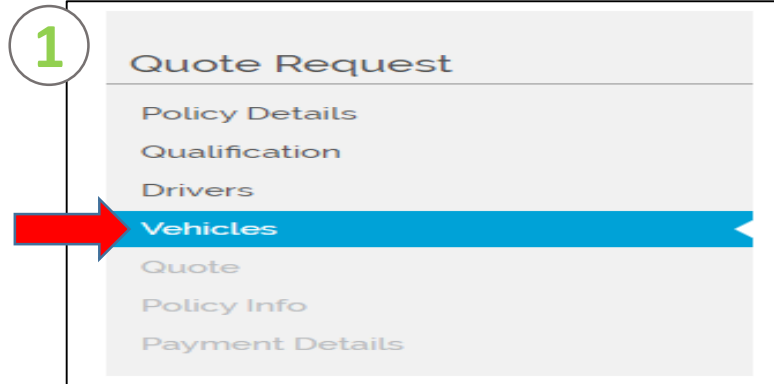


# AMsuite® Adding an Additional Interest – Recreational

This document will aid you in adding Additional Interest such as Lessor, Lienholder, Loss Payee, and Marina to a Quote or Policy.

## Adding an Additional Interest in a Quote

After entering Policy Details, Qualification, Driver(s) you will be on the Vehicle(s) page. Enter the Vehicle(s)

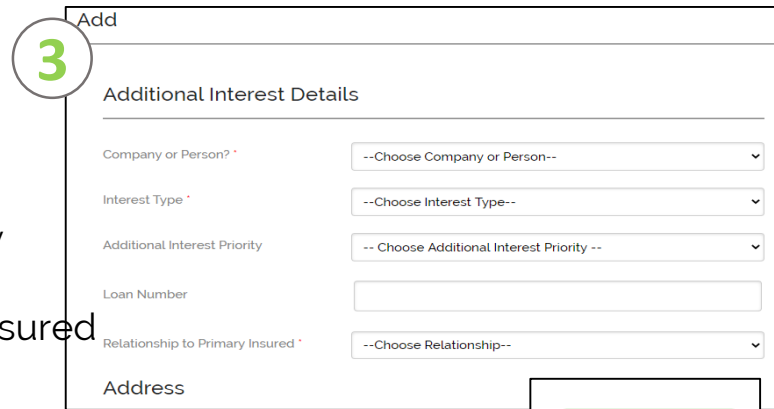


At the bottom of the Vehicle page, you will find Add Additional Interest



When the box opens the following information will need to be added:

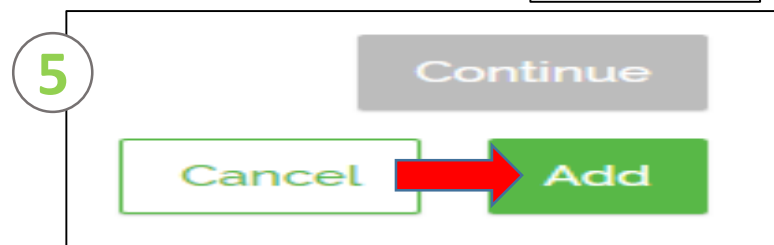
- Company or Person
- Interest Type
- Additional Interest Priority
- Loan Number
- Relationship to Primary Insured



Once all the Additional Interest information is added select the continue box. This will verify the address.



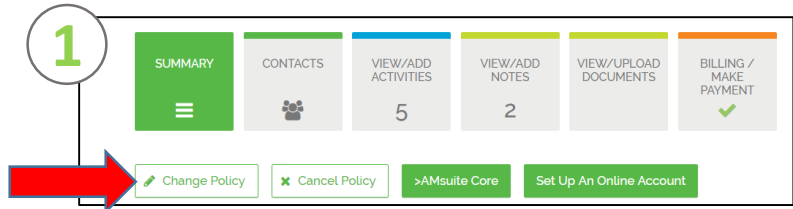
Select the Add box to add the Additional Interest to the quote. Continue with the quote to issuance.



# AMsuite® Adding an Additional Interest – Recreational

## Adding an Additional Interest on a Policy

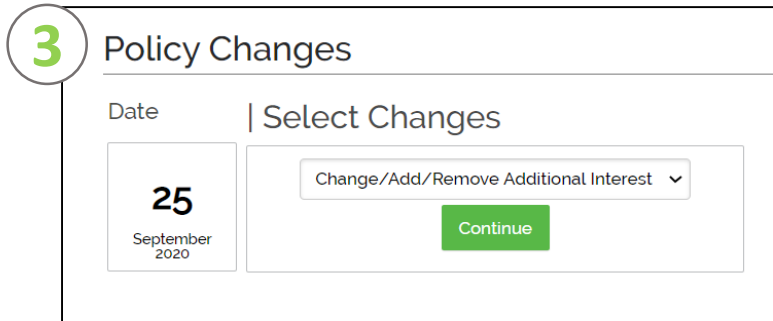
On the Home page of the Policy Number in Portal select the Change Policy box



Chose the date of the policy change and select the Continue box



On the Policy Changes under the drop down choose Change/Add/Remove Additional Interest then select the Continue box

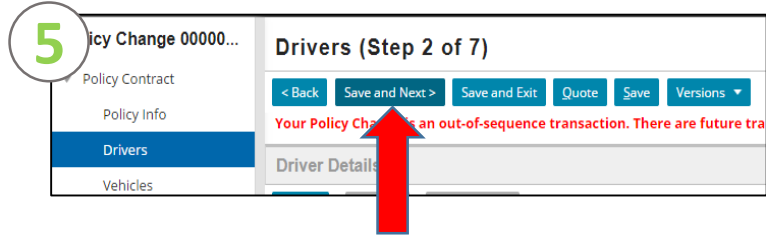


This will take you to the Core side of AMsuite on the Policy Info page. On this page select the Save and Next box.

