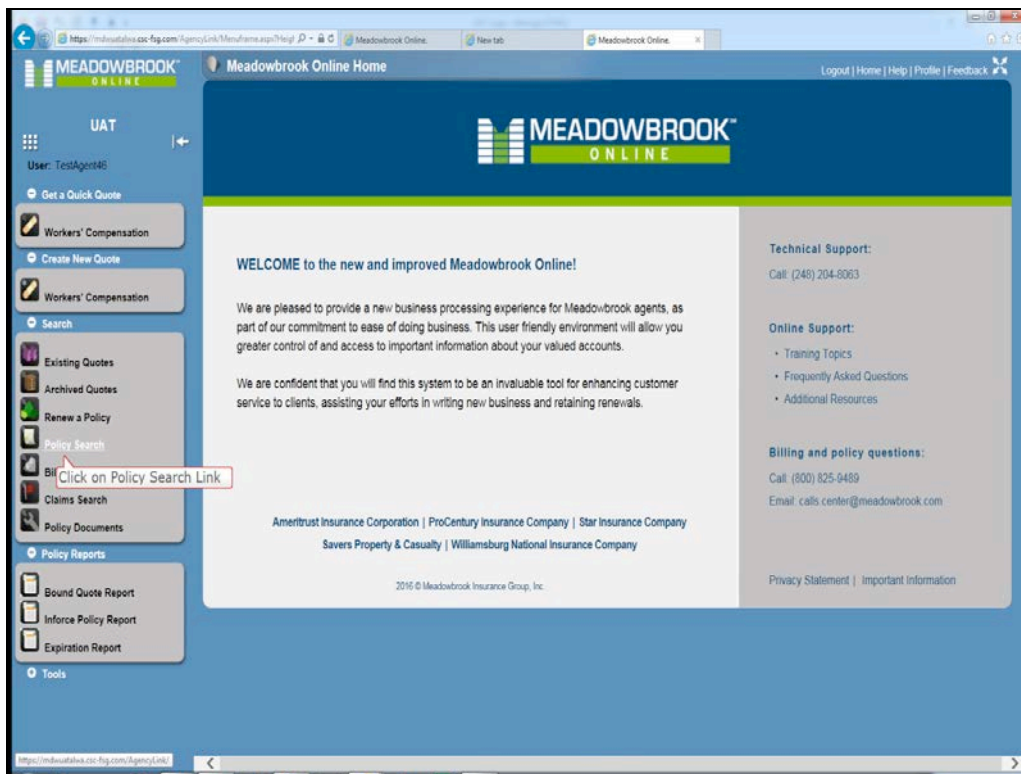
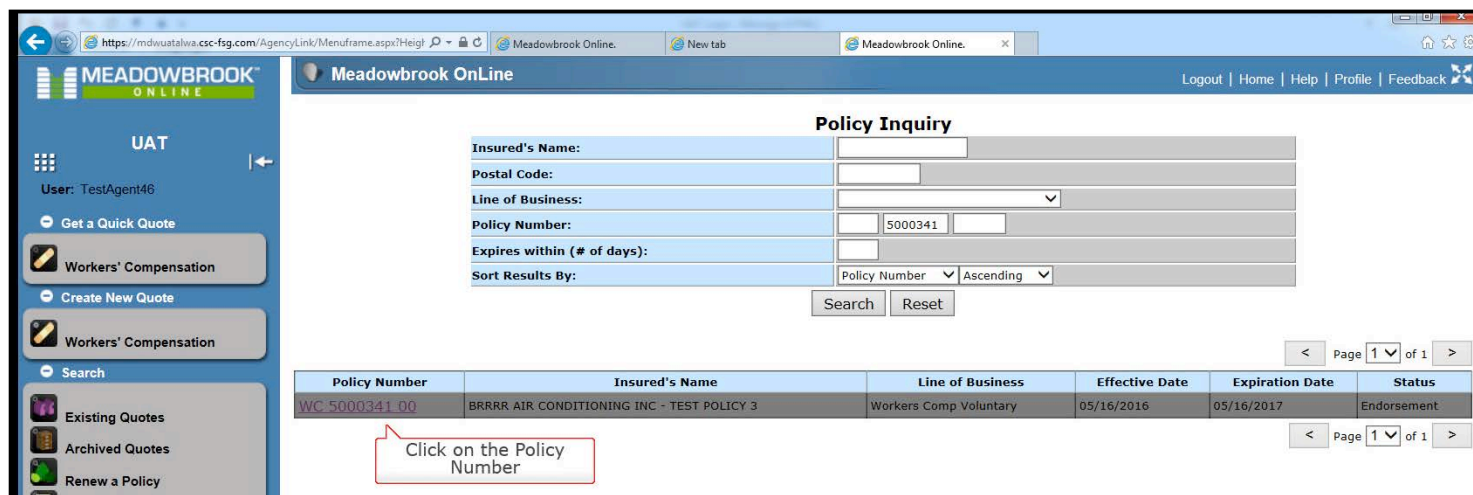


- This training segment will review the Policy Endorsement Processing functionality within the Meadowbrook Online system.

