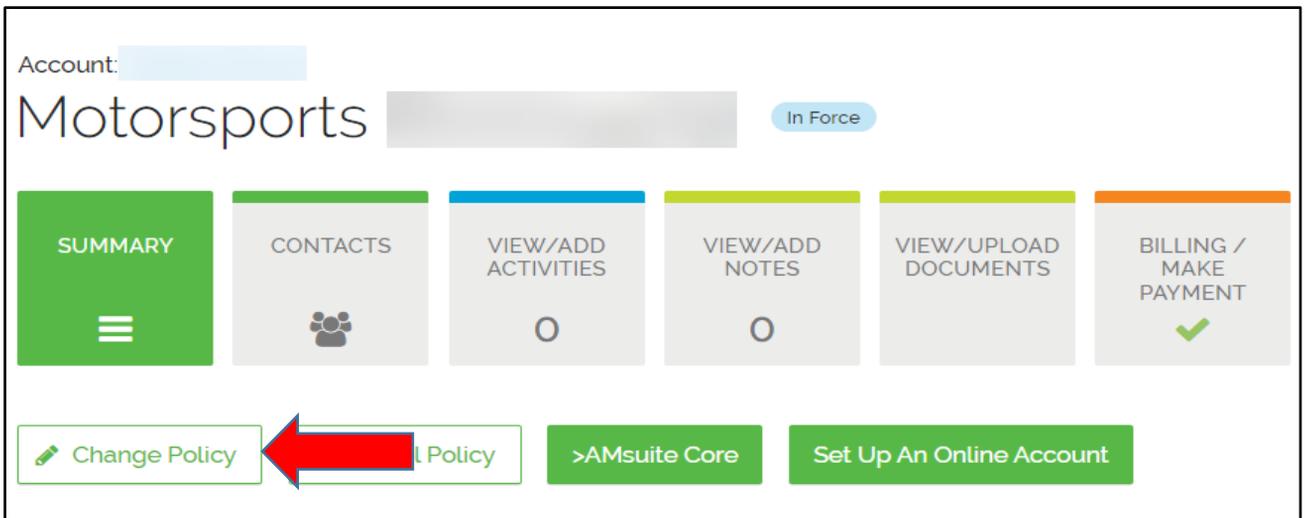


Our example below is adding a vehicle and trailer to a Motorsports policy. However, the process to add a vehicle and trailer is the same in all recreational programs.

- 1 Select **Change Policy** on the summary screen in AMsuite to add the vehicle.



Account: [Redacted]

## Motorsports

In Force

- SUMMARY
- CONTACTS
- VIEW/ADD ACTIVITIES
- VIEW/ADD NOTES
- VIEW/UPLOAD DOCUMENTS
- BILLING / MAKE PAYMENT

Change Policy | Policy | >AMsuite Core | Set Up An Online Account

- 2 Select **Effective date** for the change, then select **Continue**.



### Policy Changes

| Set Date of Change

< October 2022 >

< 24 >

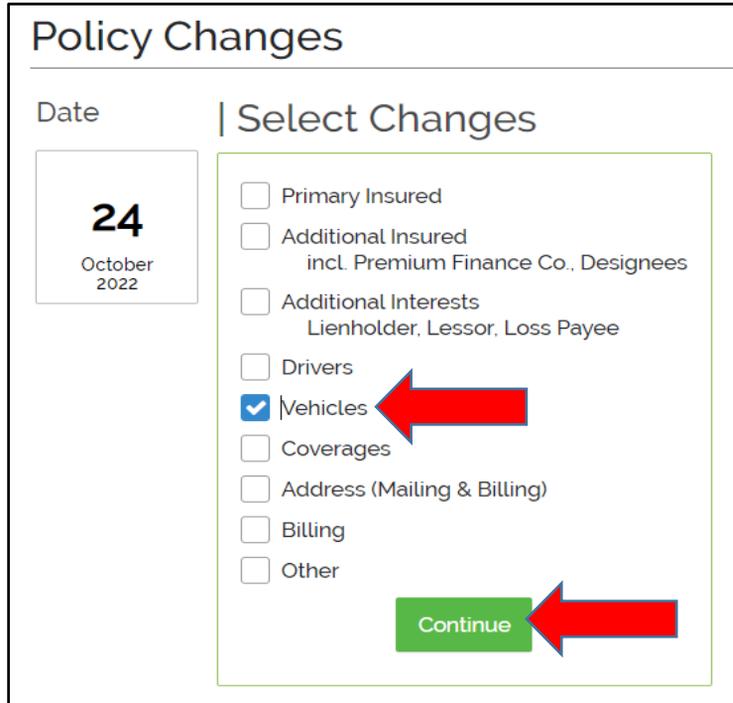
Monday

Continue

Cancel

Total Cost	
Current Total Cost	\$779.00
Adjusted Total Cost	-
Prorated Difference	-

- 3 Select **Vehicles** for the change description, then select **Continue**.



