

Excess Change: Adding & Deleting a Dwelling or Auto

Important Details You Want To Know Before You Start An Excess Change:

- What is the effective date?
- Do two terms need to be updated?
- What location/vehicle is being added? / What location/vehicle is being deleted?
- Remember to always add before deleting.


Scenario 1

Excess Change: Add Dwelling and Vehicle

1. Logon to @chubb website using your user name and password.

Login to @chubb

Select Language/Country:

English - All Others 

User ID:

UserName

Password:

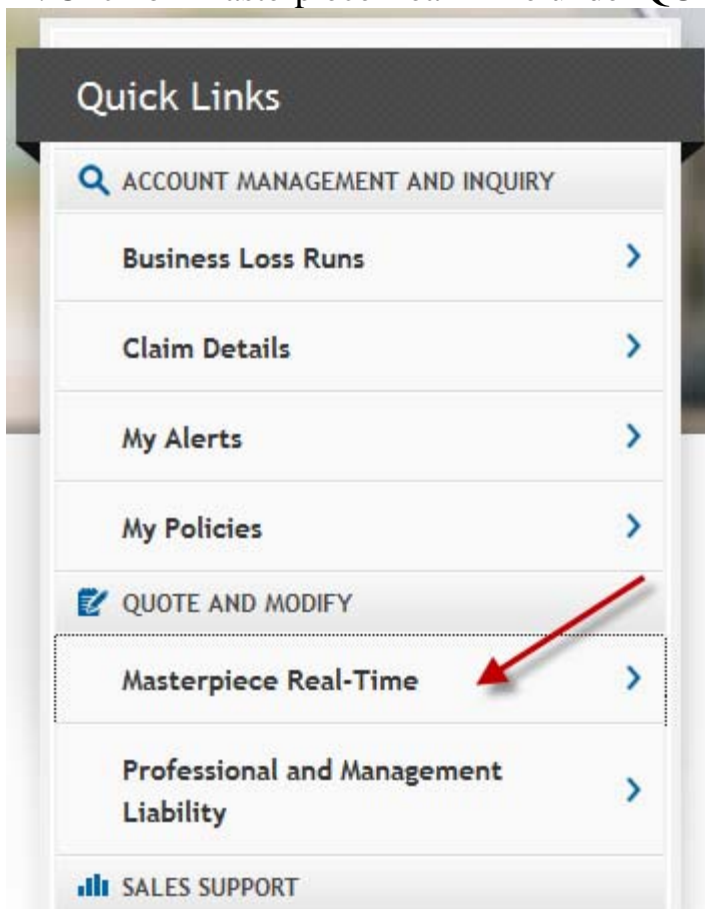
●●●●●●●●

Login »

Reset Password

@chubb Resources: [Need Help?](#) | [FAQs](#) | [Information Services Agreement](#)

2. Click on Masterpiece Real Time under QUOTE AND MODIFY.



3. Select Open Existing Policy / Quote. Click NEXT. (picture not shown)

4. Enter policy number in Masterpiece Real Time. Click SEARCH. (picture not shown)

5. Click on Update Policy Info.



6. Input Effective Date and Transaction Description

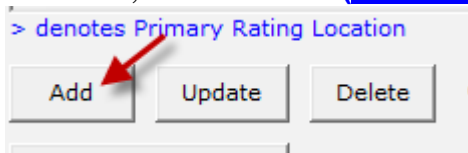
Effective Date:	<input type="text" value="07/17/2012"/>	MMDDYYYY
Transaction Description:	<input type="text" value="ADD HOME & AUTO FOR EXCES"/>	

7. Click on OK. (This brings you to the Policy Overview Screen) (picture not shown)

8. Click on the Homes tab.



9. Then, click on Add([bottom left](#)).



10. Click on Add New Location([bottom left](#)).



11. Select state from drop down on Select Location State screen.

Select Location State

Country:

State:

12. Fill in the address of the house on Enter Location Detail screen.

Enter Location Detail

Street:

City:

Country:

State:

Zip Code:

County:

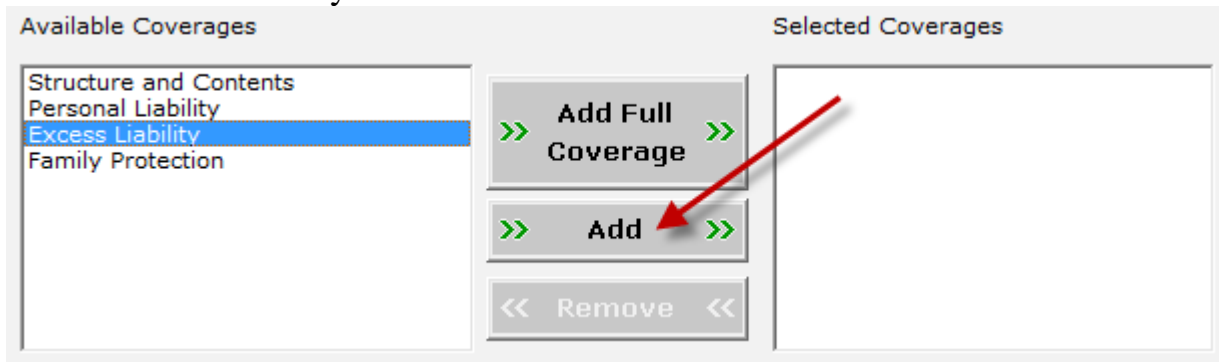
Territory:

Rate and Rule Edition: Connecticut as of 10/24/2011

13. Click on Next. (picture not shown)

14. Select Residence Type. Click on Next. (picture not shown)

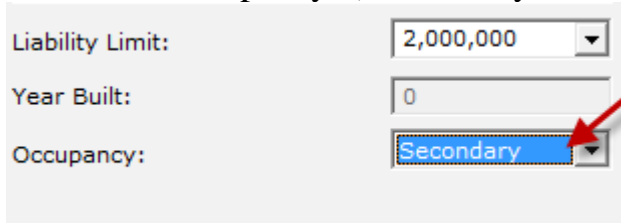
15. Select Excess Liability and click on Add.



The screenshot shows a software interface for selecting coverages. On the left, under the heading "Available Coverages", is a list box containing four items: "Structure and Contents", "Personal Liability", "Excess Liability" (which is highlighted in blue), and "Family Protection". To the right of this list are three buttons: "Add Full Coverage" (with green double arrows on either side), "Add" (also with green double arrows), and "Remove" (with grey double arrows). A red arrow points from the "Add" button to the "Selected Coverages" area on the far right, which is currently empty.

16. Click on Next. (picture not shown)

17. Select the Occupancy, (the liability limit will already be pre-filled).



The screenshot displays three input fields. The first is "Liability Limit:" with a dropdown menu showing "2,000,000". The second is "Year Built:" with a text input field containing "0". The third is "Occupancy:" with a dropdown menu showing "Secondary". A red arrow points to the "Secondary" option in the "Occupancy" dropdown.

18. Click on Next. (picture not shown)

19. If applicable, add losses on Manage Losses screen. (picture not shown)

20. Click on Next. (picture not shown)

21. Click on the Vehicles tab.



The screenshot shows a horizontal row of five tabs: "Policy", "Homes", "Valuable Articles", "Vehicles", and "Excess Watercraft". The "Vehicles" tab is highlighted with a yellow underline, and a red arrow points to it.

22. Click on Add (bottom left).



The screenshot shows three buttons: "Add", "Update", and "Delete". A red arrow points to the "Add" button, which is located at the bottom left of the group.

23. Select Garaged Location. Click on Next.

Select Garaged Location

* Click to select item.

* Double-click to process with selected item.

Street	City	County	State	Zip Code	Rate/Rule
> 1 CHUBB WAY	FAIRFIELD	FAIRFIELD	CT	06430	'CT' 10/24/2011

> Denotes Primary Rating Location

Add New Location

« Back Next »

24. Select Excess Liability. Click on Add.

Vehicle Type
Private Passenger Vehicle

Available Coverages

- Comprehensive
- Comprehensive and Collision
- Vehicle Liability
- Reparations Benefits
- UM/UIM
- Excess Liability**
- Excess UM/UIM

Selected Coverages

» Add Full Coverage »

» Add »

« Remove «

* Vehicle and Excess Liability for the same vehicle cannot be on the same policy.

