

## ENDORSEMENT

- Go to the Betontec website and use credentials to login.
- On the left side of the home page select "Transaction Search" then "Policy."
- Search for the insured by typing their name in the "Customer Name" box or inputting the policy number in the "Policy #" box and selecting the "Search" button.
- The policy will appear below. **\*Important Note\*** If searching by the insured's name and they have multiple policies, all policies under that name will appear. Select the correct policy to continue.
- On the left side of the screen select "Request Endt"
- Input the requested effective date of change in the "Effective Date" box.
- Tab to the "Reason for Change" box and press the space bar to select a reason for change from the dropdown menu.
- Tab to the "Description about the change" box and input information about the endorsement.
- If adding any documentation to support the change select the "Attach Document" blue hyperlink. Select "Choose File" and select the document from your computer and select "Open."
- To submit the endorsement request, select the "Submit" button.
- A box will appear with your endorsement at the top of your screen. **\*Important Note\*** If you have entered the endorsement in error, you can delete it by selecting the "Withdraw" blue hyperlink next to your endorsement.
- The underwriter will review your endorsement request and will call if they have any questions about the change. Once approved by the underwriter the endorsement will be processed.