**Policy Changes**

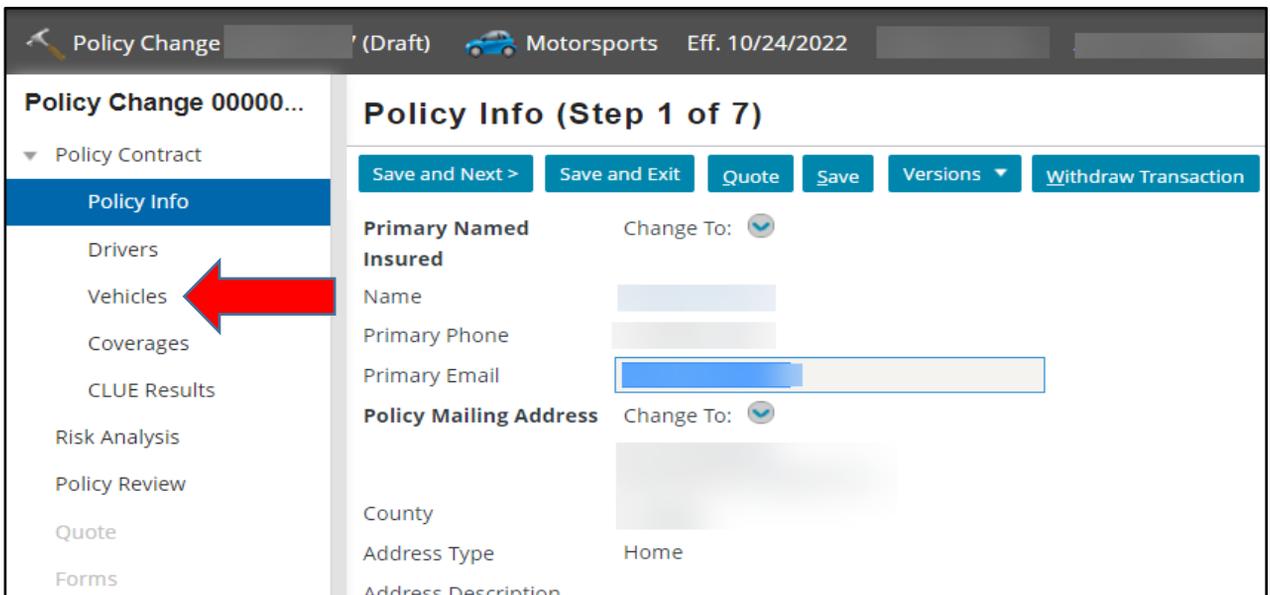
Date: 24 October 2022

**Select Changes**

- Primary Insured
- Additional Insured  
incl. Premium Finance Co., Designees
- Additional Interests  
Lienholder, Lessor, Loss Payee
- Drivers
- Vehicles
- Coverages
- Address (Mailing & Billing)
- Billing
- Other

**Continue**

- 4 The system will navigate to AMsuite Core. Select **Vehicles** tab on the left.



Policy Change 00000... (Draft) Motorsports Eff. 10/24/2022

**Policy Change 00000...**

- Policy Contract
- Policy Info**
- Drivers
- Vehicles
- Coverages
- CLUE Results
- Risk Analysis
- Policy Review
- Quote
- Forms