25. Enter Vehicle Information. Click on Next.

Verify VIN

Model Year: 2012

Vehicle Make: GMC

Vehicle Model: ACADIA

State Registered:

26. Click on Next, again. (picture not shown)

27. Click on Rate Policy ([bottom right](#)). (picture not shown)

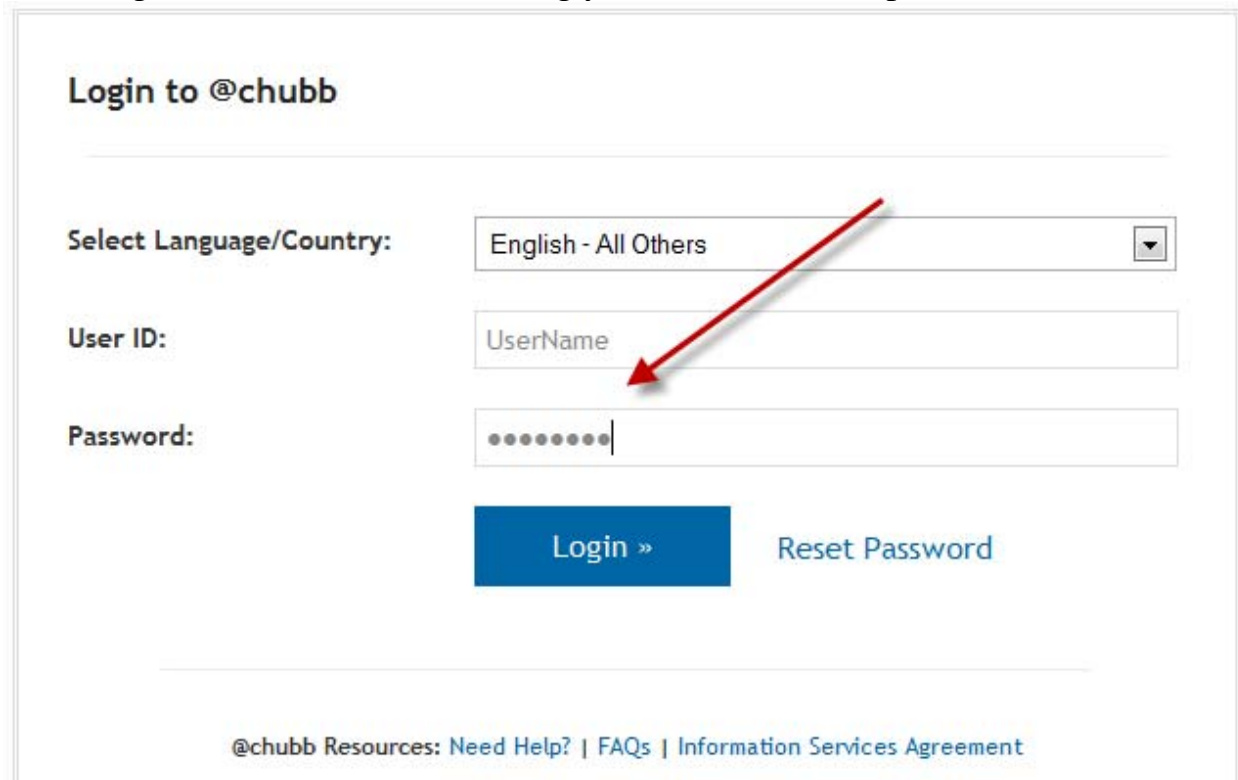
28. Click on Issue Policy ([bottom right](#)). (picture not shown)