Endorsement Processing



- Click on the Policy Search link in the navigation box.



- Type in the policy number in the Policy Number field, or use the other inquiry fields to find your policy.
- Click Search.
- Click on the Policy Number link of the policy you want to endorse.

Endorsement Processing

The screenshot shows the Meadowbrook OnLine interface. At the top, there is a navigation bar with 'Email Endorsement' and 'Policy Documents' links. Below this, a 'Policy Inquiry' section is active, displaying the following information:

Policy Information	Effective/Expiration Date
Policy Number: WC 5000341 00	05/16/2016-05/16/2017
Status: Endorsement	Line of Business: Workers Comp Voluntary
User Name: MARK CUSSON	Doing Business As:
Total Written Premium: \$32,977.00	Audit Code: Annual audit
Group Number:	Reason Endorsed: IC
Group Code:	Inception Date: 5/2016
Payment Plan: 15% DN & INST-\$10 SC	Agency: KIRKILES & ASSOC COMMERCIAL

Below the policy information, there is a section for 'Insured Information' and 'Employer's Liability Limits'. The 'Insured Information' section includes the insured name, address, phone number, and federal employee identification number. The 'Employer's Liability Limits' section shows the split rate date period, per accident limit, and disease limits.

- Click on the Email Endorsement link located on the banner at the top of the page.

The screenshot shows the Meadowbrook OnLine 'Policy Change Request' screen. The form includes the following fields:

- Effective Date of Change: 08/15/2016
- Policy Number: WC 5000341 00
- Policy Period: 3/16/2016 - 5/16/2017
- User: TestAgent46
- Insured Name: BRRRR AIR CONDITIONING INC - TEST POLICY 3

Below these fields is a section for 'Type of Change Requested' with the following checkboxes:

- Additional Interest change
- Request Cancellation
- Insured's Name change
- Optional Coverage add, change, or delete
- Property Location add, change, or delete
- Insured's Mailing Address change
- Class Code add, change, or delete
- Request Non-Renewal
- Other change
- Request Reinstatement

Below the checkboxes is a 'Details of Change Requested' text area. At the bottom of the form, there are three buttons: 'Submit Change', 'Reset', and 'Back'.

- The Policy Change Request screen will be shown.

The screenshot displays the Meadowbrook Online interface for a Policy Change Request. The left sidebar contains navigation options such as 'UAT', 'Get a Quick Quote', 'Workers' Compensation', 'Create New Quote', 'Search', 'Existing Quotes', 'Archived Quotes', 'Renew a Policy', 'Policy Search', 'Billing Search', 'Claims Search', 'Policy Documents', 'Policy Reports', 'Bound Quote Report', 'Inforce Policy Report', 'Expiration Report', and 'Tools'. The main content area is titled 'Policy Change Request' and includes the following fields and options:

- Effective Date of Change:** A date picker showing 08/15/2016. A callout box with the text 'Click on the Effective Date of Change Field' points to this field.
- Policy Number:** A text field.
- Policy Period:** A text field.
- User:** A text field.
- Insured Name:** A text field containing 'TEST POLICY 3'.
- Type of Change Requested:** A list of checkboxes for various change types:
 - Additional Interest change
 - Request Cancellation
 - Insured's Name change
 - Optional Coverage add, change, or delete
 - Property Location add, change, or delete
 - Mailing Address change
 - Other change
 - Request Reinstatement
 - Non-Renewal
- Details of Change Requested:** A large text area for providing details of the endorsement.

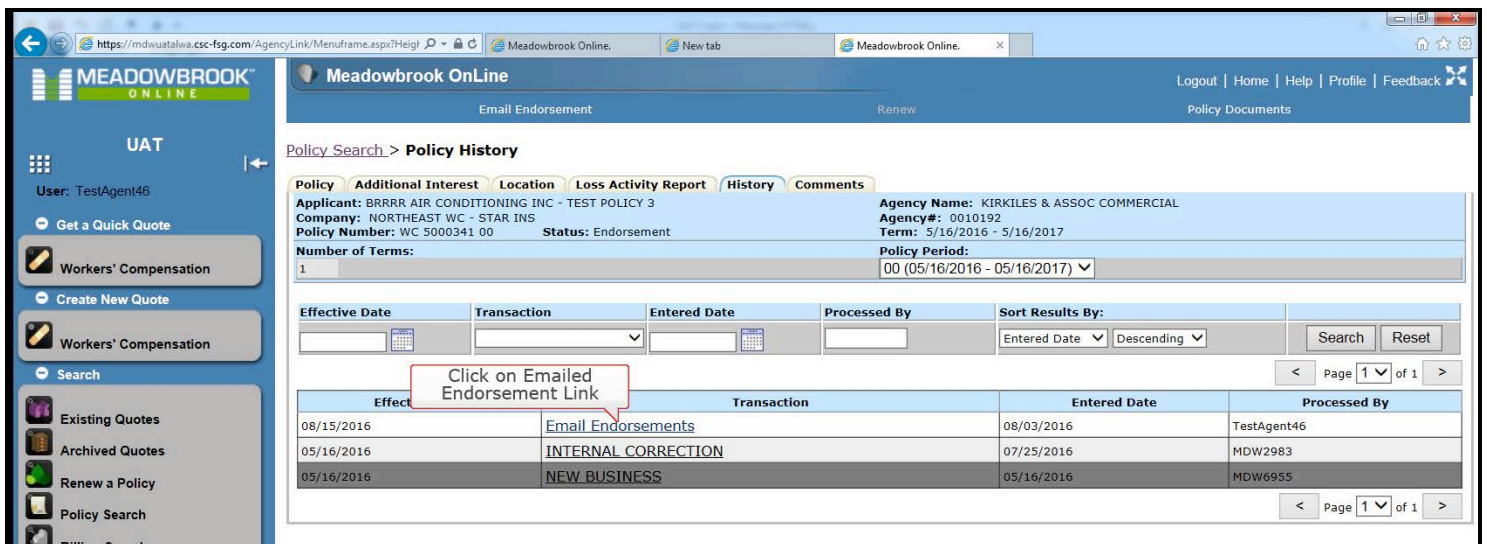
At the bottom of the form are three buttons: 'Submit Change', 'Reset', and 'Back'. The Meadowbrook logo is visible at the bottom center.

