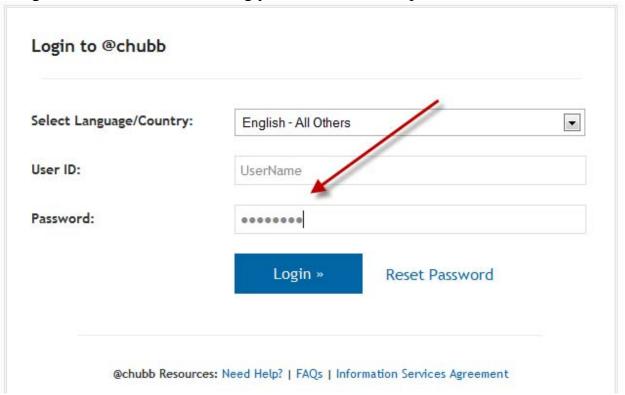
## **Deductible Change: Homeowners**

Important Details You Want To Know Before You Start A Deductible Change:

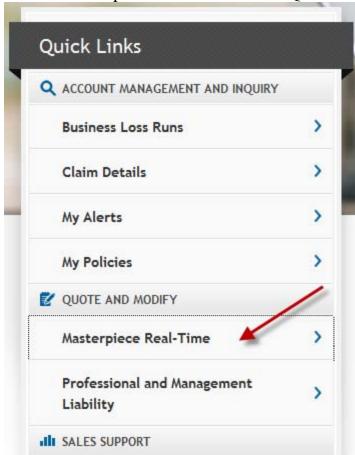
- What is the effective date?
- Do two terms need to be updated?
- What is the new deductible?

## **Deductible Change: Homeowners**

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



2. Click 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.



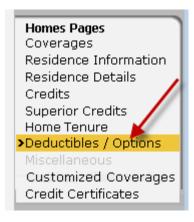
6. Input Effective Date and Transaction Description



- 7. Click on OK. (This brings you to the Policy Overview Screen)
- 8. Click on the Homes tab.



9. Then, click on Deductibles / Options. (upper right side of the screen)



10. Click on the Residence Deductible drop down and select the appropriate deductible amount.



- 11.Click on Rate Policy(bottom right). (picture not shown)
- 12. Click on Issue Policy(bottom right). (picture not shown)