

# Agent Portal

## Endorsement Request

Reference Guide | HOMEOWNERS



**MissionSelect**  
Insurance



# Expanded Search Options

NEW  
FEATURE

- Click “Search” from the home screen

You are logged in as: **NANCY MARSHALL** | [Log Out](#) | [Edit Profile](#) | [Login Disclaimer...](#) | 10000389, MISSIONSELECT DEMO AGENCY, 6434 WESTWARD WOOD WAY, HUMBLE, TX 77338 | [Browser Compatibility Info](#)

[Home](#) | [Search](#) | [Quotes](#) | [Policies](#) | [Help](#) | [Dashboard](#) | [Reports](#)

**News**  
Looking to service a policy effective before 11/1/2019, OR Begins with KOP or PKC, [Please Login Here](#)

**New Quotes (within last 30 days)**

Agency Id	Named Insured	Quote	LOB	State	Status	Eff Date	Premium
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**New Policies (within last 30 days)**

Agency Id	Named Insured	Policy	LOB	State	Status	Eff Date	Premium
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**1. Search for Policy**  
**2. Enter Policy Number, Name, Address, Phone, etc.**  
**3. Click on Search**

☒ Policy ☐ Quote

**POLICY/QUOTE INFO**

Policy/Quote Number  Custom Number

Line Of Business  Term

**PERSONAL**

SSN

First Name

Last Name

Trust/Estate Name

**ADDRESS**

Street

Zip/Postal Code  -

State

City

**CONTACT INFO**

Custom Customer Number

Email

Phone

Policies Cancelled (within last 30 days)

Agency Id	Named Insured	Policy	LOB	State	Cancel Date	Reason	Conv. Pol. No.
10000389	TEST, TEXAS	0119804879	Homeowners	TX	9/21/2019	Cancellation...	tdatconver...

Page 1 of 0 Page size: 10 No data to display

Unpaid Mortgagee Policies

Policies Renewed (within last 30 days)

All Transactions (within last 30 days)

# Policy Summary

Dashboard

Reports

Policy 0119804834: CASH

Homeowners Policy

SummaryInsuredPaymentsDocuments

Name

JOHNNY CASH

Home Phone

Phone

(987) 979-8798

Email

Policy#

0119804834

Status

Active

Effective

6/16/2019

Expires

6/16/2020

Issuer

MISSIONSELECT DEMO

AGENCY (10000389) (987) 987-9879

Total Term Balance

\$0.00

Payment Method

Recurring CC

Next Payment Due

\$0.00

Last Payment Made

(\$359.50) on 1/12/2020

View History

View Payment History

Pay Now

Change Effective Date

Request Cancellation

Dwelling Value

Discount & Charge Verification

Coverage

Interested Parties

Loss History

COVERAGE LIMITS

Endorse Policy

Coverage A - Dwelling	\$350,000	i
Coverage Other Structures	10%	i
Coverage B - Personal Property	40%	i
Coverage Loss of Use	10%	i
Coverage C - Personal Liability	\$25,000	i
Coverage D - Medical Payments	\$500	i
Clause 1 - Windstorm, Hurricane or Hail	2%	
Clause 2 - All Other Perils	1%	

1. Select a Coverage tab

2. Click on "Endorse Policy" to put the policy in "Amendment Mode"

www.MissionSelect.com

# Make Coverage Changes

1. Select Coverage
2. Fields in red can be changed
3. Additional Limits available in drop downs
4. Click 'Save'


Dwelling ValueDiscount & Charge VerificationCoverageInterested PartiesLoss History

COVERAGE LIMITS

Coverage A - Dwelling	<div>\$350,000</div>	<div>i</div>
Coverage Other Structures	<div>10%</div>	<div>i</div>
Coverage B - Personal Property	<div>40%</div>	<div>i</div>
Coverage Loss of Use	<div>10%</div>	<div>i</div>
Coverage C - Personal Liability	<div>\$25,000</div>	<div>i</div>
Coverage D - Medical Payments	<div>\$500</div>	<div>i</div>
Clause 1 - Windstorm, Hurricane or Hail	<div>2%</div>	
Clause 2 - All Other Perils	<div>1%</div>	
MS HO 90 Additional Perils with Ltd Water	<div>\$1,500 (included)</div>	<div>i</div>
MS HO 50 Dog Liability Endorsement	<div><input checked="" type="radio"/> Yes <input type="radio"/> No</div>	<div>i</div>
HO-105 Residence Glass Coverage	<div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>	<div>i</div>
HO-110 Increased Limit on Jewelry, Watches and Furs	<div>Not Selected</div>	<div>i</div>
HO-160 Scheduled Personal Property	<div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>	<div>i</div>
HO-225 Additional Premises Liability	<div>Not Selected</div>	<div>i</div>
HO-301 Additional Insured	<div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>	<div>i</div>

