

# Excess Change: Adding & Deleting a Dwelling or Auto

## Important Details You Want To Know Before You Start An Excess Change:

- What is the effective date?
- Do two terms need to be updated?
- What location/vehicle is being added? / What location/vehicle is being deleted?
- Remember to always add before deleting.

## Scenario 1

### Excess Change: Add Dwelling and Vehicle

1. Logon to @chubb website using your user name and password.

### Login to @chubb

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Select Language/Country:

User ID:

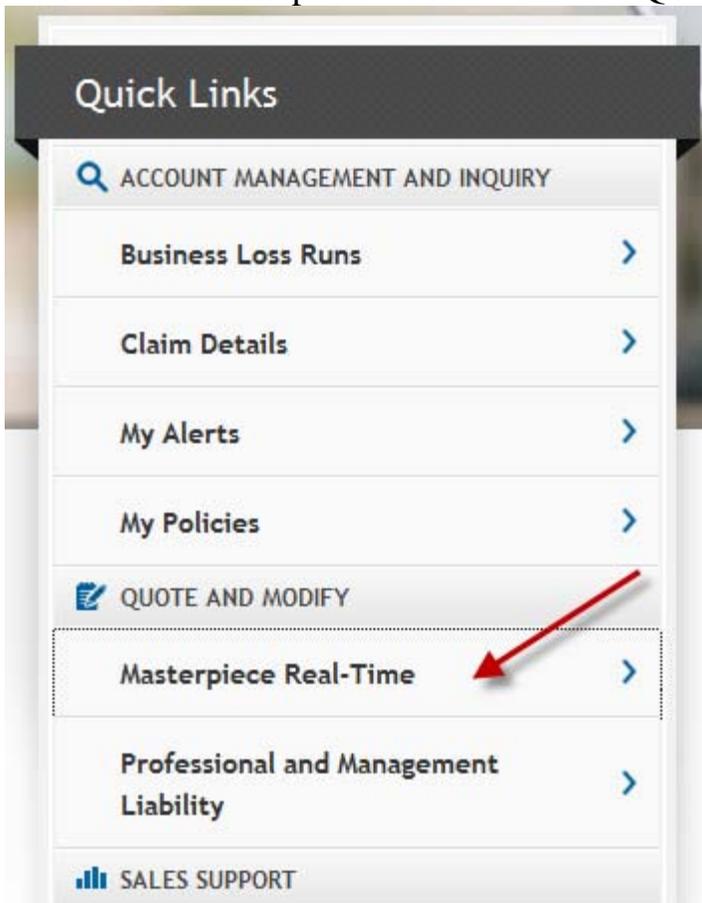
Password:

[Reset Password](#)

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@chubb Resources: [Need Help?](#) | [FAQs](#) | [Information Services Agreement](#)

2. Click on Masterpiece Real Time under QUOTE AND MODIFY.



3. Select Open Existing Policy / Quote. Click NEXT. (picture not shown)

4. Enter policy number in Masterpiece Real Time. Click SEARCH. (picture not shown)

5. Click on Update Policy Info.



6. Input Effective Date and Transaction Description

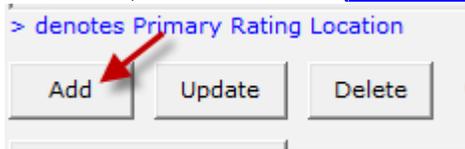


7. Click on OK. (This brings you to the Policy Overview Screen) (picture not shown)

8. Click on the Homes tab.



9. Then, click on Add([bottom left](#)).



10. Click on Add New Location([bottom left](#)).



11. Select state from drop down on Select Location State screen.

**Select Location State**

Country:

State:

A screenshot of a web form titled 'Select Location State'. It contains two dropdown menus. The first is labeled 'Country:' and has 'United States' selected. The second is labeled 'State:' and has 'Connecticut' selected. A red arrow points to the 'State' dropdown menu.