- Select the effective date for the policy endorsement.
- The effective date chosen must be within the policy period.
- Next select the Type of Change Requested from the list of changes.
- The request for nonrenewal and the cancellation request are now part of the Meadowbrook Online email endorsement function.
- They are options in the list of changes on the Policy Change Request screen.
- Click in the Details of the Change Requested box to enter details of the endorsement.
- If you have multiple endorsements for the same policy, please select "Other Change" as the reason.
- Provide details of each endorsement in the Details of Change Request text box.
- The Reset button will clear all of the information that has been entered on the Policy Change Request screen
- To complete the Policy Change Request, click the Submit Change link.

Endorsement Processing



- The Policy Change Request confirmation screen will appear when the Policy Change Request has been submitted.
- The system will send out emails about the policy change request to the email set up for your user profile and to the Underwriter associated with the policy.
- Clicking on Return to Inquiry will navigate you to the Policy History screen of the policy in Policy Inquiry.



- The Policy History will show you the endorsement request that was just submitted.
- Click on the Emailed Endorsement Link in the transaction field to view the submitted endorsement.

Endorsement Processing

MEADOWBROOK ONLINE

Policy Change Request

Effective Date of Change: 8/15/2016
 Policy Number: WC 5000341 00
 Policy Period: 5/16/2016 - 5/16/2017
 User: TestAgent46
 Insured Name: BRRRR AIR CONDITIONING INC - TEST POLICY 3

Type of Change Requested:

<input type="checkbox"/> Additional Interest change	<input type="checkbox"/> Insured's Mailing Address change
<input type="checkbox"/> Request Cancellation	<input type="checkbox"/> Class Code add, change, or delete
<input checked="" type="checkbox"/> Insured's Name change	<input type="checkbox"/> Request Non-Renewal
<input type="checkbox"/> Optional Coverage add, change, or delete	<input type="checkbox"/> Other change
<input type="checkbox"/> Property Location add, change, or delete	<input type="checkbox"/> Request Reinstatement

Details of Change Requested:
 Enter in the details of the endorsement.
 Please change name to Freezing Air Conditioning, Inc.

Email Details:

Submitted By: judy.reckker@meadowbrook.com
 Submitted To: donna.tartamella@meadowbrook.com
 Date Submitted: 8/3/2016
 Time Submitted: 9:26:37 AM
 Submitted By: Test Agent
 Effective Date of Change: 8/15/2016
 Policy Number: WC 5000341 00
 Effective Date: 5/16/2016
 Expiration Date: 5/16/2017

Submit Change Click on Back Link
 Back

- This is the submitted Policy Changed Request.
- No changes can be made to the request at this point.
- Click Back to return to the History Tab.
- Note: You are on a browser tab. If you are done reviewing the policy change request, please close the tab.

Meadowbrook OnLine

Policy Search > Policy History

Applicant: BRRRR AIR CONDITIONING INC - TEST POLICY 3
 Company: NORTHEAST WC - STAR INS
 Policy Number: WC 5000341 00 Status: Endorsement
 Number of Terms: 1

Agency Name: KIRKILES & ASSOC COMMERCIAL
 Agency#: 0010192
 Term: 5/16/2016 - 5/16/2017
 Policy Period: 00 (05/16/2016 - 05/16/2017)

Effective Date	Transaction	Entered Date	Processed By
08/15/2016	Email Endorsements	08/03/2016	TestAgent46
05/16/2016	INTERNAL CORRECTION	07/25/2016	MDW2983
05/16/2016	NEW BUSINESS	05/16/2016	MDW6955

- All endorsements are processed by CSC the day following the submission.
- They are not real-time.



- This completes the Endorsement Processing training segment.