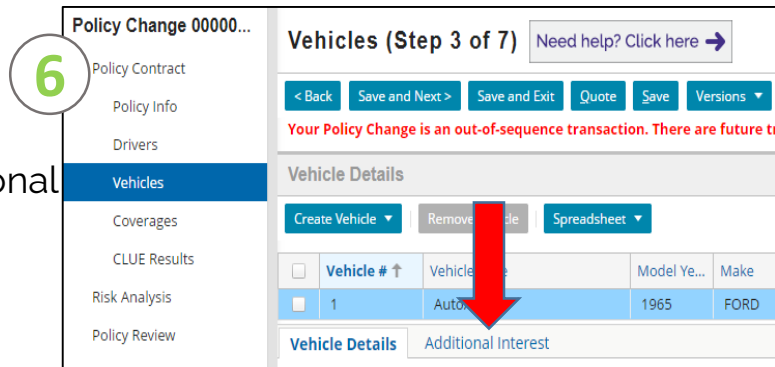


# AMsuite® Adding an Additional Interest – Recreational

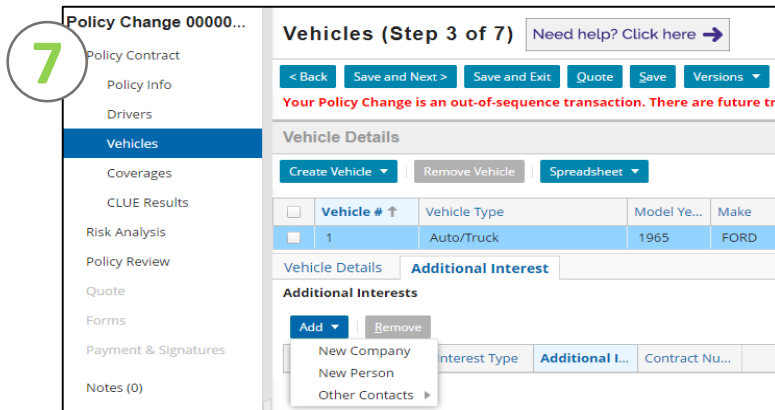
On the Policy Info Page and Drivers Page select the Save and Next box



On the Vehicle Page select Additional Interest

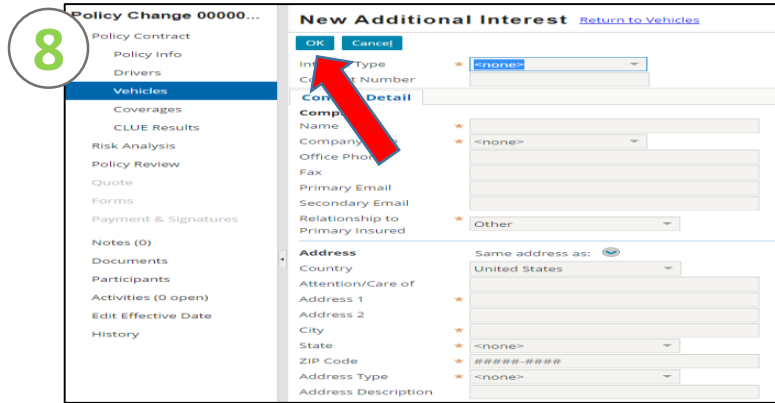


From the Add drop down chose the appropriate option to add the Additional Interest



# AMsuite® Adding an Additional Interest – Recreational

Add the Additional Interest Information then select OK at the top of the page



8

Policy Change 00000... **New Additional Interest** [Return to Vehicles](#)

OK Cancel

Imp Type \* <none>

Company Number

Company Detail

Company Name

Office Phone

Fax

Primary Email

Secondary Email

Relationship to Primary Insured \* Other

Address

Same address as:

Country United States

Attention/Care of

Address 1

Address 2

City

State \* <none>

ZIP Code \* #####-####

Address Type \* <none>

Address Description

After adding the Additional Interest select the Quote box



9

Policy Change 00000... **Vehicles (Step 3 of 7)** [Need Help? Click here →](#)

Policy Contract

Policy Info

< Back Save and Next > Save and Exit Quote Save Versions ▾

After Quoting the change the Issue Policy box must be clicked to complete the endorsement to add the Additional Interest



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Policy Change 00000... **Quote**

Policy Contract

Policy Info

< Back Save and Next > Home Edit Policy Transaction Versions ▾ Issue Policy

**For Agent Use Only - Not for Distribution**

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