

Processing Endorsements (Policy Changes)

Mortgage information, insured mailing address & renewal payor



1. From the policy detail page, click "Endorse" to begin a policy endorsement.

2. Mortgage information, insured mailing address & renewal bill payor changes can be made in Trident. These changes do not affect the premium & account for 75% of the transactions.

If the endorsement cannot be completed in Trident, select the option to "proceed with FloodPro"

3. If the user chooses not to proceed with the changes, they can be discarded. The "Discard Changes" option is located in the bottom left of the screen.

If the user has made all of the desired changes, click "Review Endorsement" to proceed. The "Review Endorsement" option is located in the bottom right of the screen.

4. The modified information will appear on the screen next to the original information to allow the user to check for accuracy before completing.

If the user chooses not to proceed with the endorsement, the user can select "Discard Changes". If the user notices an error in the changes, they can select "Back to Edit". If the desired changes are correct, the user can select "Submit Endorsement" to proceed.

5. This completes the endorsement change. A declaration page can be generated showing the endorsement changes.