**Policy Info (Step 1 of 7)**

Save and Next > Save and Exit Quote Save Versions Withdraw Transaction

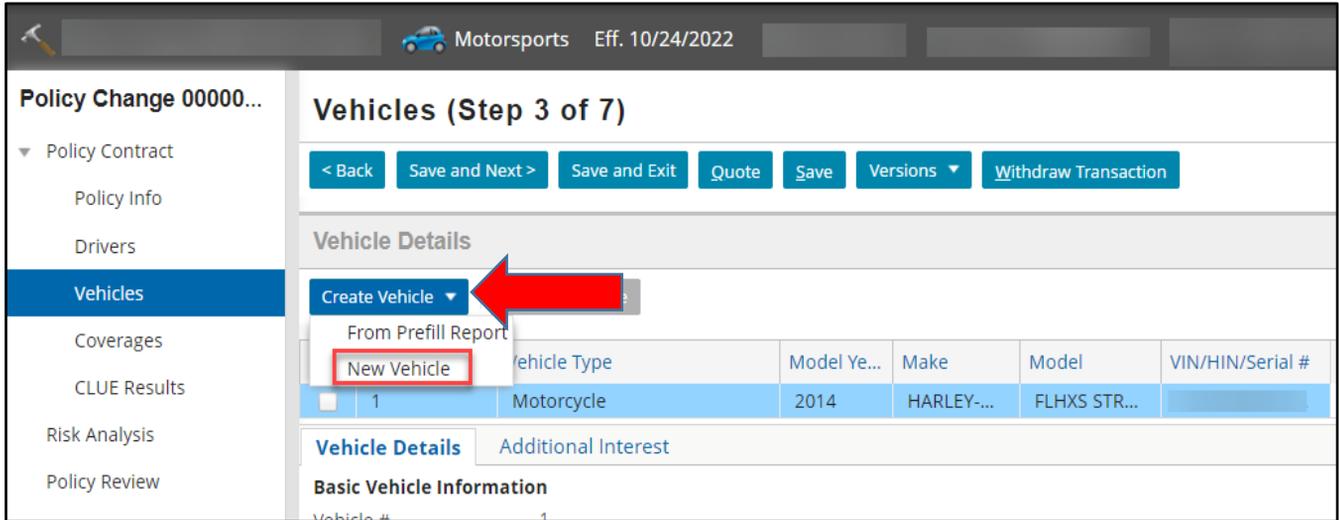
**Primary Named Insured** Change To: [dropdown]

Name [input]  
Primary Phone [input]  
Primary Email [input]

**Policy Mailing Address** Change To: [dropdown]

County [input]  
Address Type Home  
Address Description [input]