12. Fill in the address of the house on Enter Location Detail screen.

**Enter Location Detail**

Street:

City:

Country: United States

State: Connecticut

Zip Code:

County:

Territory:

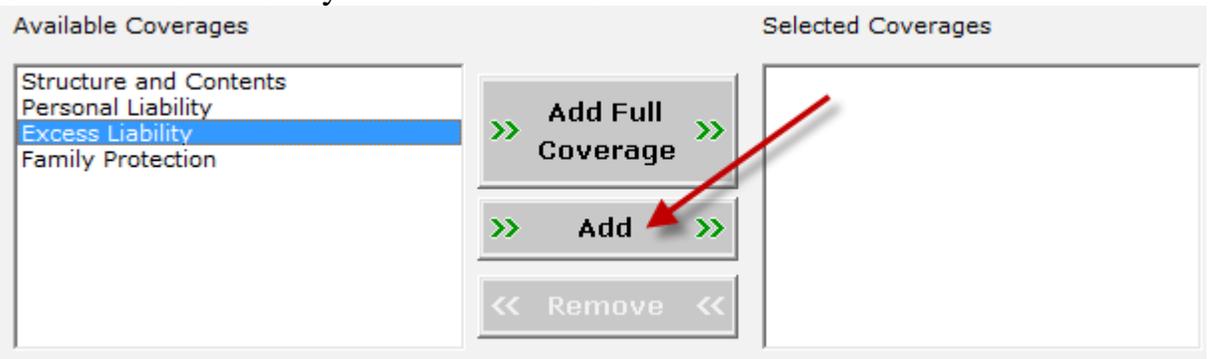
Rate and Rule Edition: Connecticut as of 10/24/2011

A screenshot of a web form titled 'Enter Location Detail'. It contains several text input fields and two buttons. The fields are: 'Street:' with '1 CHUBB WAY', 'City:' with 'FAIRFIELD', 'Country:' with 'United States', 'State:' with 'Connecticut', 'Zip Code:' with '06430', 'County:' with 'FAIRFIELD', and 'Territory:' with '26'. The buttons are 'Location Address Check' and 'US Postal Service Website'. At the bottom, it says 'Rate and Rule Edition: Connecticut as of 10/24/2011'.

13. Click on Next. (picture not shown)

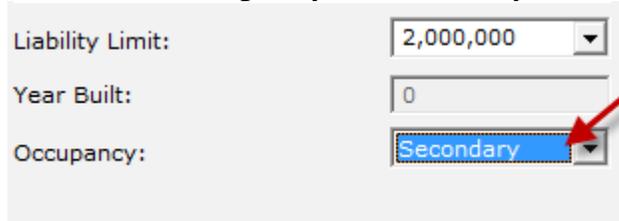
14. Select Residence Type. Click on Next. (picture not shown)

15. Select Excess Liability and click on Add.



16. Click on Next. (picture not shown)

17. Select the Occupancy, (the liability limit will already be pre-filled).



18. Click on Next. (picture not shown)

19. If applicable, add losses on Manage Losses screen. (picture not shown)

20. Click on Next. (picture not shown)

21. Click on the Vehicles tab.



22. Click on Add (bottom left).



23. Select Garaged Location. Click on Next.

**Select Garaged Location**

\* Click to select item.  
\* Double-click to process with selected item.

Street	City	County	State	Zip Code	Rate/Rule
> 1 CHUBB WAY	FAIRFIELD	FAIRFIELD	CT	06430	'CT' 10/24/2011

> Denotes Primary Rating Location

Add New Location

<< Back Next >>

24. Select Excess Liability. Click on Add.

Vehicle Type  
Private Passenger Vehicle

Available Coverages

- Comprehensive
- Comprehensive and Collision
- Vehicle Liability
- Reparations Benefits
- UM/UIM
- Excess Liability**
- Excess UM/UIM

Selected Coverages

>> Add Full Coverage >>  
>> Add >>  
<< Remove <<

\* Vehicle and Excess Liability for the same vehicle cannot be on the same policy.

