HOW TO PROCESS AN ENDORSEMENT
Please note that we **DO NOT** accept Endorsements by fax or by email.

All endorsements must be completed on-line or you may call into the customer service number for assistance.

Customer Service Line: 1-877-789-4742
Enter any information that you have on the policy or policy holder and click "search".
Click on the policy you are looking for.

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Status</th>
<th>First Name</th>
<th>Last Name</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPSV-0030059-00</td>
<td>Active</td>
<td>John</td>
<td>Smith</td>
<td>04/24/2017</td>
<td>10/24/2017</td>
<td><a href="mailto:test@test.test">test@test.test</a></td>
<td>1001 Riverside Ave</td>
</tr>
</tbody>
</table>
Customer must provide a current phone number and mailing address. If contact info needs to be updated, please do so at this time. To begin endorsement, click on “Create Endorsement.”
After clicking on "Create Endorsement" a pop up box will appear. Select "Now" to make an immediate change or to make a future change click on the calendar and select the appropriate date, then click "OK"
Click and open endorsement wizard to proceed or click on "Close" button to cancel endorsement and go back to policy screen.
On this page you can update the customers contact information or you can go directly to the tab in which you need to make the change, i.e: driver, violations, vehicles, coverage, etc. You can also click on the "Next" button to go through all pages one by one.
You can add or remove drivers to the policy as needed.
Answer yes or no to underwriting questions and click "Next".
Welcome to Aspire General's new policy processing system.

If you need help, click the link below to chat with one of our representatives.

Live Chat

Salvaged Vehicles
Accepted for Liability and Physical Damage

Add and Remove Vehicles as necessary

Click on this link to add a lienholder (if applicable)
Any changes in coverage can be done at this time.

Coverages

- Bodily Injury: 15/30
- Property Damage: 10000
- UMBI: No coverage
- UMPD / CDW: Decline
- Permissive Use Endorsement: Decline
- Triple Deductible Discount: Not Applied

2012 Mini COOPER CLUBMAN

- Comprehensive: No coverage
- Collision: No coverage
The summary page will display the previous, new and changed term premium as well as monthly payment.

Active Term
Premium Changes

<table>
<thead>
<tr>
<th>Term</th>
<th>Current Installment</th>
<th>Future Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous</td>
<td>$285.00</td>
<td>$715.51</td>
</tr>
<tr>
<td>New</td>
<td>$374.51</td>
<td>$86.34</td>
</tr>
<tr>
<td>Change</td>
<td>$89.51</td>
<td>$14.83</td>
</tr>
</tbody>
</table>

Monthly Premium Uprate $14.35
Additional Fees $5.87
Amount Due Prior to Endorsement $0.00
Total $20.22

This area will display all the changes that occurred on this policy.
In this example, we added a vehicle.

Vehicles

This section reflects today's amount due for changes done to policy.
While still in the summary page of the endorsement you will have the option to make the endorsement changes payment click submit when all information is entered.
Endorsement has been submitted. Click on "Download Documents".

Endorsement confirmation is now available to print.