Next Page

Scenario 2

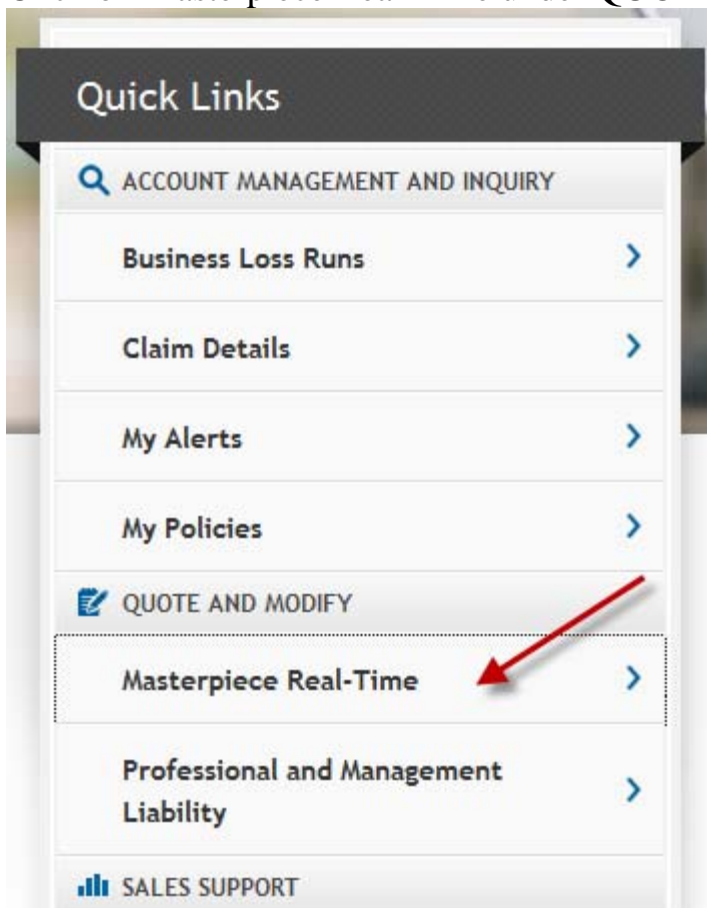
Excess Change: Delete a Dwelling and Vehicle

1. Logon to @chubb website using your user name and password.



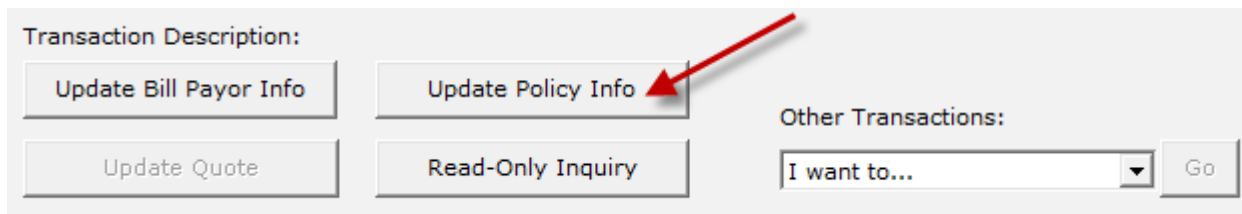
The screenshot shows the login page for @chubb. At the top, it says "Login to @chubb". Below this, there are three input fields: "Select Language/Country:" with a dropdown menu showing "English - All Others", "User ID:" with the placeholder text "UserName", and "Password:" with a masked input field. A red arrow points from the top right towards the "User ID:" field. Below the input fields are two buttons: a blue "Login »" button and a "Reset Password" link. At the bottom, there is a footer with the text "@chubb Resources: [Need Help?](#) | [FAQs](#) | [Information Services Agreement](#)".

2. Click on Masterpiece Real Time under QUOTE AND MODIFY.



3. Select Open Existing Policy / Quote. Click NEXT. (picture not shown)
4. Enter policy number in Masterpiece Real Time. Click SEARCH. (picture not shown)

5. Click on Update Policy Info.



Transaction Description:

Update Bill Payor Info Update Policy Info Other Transactions:

Update Quote Read-Only Inquiry I want to... Go

6. Input Effective Date and Transaction Description



Effective Date: 07/17/2012 MMDDYYYY

Transaction Description: DEL HOME & AUTO FOR EXCES:

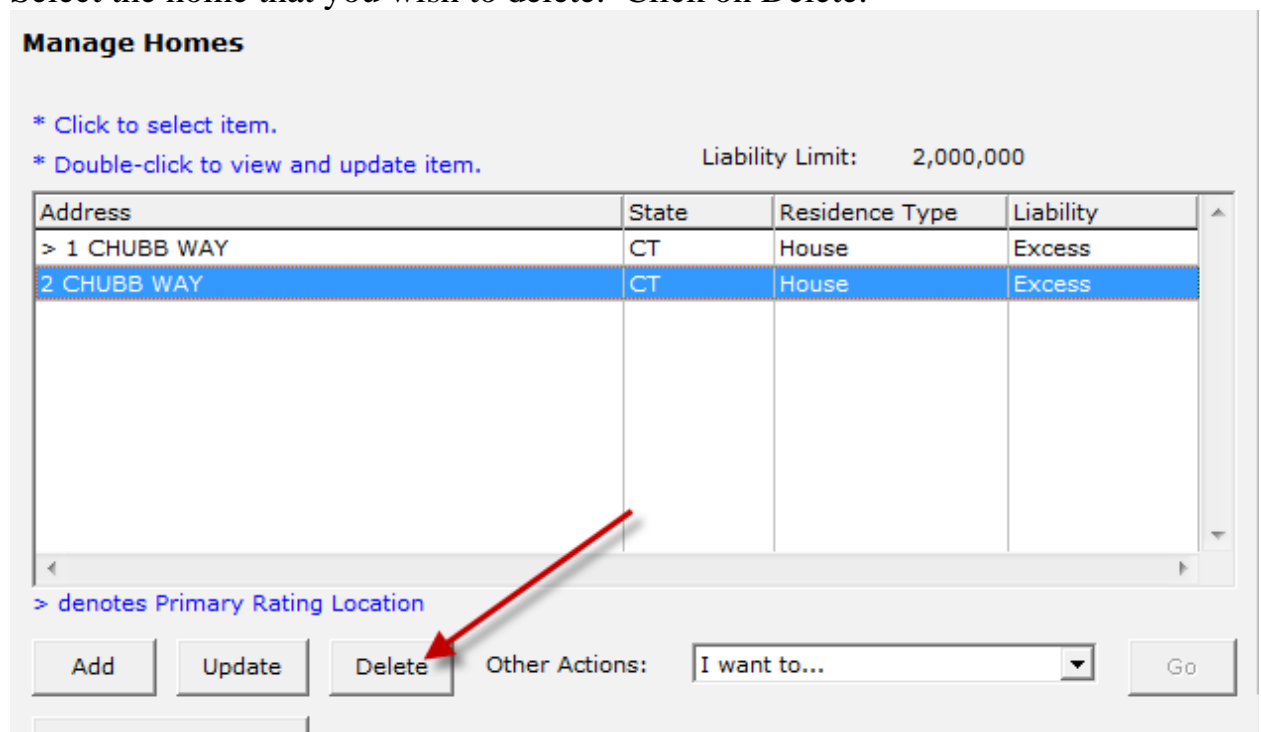
7. Click on OK. (This brings you to the Policy Overview Screen) (picture not shown)

8. Click on the Homes tab.



Policy Homes Valuable Articles Vehicles Excess Watercraft

9. Select the home that you wish to delete. Click on Delete.



Manage Homes

* Click to select item.
* Double-click to view and update item.

Liability Limit: 2,000,000

Address	State	Residence Type	Liability
> 1 CHUBB WAY	CT	House	Excess
2 CHUBB WAY	CT	House	Excess

> denotes Primary Rating Location

Add Update Delete Other Actions: I want to... Go

10. Click on Vehicles tab.



Policy Homes Valuable Articles Vehicles Excess Watercraft

11. Select the vehicle that you would like to delete. Click on Delete.


Manage Vehicles

* Click to select item.
* Double-click to view and update item.

Liability Limit: 2,000,000

Vehicle	Garaged Location	Registered	Liability
2012 GMC ACADIA - Private Passenger	1 CHUBB WAY, FAIRFIELD, CONN		Excess
2012 HONDA ACCORD - Private Passenger	1 CHUBB WAY, FAIRFIELD, CONN		Excess

Other Actions:



12. Click on Rate Policy ([bottom right](#)). (picture not shown)

13. Click on Issue Policy ([bottom right](#)). (picture not shown)