

# COM-Endorsements, Policy Extensions, Billing Method & Company Changes

## Course Summary

*The target audience for this session is the person responsible for processing endorsements, policy extensions and changes to Billing method and Insurance Companies in COM.*

## Course learning Outcomes/Competencies

After attending this session, you will understand:

- ◆ *How to process an endorsement.*
- ◆ *Selection of the reason for the endorsement **New Preferences!***
- ◆ *Completing Policy Extensions. **New Security & Preferences!***
- ◆ *SIG Billing Default*
- ◆ *Change Insurers on Renewal*

**Resources:** COM User Guides

## Course Outline

### Endorsing a Policy

The following types of endorsements are discussed and demonstrated.

- Standard Endorsement
- Pending Endorsement
- Adding New Coverage's to Management Module
- Adding Attachments
- How to delete a building and location.
- Additional Interests from SIG
- SIG Activities
- Billing/Delete from Billing Eligibility in SIG
- Cancellation & Reinstatement
- How to view a Reinstatement