



Adding a Vehicle

Our example below is adding a vehicle and trailer to a Motorsports policy. However, the process to add a vehicle and trailer is the same in all recreational programs.

1)Select **Change Policy** on the summary screen in AMsuite to add the vehicle.



) Select **Effective date** for the change, then select **Continue**.

Policy Changes	Total Cost	
Set Date of Change	Current Total Cost Adjusted Total Cost Prorated Difference	\$779.00 - -
Continue		
Cancel		



Select **Vehicles** for the change description, then select **Continue**.

Policy Changes								
Date	Select Changes							
24 October 2022	 Primary Insured Additional Insured incl. Premium Finance Co., Designees Additional Interests Lienholder, Lessor, Loss Payee Drivers Vehicles Coverages Address (Mailing & Billing) Billing Other 							

The system will navigate to AMsuite Core. Select Vehicles tab on the left.

Policy Change	' (Draft) 🛛 🦟 Motorsp	oorts Eff. 10/24/2022	
Policy Change 00000	Policy Info (St	ep 1 of 7)	
 Policy Contract 	Save and Next > Save	and Exit Ouote Save V	ersions 🔻 Withdraw Transaction
Policy Info	Save and Next		
Drivers	Primary Named Insured	Change To: 🕑	
Vehicles	Name		
Coverages	Primary Phone		
CLUE Results	Primary Email		
Risk Analysis	Policy Mailing Address	Change To: 🕑	
Policy Review			
Ouote	County		
	Address Type	Home	
Forms	Address Description		



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) Use the drop down, select **Create Vehicle** then select **New Vehicle**.

~	🦟 M	otorsports Eff. 10/24/2	022			
Policy Change 00000	Vehicles (S	tep 3 of 7)				
 Policy Contract 	< Back Save and	d Next > Save and Exit	<u>Q</u> uote <u>S</u> ave Ver	rsions 🔻 🛛 <u>W</u> i	thdraw Transactio	n
Policy Info						
Drivers	Vehicle Details					
Vehicles	Create Vehicle 🔻					
Coverages	From Prefill Re	port				
CLUE Desults	New Vehicle	/ehicle Type	Model Ye	Make	Model	VIN/HIN/Serial #
CLUE Results	1	Motorcycle	2014	HARLEY	FLHXS STR	
Risk Analysis	Vehicle Details	Additional Interest				
Policy Review	Basic Vehicle Info	rmation				
	Vabisla #	1				

Enter required **Vehicle Information**. You will notice that the vehicle you are entering is highlighted in blue and each vehicle is numbered.

Vehicles (Step 3 of 7) Need help? Click here ->											
< Back Save and Next > Save and Exit Quote Save Versions Versions											
Vehicle Details											
Create Vehicle Remove Vehicle											
🗌 Vehicle # 🕇	Vehicle Type	Model Ye	Make	Model	VIN/HIN/Serial #						
1	Motorcycle	2014	HARLEY	FLHXS STR							
2	Motorcycle										
Vehicle Details	Additional Interest										
Basic Vehicle Inform	nation					Purchase Date * MM/dd/yyyy					
Vehicle #	2					Engine Size (cc)					
Vehicle Type	* Motorcycle *					Salvaged/Rebuilt * Ves No					
VIN/Serial Number											
State Assigned VIN	* 🔵 Yes 💿 No					Modifications - Add all that apply					
Model Year	*					Add Remove					
Make	* <none></none>	~									
Model	* <none></none>	~				000					
Classic						Usage - Add all that apply					
Custom						Add <u>R</u> emove					
Registered for Street Use	* 💿 Yes 🔵 No					*Type Description					
Registration Address	Change To: 😒					Occasional Pleasure Use					



To add a trailer, select **Create Vehicle** then **New Vehicle**.

Actions 🖌	Vehicles Ne	ed help? Click here 🔶				
Policy Change 00000 Draft	< Back Save and	Next > <u>Q</u> uote <u>S</u> ave Draf	t Versions 🔻	<u>W</u> ithdraw Tran	saction	
 Policy Contract 	Vehicle Details					
Policy Info	Create Vehicle 🔻					
Drivers	From Prefill Rep	pri				
Vehicles	New Vehicle	/ehicle Type	Model Ye	Make 🔻	Model	VIN/HIN/Serial #
Venicles	1	Motorcycle	2014	HARLEY	FLHXS STR	
Coverages	2	Motorcycle	2012	HARLEY	FXDF-103	
CLUE Results	Vehicle Details	Additional Interest				
Risk Analysis	Basic Vehicle Inform	nation				
Policy Review	Vehicle #	2				
i oney netteri	Vehicle Type	* Motorcycle *				
Quote	VIN/Serial Number					
Forms	State Assigned VIN	* 🔵 Yes 💿 No				
Payment & Signatures	Model Year	2012				
Tools	Make	HARLEY-DAVIDSON				
10013	Model	FXDF-103 DYNA FAT BC	ЭB			
Notes	Classic	No				
Documents	Custom	No				

8

Select **Trailer** for the Vehicle Type.

Vehicle Details											
Create Vehicle Remove Vehicle											
	Vehicle # 🕇	Vehicle Type	Model Ye	Make	Model	VIN/HIN/Serial #					
	1	Motorcycle	2014	HARLEY	FLHXS STR						
	2	Motorcycle	2012	HARLEY	FXDF-103						
	3	Motorcycle									
Veh	icle Details	Additional Interest									
Basi	c Vehicle Inform	nation									
Vehic	cle #	3									
Vehic	cle Type	* Motorcycle -									
VIN/S	Serial Number	Motorcycle									
State	Assigned VIN	* ATV/Utility									
Mod	el Year	Dirt Bike									
imour	cr reur	Golf Cart									
Make	2	* Snowmobile	~								
Mod	el	* Trailer	~								
Class	sic										





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Adding a Vehicle

Enter the required information about the trailer. Select **Save and Next** to proceed with change.