25. Enter Vehicle Information. Click on Next.

Verify VIN

Model Year: 2012

Vehicle Make: GMC

Vehicle Model: ACADIA

State Registered:

26. Click on Next, again. (picture not shown)

27. Click on Rate Policy (bottom right). (picture not shown)

28. Click on Issue Policy (bottom right). (picture not shown)

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**Scenario 2**

## Excess Change: Delete a Dwelling and Vehicle

1. Logon to @chubb website using your user name and password.

**Login to @chubb**

Select Language/Country: English - All Others

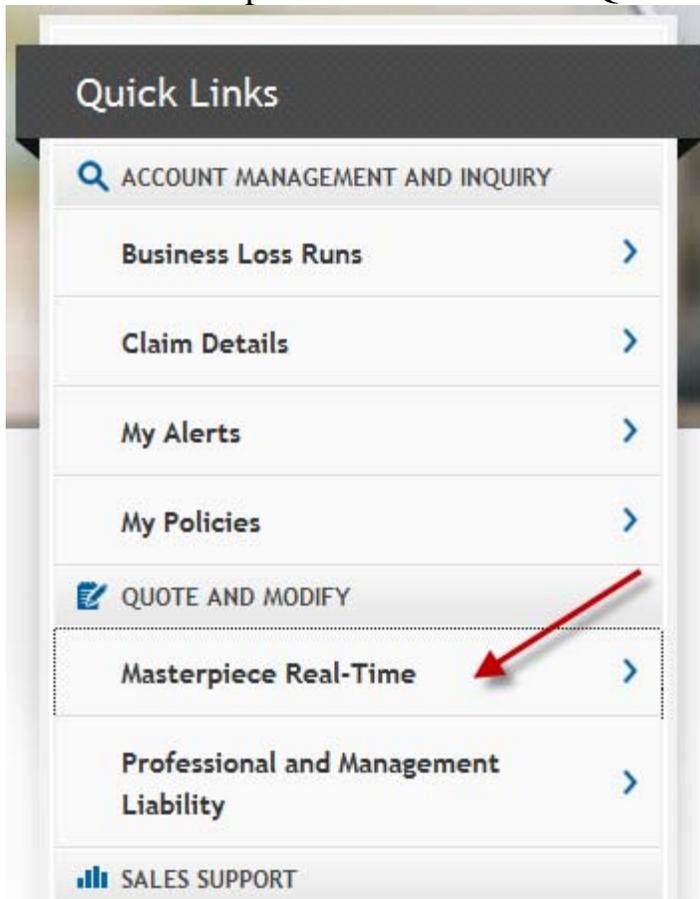
User ID: UserName

Password: ●●●●●●●

[Login »](#) [Reset Password](#)

@chubb Resources: [Need Help?](#) | [FAQs](#) | [Information Services Agreement](#)

2. Click on Masterpiece Real Time under QUOTE AND MODIFY.



3. Select Open Existing Policy / Quote. Click NEXT. (picture not shown)
4. Enter policy number in Masterpiece Real Time. Click SEARCH. (picture not shown)

5. Click on Update Policy Info.



Transaction Description:

Update Bill Payor Info    Update Policy Info    Other Transactions:

Update Quote    Read-Only Inquiry    I want to...    Go

6. Input Effective Date and Transaction Description



Effective Date:    07/17/2012    MMDDYYYY

Transaction Description:    DEL HOME & AUTO FOR EXCES:

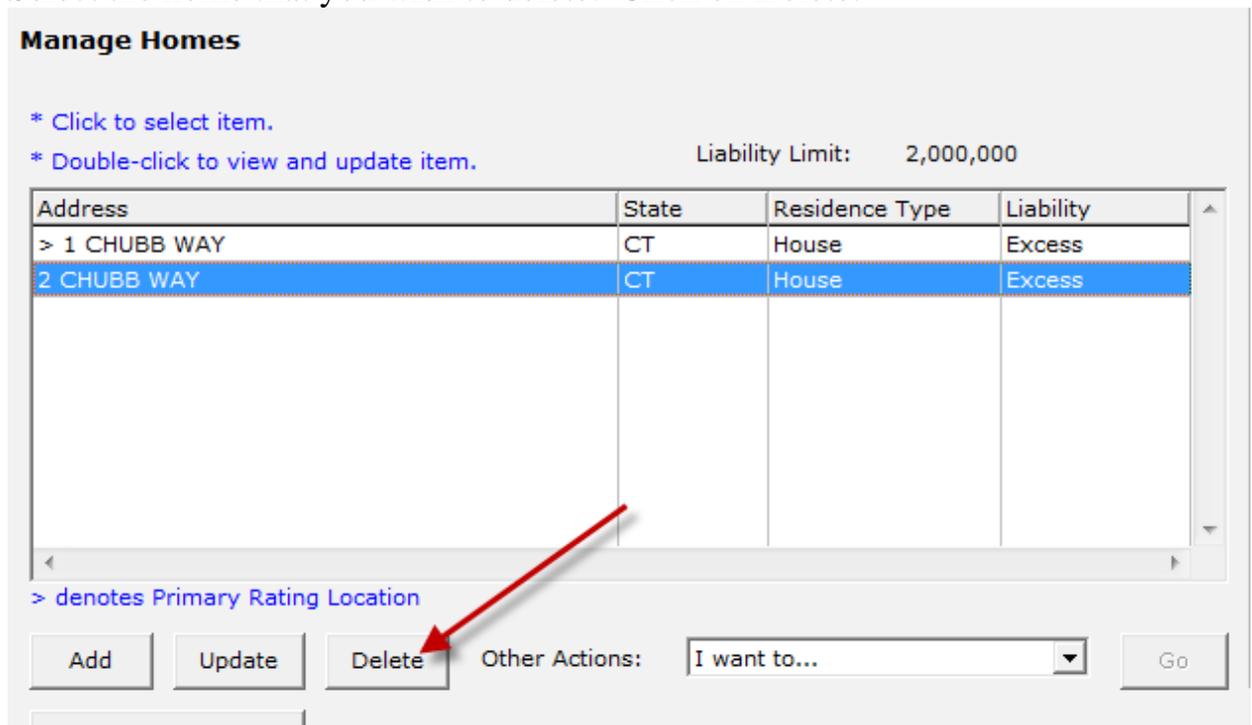
7. Click on OK. (This brings you to the Policy Overview Screen) (picture not shown)

8. Click on the Homes tab.



Policy    Homes    Valuable Articles    Vehicles    Excess Watercraft

9. Select the home that you wish to delete. Click on Delete.



**Manage Homes**

\* Click to select item.  
\* Double-click to view and update item.

Liability Limit:    2,000,000

Address	State	Residence Type	Liability
> 1 CHUBB WAY	CT	House	Excess
2 CHUBB WAY	CT	House	Excess

> denotes Primary Rating Location

Add    Update    Delete    Other Actions:    I want to...    Go

10. Click on Vehicles tab.



Policy    Homes    Valuable Articles    Vehicles    Excess Watercraft

11. Select the vehicle that you would like to delete. Click on Delete.

**Manage Vehicles**

\* Click to select item.  
\* Double-click to view and update item.

Liability Limit: 2,000,000

Vehicle	Garaged Location	Registered	Liability
2012 GMC ACADIA - Private Passenger	1 CHUBB WAY, FAIRFIELD, CONN		Excess
2012 HONDA ACCORD - Private Passenger	1 CHUBB WAY, FAIRFIELD, CONN		Excess

Buttons: Add, Update, Delete, Other Actions: I want to..., Go

12. Click on Rate Policy ([bottom right](#)). (picture not shown)

13. Click on Issue Policy ([bottom right](#)). (picture not shown)