

# Driver Change: Adding & Deleting a Driver

## Important Details You Want To Know Before You Start A Driver Change:

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

### Scenario 1


#### Driver Change: Add New Driver

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

### Login to @chubb

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Select Language/Country:

English - All Others 

User ID:

UserName

Password:

●●●●●●●●

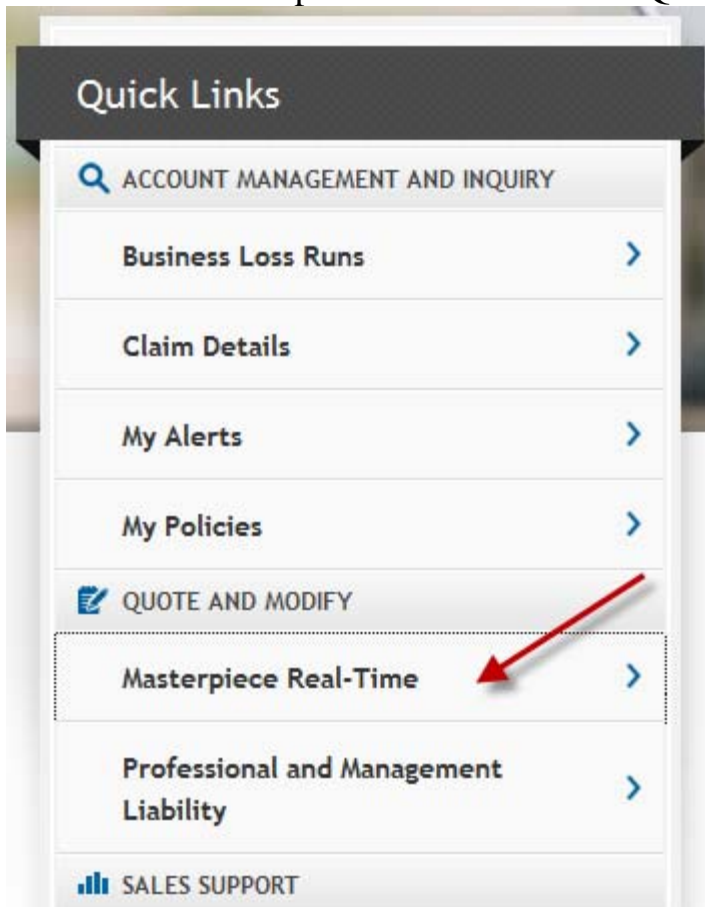
Login »

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.

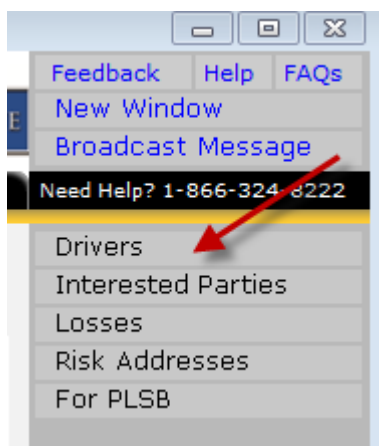


6. Input Effective Date and Transaction Description

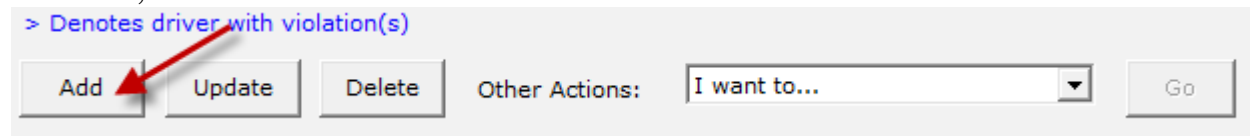
Effective Date:	<input type="text" value="07/17/2012"/>	MMDDYYYY
Transaction Description:	<input type="text" value="ADD NEW DRIVER / NF"/>	

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

8. Click on the Drivers tab([top right - grey strip](#)).



9. Then, click on Add.



10. Fill the Enter Driver Information screen appropriately.

**Enter Driver Information**

Select Named Insured to Copy  Driver License #:

Prefix:  Country:

First Name:  State:

Middle Name:  Licensed Since:  MMYYYY

Last Name:  Driven Days/Week:

Suffix:  Miles Each Way:

Birth Date:  MMDDYYYY

Sex: ☐ Female ☒ Male

Occupation Type / Industry:

Occupation Detail:

Other

- ☐ Business Use
- ☐ Financial Responsibility
- ☐ Youthful Principal Operator
- ☐ Youthful Married Operator
- ☐ Married Operator
- ☐ At School/Over 100 Miles/No Car
- ☐ Moped License

If driver information changes, you may have to update insured information.

11. Click on Next.

12. To assign the driver to a vehicle, highlight the correct vehicle, then highlight the driver. Click on assign.

## Assign Drivers to Vehicles

Select Vehicle

2006 TOYOTA SIENNA VIN: 5TDBA22C26S076141- Private Passenger Vehicle  
2012 CHEVROLET TRAVERSE VIN: 1GNKVJED1CJ327900- Private Passenger Vehicle

Select One or More Available Drivers

CHUBB, JOE ; born 01/15/1978

Assignments

✓ Assign ✓

⬆ Remove ⬆

▼ 2012 CHEVROLET TRAVERSE VIN: 1GNKVJED1CJ327900- Private Passenger Vehicle  
└ CHUBB, JOE ; born 01/15/1978

13.If applicable, complete credit information on Select Driver Credits screen.  
(picture not shown)

14.Click on Next.