Save

# Save Changes

 Info: Don't forget to submit your changes!

close

1. Pop up Reminder
2. Preview Changes

## Homeowners Policy

Summary

Insured

Payments

Documents

Cancel Changes

Preview Changes

**Name** JOHNNY CASH

**Home Phone**

**Phone** (987) 979-8798

**Email**

**Policy#** 0119804834

**Status** Active

**Effective** 6/16/2019

**Expires** 6/16/2020

MISSIONSELECT DEMO

**Total Term Balance** \$0.00

**Payment Method** Recurring CC

**Next Payment Due** \$0.00

**Last Payment Made** (\$359.50) on 1/12/2020

View History

View Payment History

Pay Now

# Change Summary - Review Changes

Endorsement Save

Change Summary

Confirmation

Written Premium (Remaining Policy Premium) was calculated from initial: **\$2,705.00** to **\$2,903.00**. Clause 2 - All Other Perils was changed from **2%** to **1%** on Coverage.

Screen	Field	Initial Value	Modified Value
Premium	Written Premium (Remaining Policy Premium)	\$2,705.00	\$2,903.00
Coverage	Clause 2 - All Other Perils	2%	1%

Effective Date

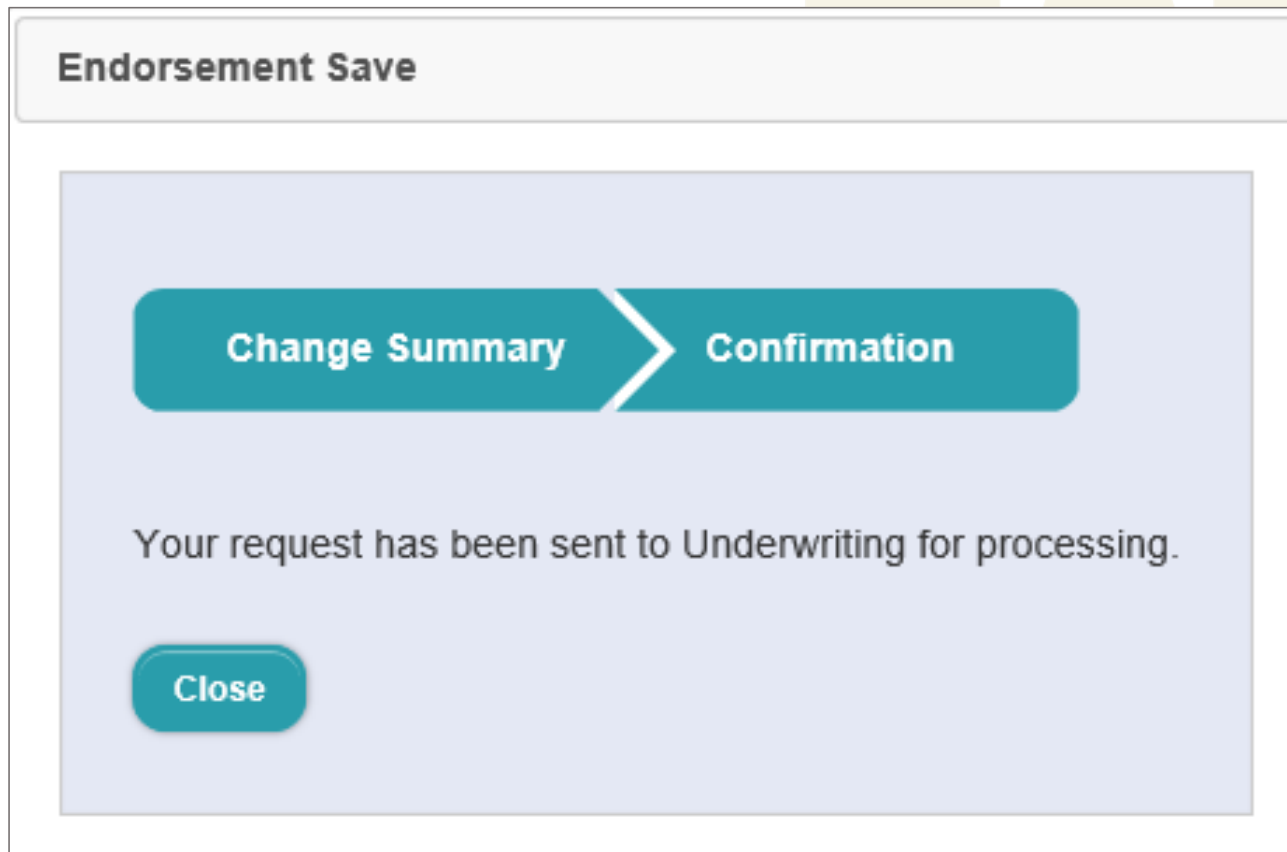
Review changes and Submit if you want to send to Underwriting

