## **NAMED INSUREDS & ADDITIONAL INTERESTS**



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PolicyPro by Sapiens

AFR

### NAMED INSURED OR ADDITIONAL INTEREST

The Named Insured is the Primary Named Insured named on the policy. An Additional Named Insured is someone who is also jointly covered by an insurance policy, such as a Spouse, Child, Household Member, or possibly a Trust.

An Additional Interest is typically an entity that has a financial interest in the insured property, such as a Mortgagee, Lienholder, Contract of Sale, or even an Additional Insured.



AFR	Membership #	Name Don Johnson	Quote # 532920001	Line Of Business Homeowners	Agency Name Mike Brady Agency	Effective Date 04/19/2023	Policy Status Incomplete	Conversion Pol#	*
Customer Info Customer Info Contact Info Policies and Quotes	Name	ed Insur	eds	ureds that apply !	to entire policy. For	example, Spou	se, Trust, etc.		
Customer Notes Customer Docs	× Clear	Name		Date of Birth	Primary Named	Insured Mem 🖨	Active Membershi	ip Nu 🗢 Applicable for Ir	surance Score 🗘 🖍
bility Info Basic Information Underwriting Question Named Incurvids Additoonal Interests (Binje) Property Information Optional Coverages Policy Exclusions Location Exclusions Location Exclusions Location Exclusions Location Exclusions Premium Summary Forms Forms	s I	Den Johnson						Yes	
Document Management Documents	4				Add Ec	lit Delet	•		

From the Named Insured screen or the Additional Interest screen, you can ADD, EDIT, and DELETE any named insureds or additional interests in addition to the Primary Named insured.

It is important to ADD ALL Named Insureds BEFORE running the CLUE report.

### ADD



Identify Customer **∄? → A x** O Choose from the follo ving lis O Add a new Customer not seen in the list e Cancel

A new Named Insured or Additional Interest should either be entered as an Individual or a Legal Entity.

**REMEMBER:** It is recommended to create a **NEW** customer, pertaining to Additional Interests (Mortgagee, Lienholder, etc.), each time you ADD to ensure your policy will not be affected if edited by another user.

# NAMED INSUREDS & ADDITIONAL INTERESTS





#### NAMED INSURED

When adding a Named Insured, you must complete all the required fields marked by a **\*Red Asterisk**, which include:

- First Name
- Last Name
- Address
- City
- State
- Postal Code

Select **Same as Policy Address** to prefill the address, or manually enter another address.

After you click **Continue**, another screen will open with more required fields, which include:

- Birth Date
- Marital Status
- Social Security Number.

The **Insured Type & Relationship to Primary Named Insured** fields are not required, but we highly encourage them to be completed while the information is fresh on your mind.



#### **ADDITIONAL INTEREST**

Click **ADD** to add an **Additional Interest**, which will typically be added as a **Legal Entity**. Legal Entity fields include:

- Name
- Address
- City
- State
- Postal Code

This address matched a known US Post Office address. Please review the results. Inter the information below to add a new customer.	
Name	
Je Wolgan Chase	
Same as Policy Address	
Address Line 1     700 Kansas Ln	
Address Line 2	
• City Monroe	
•State Louisiana 🗸	
Postal Code     71203	
Country United States 🗸	
Tax ID	

# NAMED INSUREDS & ADDITIONAL INTERESTS



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After you click **Continue**, another screen will open with more required fields, which include:

- Is this an Additional Insured?
- Is this a Mortgagee?

Click Submit and Return to save.

Adding an **Additional Interest** isn't complete until you add them to the **Property Additional Interest Schedule** screen. Make your selections from the drop-down boxes and complete the following fields:

- Additional Interest Name
- Additional Interest Type
- Mortgagee Type
- Loan Number
- Description

If the policy is **Billed to the Mortgagee**, you also need to <u>verify that the billing is also updated</u> with the correct Mortgagee information.

### EDIT

Edit

To edit a Named Insured or Additional

Interest, click on the name you'd like to edit, click the **EDIT** button, make the necessary changes, then click the **SUBMIT** button to save your changes.

While creating a **Quote**, this is a great time to edit the **Primary Named Insureds** information and fill out the required fields: **Date of Birth**, **Marital Status**, and **Social Security Number**.

			Name	÷	
		X Clear			
Named Insureds			Don Johnson		ľ
Insured Details			Diane Johnson		
* Edit Named Insured Name	Don Johnson				1
Edit Named Insured Address	1528 20th Ave NE Miami, OK 74354	G	)		
* Birth Date	04/01/1985	Ť.	3		
* Marital Status	Married	•	•		
	Type CC Phon	e Number	Ext.		
Preferred Phone Number	Y [±1] (				
Social Security Number	XXX-XX-1985				
Insured Type	Primary Named Insured	1	•	_	
Relationship to Primary Named Insured	Self	•	Primary Named Insured Membership	0	
Active Membership Number		G			
Applicable for Insurance Score	<b>V</b>	6			
Insurance Score					
CLUE Run Details					
		Submit	Cancel		

**CAUTION:** Be very cautious when editing a Named Insured or Additional Interest, and make sure you are only making changes to the policy you are working on. Otherwise, you may unintentionally change every policy the Named Insured or Additional Interest is connected to.



# NAMED INSUREDS & ADDITIONAL INTERESTS

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#### DELETE

If you need to remove a Named Insured or Additional Interest from a policy, click the **DELETE** button and confirm the removal by clicking **OK**.



When deleting an Additional Interest, it is also important to double check that they are also deleted from the Property Additional Interest Schedule.

dditional Interes	5	
Please add any Additional Inter Insured.	t for the policy. This may consist of a Mortgagee, Lienholder, Contract of Sale, Loss Payee or Addi	tional
Name	Address	\$
IP Morgan Chase	700 Kansas Ln, Monroe, LA 71203	
	Add Edit Delete	-
roperty Addit	onal Interest Schedule	
roperty / auto		
This screen allows you to add	ne additional interest to the dwelling or location.	
This screen allows you to add	ne additional interest to the dwelling or location.  Additional Interest Name Additional Interest Type Loan Nur	nber