) [Download Documents](#)