5 Use the drop down, select **Create Vehicle** then select **New Vehicle**.



**Policy Change 00000...**

Motorsports Eff. 10/24/2022

**Vehicles (Step 3 of 7)**

< Back Save and Next > Save and Exit Quote Save Versions Withdraw Transaction

**Vehicle Details**

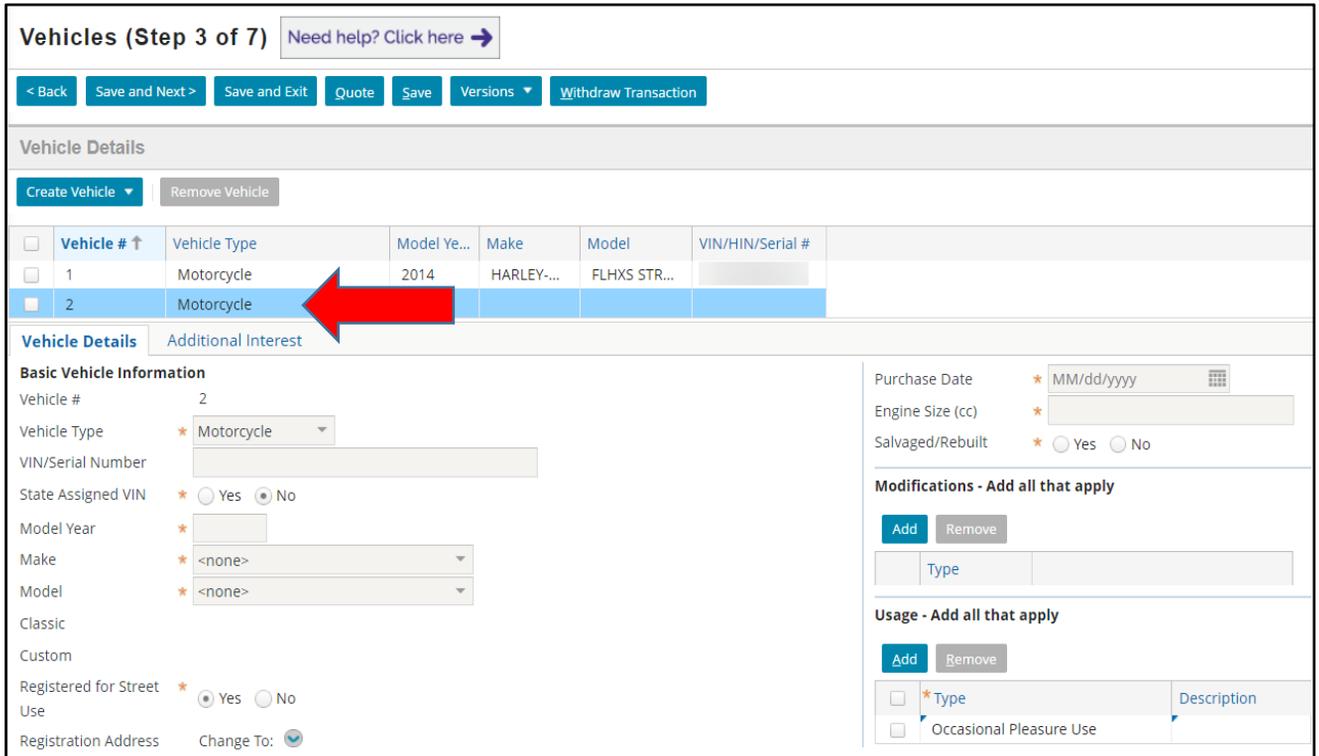
Create Vehicle **New Vehicle**

Vehicle #	Vehicle Type	Model Ye...	Make	Model	VIN/HIN/Serial #
1	Motorcycle	2014	HARLEY...	FLHXS STR...	

Vehicle Details Additional Interest

**Basic Vehicle Information**

6 Enter required **Vehicle Information**. You will notice that the vehicle you are entering is highlighted in blue and each vehicle is numbered.



**Vehicles (Step 3 of 7)** Need help? Click here →

< Back Save and Next > Save and Exit Quote Save Versions Withdraw Transaction

**Vehicle Details**

Create Vehicle Remove Vehicle

Vehicle #	Vehicle Type	Model Ye...	Make	Model	VIN/HIN/Serial #
1	Motorcycle	2014	HARLEY...	FLHXS STR...	
2	Motorcycle				

Vehicle Details Additional Interest

**Basic Vehicle Information**

Vehicle # 2

Vehicle Type \* Motorcycle

VIN/Serial Number

State Assigned VIN \*  Yes  No

Model Year \*

Make \* <none>

Model \* <none>

Classic

Custom

Registered for Street Use \*  Yes  No

Registration Address Change To:

Purchase Date \* MM/dd/yyyy

Engine Size (cc) \*

Salvaged/Rebuilt \*  Yes  No

**Modifications - Add all that apply**

Add Remove

Type

**Usage - Add all that apply**

Add Remove

Type	Description
<input type="checkbox"/> * Type	
<input type="checkbox"/> Occasional Pleasure Use	

7 To add a trailer, select **Create Vehicle** then **New Vehicle**.

**Vehicles** [Need help? Click here →](#)

< Back Save and Next > Quote Save Draft Versions Withdraw Transaction

**Vehicle Details**

Create Vehicle **New Vehicle**

Vehicle #	Vehicle Type	Model Ye...	Make	Model	VIN/HIN/Serial #
1	Motorcycle	2014	HARLEY...	FLHXS STR...	
2	Motorcycle	2012	HARLEY...	FXDF-103 ...	

**Vehicle Details** Additional Interest

**Basic Vehicle Information**

Vehicle # 2

Vehicle Type \* Motorcycle

VIN/Serial Number

State Assigned VIN \*  Yes  No

Model Year 2012

Make HARLEY-DAVIDSON

Model FXDF-103 DYNA FAT BOB

Classic No

Custom No

8 Select **Trailer** for the Vehicle Type.

**Vehicle Details**

Create Vehicle Remove Vehicle

Vehicle #	Vehicle Type	Model Ye...	Make	Model	VIN/HIN/Serial #
1	Motorcycle	2014	HARLEY...	FLHXS STR...	
2	Motorcycle	2012	HARLEY...	FXDF-103 ...	
3	Motorcycle				

**Vehicle Details** Additional Interest

**Basic Vehicle Information**

Vehicle # 3

Vehicle Type \* Motorcycle

VIN/Serial Number

State Assigned VIN \*  Yes  No

Model Year

Make

Model

Classic

- 9 Enter the required information about the trailer. Select **Save and Next** to proceed with change.