Actions 🖌	Vel	nicles	Need I	help? Click he	re 🔶				
Policy Change 00000 Draft	< Ba	ck Save a	nd Next		aft	Versions 🔻	<u>W</u> ithdraw Tran	saction	
 Policy Contract 	Vehicle Details								
Policy Info	Crea	te Vehicle 🔻	<u>R</u> er	move Vehicle					
Drivers		Vehicle # 1	Ve	hicle Type		Model Ye	Make	Model	VIN/HIN/Serial #
Vehicles		1	м	lotorcycle		2014	HARLEY	FLHXS STR	
Coverages		2	М	lotorcycle		2012	HARLEY	FXDF-103	
CLUE Results		3	Tr	ailer					
Risk Analysis	Vehi	icle Details	Ad	ditional Interest	t				
Policy Review	Basic Vehic	: Vehicle Inf :le #	ormati	on 3					
Quote	Vehic	le Type	*	Trailer	~				
Forms	VIN/S	Serial Numbe	er						
Payment & Signatures	Mode	el Year	*	2022					
Table	Make	2	*	Alpha Sport					
100IS 🔺	Leng	th (feet)	*	13					
Notes	Value	È	*	\$ 2300					

Hints and Tips:

- If the vehicle has a lienholder, select **Additional Interest** to the right of Vehicle Details tab to list the lender.
- Classic or custom/kit unit's, photos of each side and garaging are required.
- Questionnaire' form is required for Custom-Assembled and Kit Units.
 - The MS-CUST-KIT Questionnaire' form is located under forms/program manuals and select **Underwriting** for the form type.





Adding a Vehicle

Review and Select the **Coverages** for the new Vehicle and Trailer added.

Policy Change ((Draft) Mot	orsports Eff. 10/24/2022	Acc	ount # Pe	olicy #	
	coverages a	pplied to all vehicles				
Actions 💊	Liability - Bodi	ly Injury and Property Damage				
Bolicy Chapge 00000	Limit	* 100,000/300,000/10	00,000 ~			
Draft	Passenger Lia	bility Included				
Policy Info	Medical Pa	yments	-			
Drivers	Limit	* 1,000	•			
Vehicles	Uninsured	Motorists				
Coverages	Limit	* 100,000/300,000	~			
CLUE Results	- Underinsur	red Motorists				
Risk Analysis	Limit	* 25,000/50,000	~			
Policy Review						
Quote	Pet Protection					
Forms	Limit	750				
Payment & Signatures	TravelLoss					
Tools						
Notes	Coverages a	pplied per vehicle				
Documents	Copy Coverages					
Participants	Vehicle # 🕇	Description	Comprehensive	Collision	Towing Labor	Rental
Workplan	1	2014HARLEY-DAVIDSON	250	250	Not Selected	Not Selected
History	2	2012HARLEY-DAVIDSON	Not Selected	Not Selected	Not Selected	Not Selected
	3	2022Alpha Sport	Not Selected	Not Selected	Not Selected	Not Selected
	Coverages	Exclusions				
	- Comprehe	nsive				
	- Uninsured	Motorists Property Damage				
	4					

11

12

Select **Quote** once coverages are chosen.

Actions 🖌	Coverages							
Policy Change 00000	< Back Save and Next > Quote Versions							
Draft	Coverages Exclusions							
 Policy Contract 	Coverages applied to all vehicles							

Review the **Change in Cost** and **Total Premium** for the endorsements that are quoted. Select **Complete Policy Change**.

Quote							
< Back Save and Next	> <u>E</u> dit Policy Transaction	Versions 🔻	Complete Policy Change	Withdraw Transaction			
Policy Number					Transaction Effective Date	10/24/2022	
Policy Period	10/11/2022 - 10/11/2023				Transaction Description	Change/Add/	Remove Unit
Primary Named					Total Premium	\$1,062.51	
Insured					Total Additional Costs	-	
Address					Total Cost	\$1,062.51	
County					Change in Cost	\$283.51	
Address Type	Home						
Address Description							





Adding a Vehicle

Select **OK** to Complete the Policy Change.

Quote						
< Back Save and Next >	Edit Policy Transaction	Versions 🔻	Complete Policy Change	<u>W</u> ithdraw Transaction		
Policy Number					Transaction Effective Date	10/24/2022
Policy Period 10)/11/2022 - 10/11/2023				Transaction Description	Change/Add/Remove Unit
Primary Named					Total Premium	\$1,062.51
Insured					Total Additional Costs	-
Address					Total Cost	\$1,062.51
County					Change in Cost	\$283.51
Address Type Ho	ome					
Address Description						
Policy Premium Cost	Change Detail Discou	unts Applied			8	
			Are you	sure you want to change thi	s policy?	
Coverages applied to a	III vehicles			ок		

Select **View your policy** to navigate back to the Summary page in AMsuite.



Select the **blue hyperlinks** to view the **Declaration Page** and **ID Card**.

Account: Motorsports					
	CONTACTS	VIEW/ADD ACTIVITIES 2	VIEW/ADD NOTES	VIEW/UPLOAD DOCUMENTS	BILLING / MAKE PAYMENT
 ✓ Change Policy ✓ Cancel Policy >AMsuite Core Set Up An Online Account DECLARATION PAGE ID CARD APPLICATION (unsigned version) 					

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