15.If applicable, add violations on Manage Violations screen. (picture not shown)

16.Click on Next.

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

18.Click on Next.

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

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

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## Scenario 2

### Driver Change: Delete Driver

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

**Login to @chubb**

Select Language/Country: English - All Others

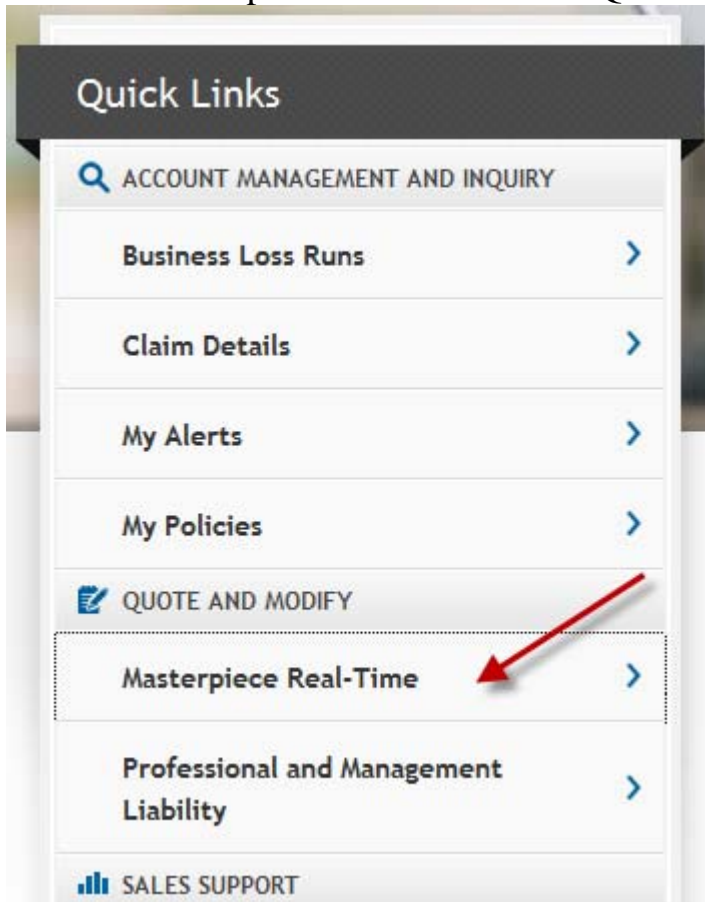
User ID: UserName

Password: .....

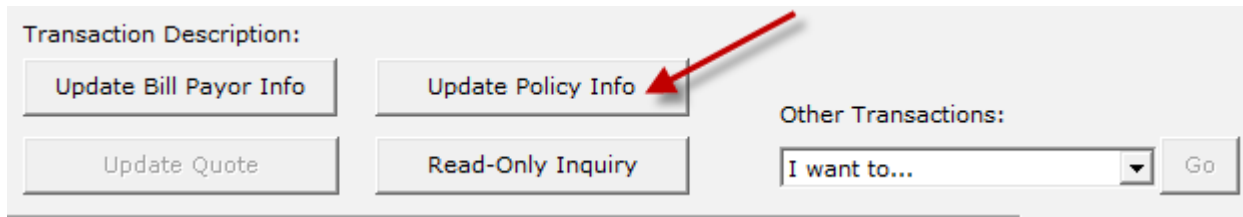
[Login »](#) [Reset Password](#)

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



3. Select Open Existing Policy / Quote. Click NEXT.
4. Enter policy number in Masterpiece Real Time. Click SEARCH.
5. Click on Update Policy Info.



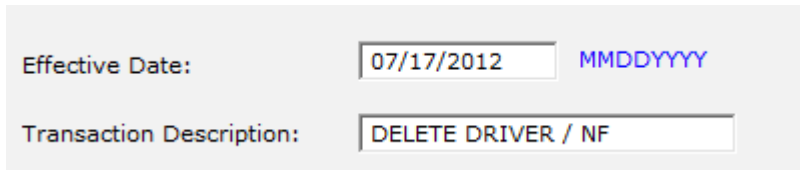
Transaction Description:

Update Bill Payor Info      Update Policy Info

Update Quote      Read-Only Inquiry

Other Transactions: I want to... Go

6. Input Effective Date and Transaction Description

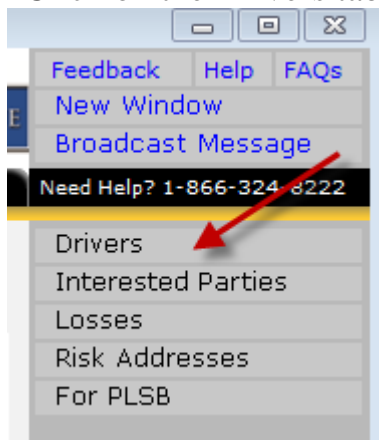


Effective Date: 07/17/2012 MMDDYYYY

Transaction Description: DELETE DRIVER / NF

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

8. Click on the Drivers tab([top right - grey strip](#)).



9. Select driver that you wish to delete.
10. Click on delete.

\* Click to select item.

\* Double-click to view and update item.

Driver	Vehicle Assigned
CHUBB, JOE ; born 01/01/1978	2012 CHEVROLET TRAVERSE - Private Passenger V
CHUBB, JANE ; born 02/02/1980	2006 TOYOTA SIENNA - Private Passenger Vehicle

> Denotes driver with violation(s)

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

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