**Vehicles** [Need help? Click here →](#)

< Back Save and Next > Draft Versions Withdraw Transaction

**Vehicle Details**

Create Vehicle Remove Vehicle

<input type="checkbox"/>	Vehicle # ↑	Vehicle Type	Model Ye...	Make	Model	VIN/HIN/Serial #
<input type="checkbox"/>	1	Motorcycle	2014	HARLEY-...	FLHXS STR...	
<input type="checkbox"/>	2	Motorcycle	2012	HARLEY-...	FXDF-103 ...	
<input checked="" type="checkbox"/>	3	Trailer				

**Vehicle Details** **Additional Interest**

**Basic Vehicle Information**

Vehicle # 3

Vehicle Type ★ Trailer

VIN/Serial Number

Model Year ★ 2022

Make ★ Alpha Sport

Length (feet) ★ 13

Value ★ \$ 2300

### Hints and Tips:

- If the vehicle has a lienholder, select **Additional Interest** to the right of Vehicle Details tab to list the lender.
- Classic or custom/kit unit's, photos of each side and garaging are required.
- Questionnaire' form is required for Custom-Assembled and Kit Units.
  - The MS-CUST-KIT Questionnaire' form is located under forms/program manuals and select **Underwriting** for the form type.

**10** Review and Select the **Coverages** for the new Vehicle and Trailer added.

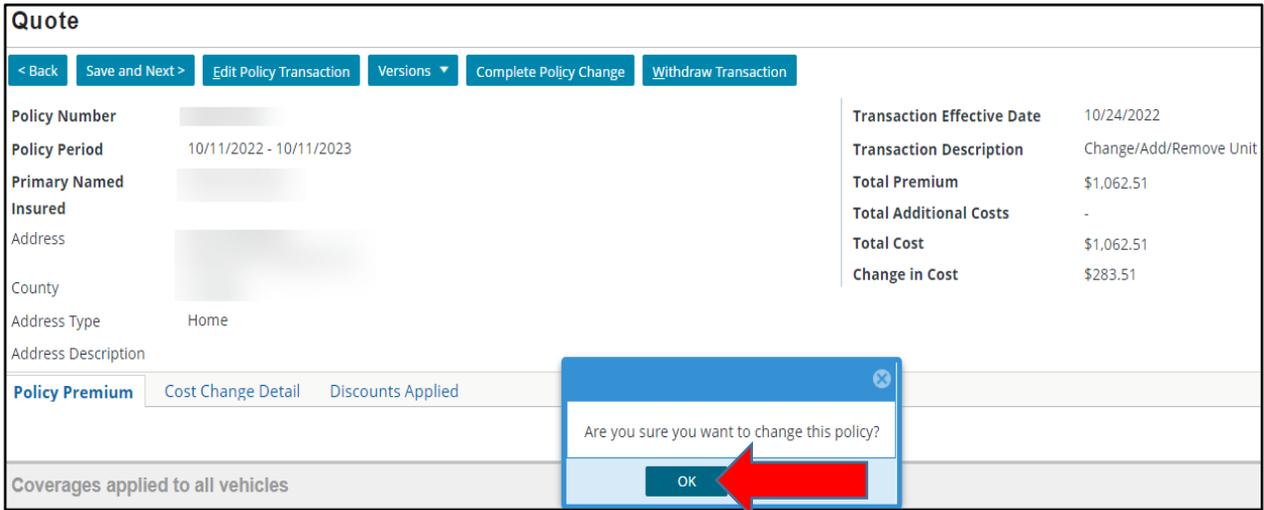
Vehicle #	Description	Comprehensive	Collision	Towing Labor	Rental
1	2014HARLEY-DAVIDSON...	250	250	Not Selected	Not Selected
2	2012HARLEY-DAVIDSON...	Not Selected	Not Selected	Not Selected	Not Selected
3	2022Alpha Sport	Not Selected	Not Selected	Not Selected	Not Selected

**11** Select **Quote** once coverages are chosen.

**12** Review the **Change in Cost** and **Total Premium** for the endorsements that are quoted. Select **Complete Policy Change**.

