

AIM+ Issuing Orphan Endorsements

You can issue an orphan endorsement to a policy issued outside AIM+. This includes policies issued outside the AIM+ environment (such as AIM for Windows), and policies issued prior to using AIM +.

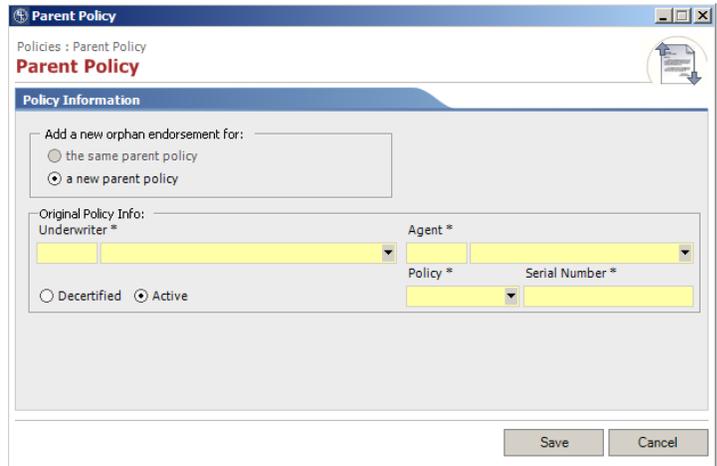
Note: An asterisk (*) indicates a required field or selection.

Steps

1. Under *Data Entry Groups*, click **Policies**.
2. Click the **Orphan Endorsement** button. The **Parent Policy Information** screen displays.

Note: If you place the cursor on an existing endorsement or an existing policy before clicking the orphan endorsement button, the same parent policy option is selected by default. If there is no existing policy or if the cursor is at the root of a policy, then the new parent policy option is selected.

3. Select the parent policy type.
4. On the **Parent Policy** screen, complete the following fields:
 - **Underwriter***— Displays underwriters that are active and have at least one active agent. You can change the underwriter by selecting a different underwriter from the drop- down list.
 - **Agent***—Displays the active agent for the selected underwriter. You can change the agent by selecting a different agent from the drop-down list.
 - **Policy***—Select the policy from the drop-down list.
 - **Serial Number***— Type the serial number for the parent policy. If the serial number has been used, you will be prompted to change it.
5. Click **Save**. The **Endorsement** screen displays.
6. On the **Endorsement Screen** the following fields display:
 - **Parent Policy Number***—Displays the parent policy number for the orphan endorsement.
 - **Underwriter***—Displays the underwriter information.
 - **Agent***—Displays the agent information.
 - **Consolidated Docs**—This is a check box. The check box is not selected by default.



Note: The parent policy number, underwriter, agent and consolidated docs are read-only fields. You cannot edit any information in these fields.

7. Complete the following fields.
 - **Transaction Type***—This field defaults to New. Do not change this when adding a new endorsement.
 - **Endorsement Description**—Type an optional description for this endorsement.

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- **Endorsement***—If you selected a form name, this defaults to the policy information combination for the selected form. If you did not select a form name, select the policy information combination.
- **State**—Select the state for this endorsement.
- **Form Name***— Select the name of the endorsement. Leave this blank if you want to select your endorsement by selecting the policy information combination rather than the name of the endorsement.

Serial Number—Serial number is not required for endorsements, but can be used in the same manner as a policy serial number. If the policy information combination is inventoried and auto-numbering is active, the next

serial number is assigned. If the policy information combination is inventoried and auto-numbering is not active, you can select the next number from inventory or type a number in this field. If the policy information combination is not inventoried, type a unique serial number for this policy information combination in this field.

- **Next Number**— Click this button to use the next available serial number if the policy number combination is inventoried but not automatically numbered.
- **Endorsement Date**—This is a blank field. Enter the endorsement date.
- **Issue Date**— This is a blank field. Enter the issue date.

8. Enter the liability and premium.

- **Endorsement Liability**—Type the liability amount for the endorsement if applicable.
- **Gross Premium**—Type premium for this endorsement if applicable.
- **Risk Rate**— Type the risk rate if the risk rate is different than the gross premium
- **Underwriter Remittance**—Change the underwriter remittance amount if the default is incorrect.

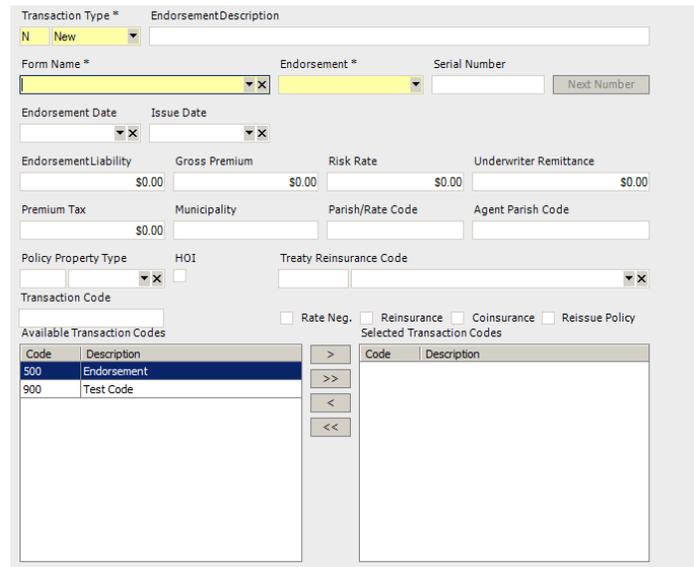
9. Enter the state-specific information.

- **Premium Tax**—Type the premium tax amount if applicable for your state.
- **Municipality**—Type the municipality code if applicable for your state.
- **Parish/Rate Code**—Type the parish/rate code if applicable for your state.
- **Agent Parish Code**— Type the agent parish code if applicable for your state.
- **Policy Property Type**—Defaults to the policy property type entered for the parent policy. If the policy property type that defaults is incorrect, change it.

10. Indicate if the endorsement is a home office issue and enter any treaty reinsurance codes.

- **Home Office Issue**—Defaults to the home office issue entered for the parent policy. If the default is incorrect, change it.
- **Treaty Reinsurance Code**—If the lender on this transaction has a reinsurance agreement with the underwriter, type the code in the first field, or select the name from the list.

11. From the Available **Transaction Codes** column, select the transaction code or codes for this policy.



Code	Description
500	Endorsement
900	Test Code

Note: If you have transaction codes set up for this endorsement, they default. If the default is incorrect, change it. You can select multiple transaction codes per endorsement. Select the codes in the order they need to be reported to the underwriter.

12. Click the right arrow button to move the selected transaction code to the **Select Transaction Codes** column.

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13. When finished, click the **Save** button. The policy is saved, and the endorsement number displays on the left side of the screen.