**OR**

Cancel Changes if you are only quoting a change for Insured

**NEW  
FEATURE**

# Sent to Underwriting - Confirmation



# Documents

Help Dashboard Reports Policy 0119804834: CASH

Homeowners Policy

Summary Insured Payments Documents

Upload Documents

Search:

Document	Description	Category	Date Created
MSELECT-RCPT-0119804834.pdf	Endorsement Receipt	Declaration - Amendment	02/07/2020 10:18:10

1. Endorsement receipt available to print

NEW  
FEATURE



Missionselect Insurance Services, LLC  
P.O. Box 271122  
Flower Mound, TX 75027-1122

## Endorsement Receipt

**Policy Number:** 0119804834

**Endorsement Effective Date:** 02/07/2020

**Insured Name:** Johnny Cash

**Transmitted Date and Time:** 02/07/2020 12:32 PM PT

### Request 1 of 2

The requested policy modification(s) resulted in a change to Written Premium (Remaining Policy Premium) from \$2,705 to \$2,903.

### Request 2 of 2

Clause 2 - All Other Perils was changed from 2% to 1% on Coverage.

I agree to the above requested changes.

Insured Signature

Producer Signature

All endorsements must meet eligibility requirements and **are not effective until approved and processed by our Underwriting Department.**

Producers please keep a signed copy for your records.

2. Have insured sign Endorsement receipt
3. Save as PDF



# Upload Documents

NEW  
FEATURE

Homeowners Policy

Summary Insured Payments **Documents**

**Upload Documents** Search:

Document	Description	Category	Date Created
<a href="#">Chg Deductible.pdf</a>	Chg Deductible	Evidence Provided	02/07/2020 13:05:55

Upload Documents

**DOCUMENT INFORMATION**

Description Chg Deductible

Category Evidence Provided

**ATTACHMENTS**

Chg Deductible.pdf-20928 bytes **Attach Files** **Cancel** **Save**

1. Upload signed documents to UW
2. Description (20 characters or less)
3. File name (20 characters or less)
4. Attach files
5. "Save"

# Documents

After Underwriting has finished processing the requested Endorsement, click 'Documents' tab for Declarations and Policy Docs.

Homeowners Policy

Summary Insured Payments **Documents**

Upload Documents

Search:

Document	Description	Category	Date Created
<a href="#">MSELECT-RCPT-0119804834-0.pdf</a>	Endorsement Receipt	Declaration - Amendment	02/07/2020 12:32:54
<a href="#">MSELECT-DEC-DEC PAGE-NO CERT-20200207-0119804834.pdf</a>	DEC	Declaration - Amendment	02/07/2020 12:20:30

# Summary of New Features



## 1. Expanded Search Options:

- Named Insured
- Address
- Phone Number
- Policy Number

## 2. Online Endorsement Request:

- Save to submit to Underwriting
- Don't Save to Quote policy changes
- Endorsement Receipt of policy changes

## 3. Upload Documents:

- Provide signed documents to Underwriting

## CONTACT INFORMATION:

Underwriting Email: [Underwriting@missionselect.com](mailto:Underwriting@missionselect.com)

Phone: 800-780-6941

# *Thank You*



Mission**Select**  
Insurance