Transaction Effective Date	10/24/2022
Transaction Description	Change/Add/Remove Unit
<b>Total Premium</b>	\$1,062.51
<b>Total Additional Costs</b>	-
<b>Total Cost</b>	\$1,062.51
<b>Change in Cost</b>	\$283.51

**13** Select **OK** to Complete the Policy Change.



**Quote**

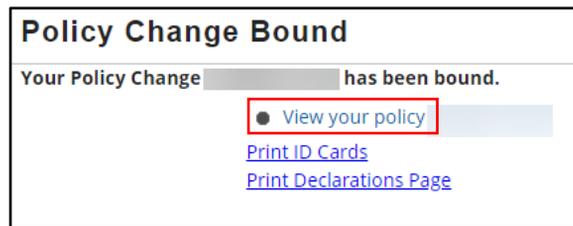
< Back Save and Next > Edit Policy Transaction Versions Complete Policy Change Withdraw Transaction

Policy Number		Transaction Effective Date	10/24/2022
Policy Period	10/11/2022 - 10/11/2023	Transaction Description	Change/Add/Remove Unit
Primary Named Insured		Total Premium	\$1,062.51
Address		Total Additional Costs	-
County		Total Cost	\$1,062.51
Address Type	Home	Change in Cost	\$283.51
Address Description			

Are you sure you want to change this policy?

OK

**14** Select **View your policy** to navigate back to the Summary page in AMsuite.

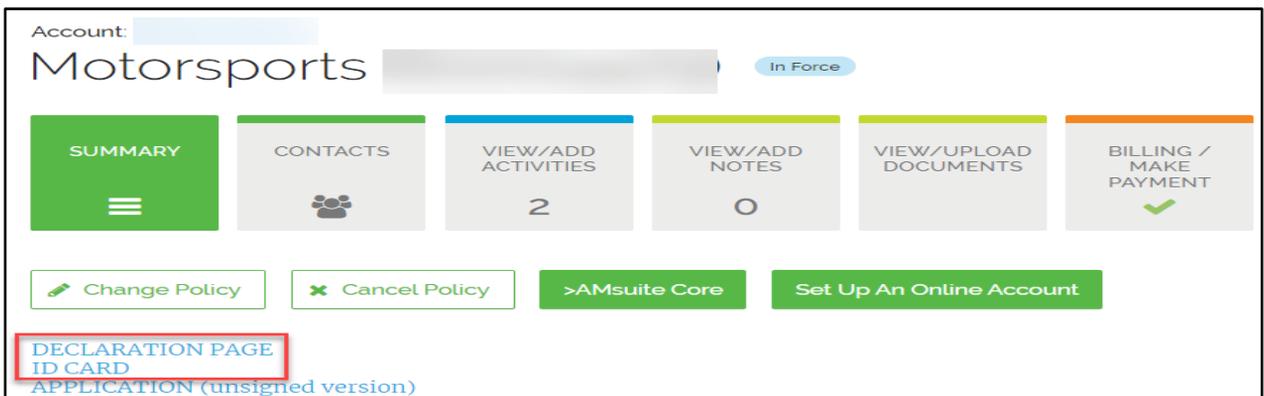


**Policy Change Bound**

Your Policy Change has been bound.

- View your policy
- Print ID Cards
- Print Declarations Page

**15** Select the **blue hyperlinks** to view the **Declaration Page** and **ID Card**.



Account: Motorsports In Force

SUMMARY CONTACTS VIEW/ADD ACTIVITIES VIEW/ADD NOTES VIEW/UPLOAD DOCUMENTS BILLING / MAKE PAYMENT

Change Policy Cancel Policy >AMsuite Core Set Up An Online Account

DECLARATION PAGE ID CARD APPLICATION (unsigned version)

For Agent Use Only - Not for Distribution

Coverage is subject to policy terms, conditions, limitations, exclusions, underwriting review and approval, and may not be available for all risks or in all states. Rates and discounts vary, are determined by many factors and are subject to change. Policies are written by one of the licensed insurers of American Modern Insurance Group, Inc., including but not limited to American Modern Property and Casualty Insurance Company (CA Lic. No. 6129-1).

American Modern Insurance Group, American Modern, AMsuite, modernLINK, and Homeowners FLEX are registered trademarks of American Modern Insurance Group, Inc.