

Chubb Marketplace

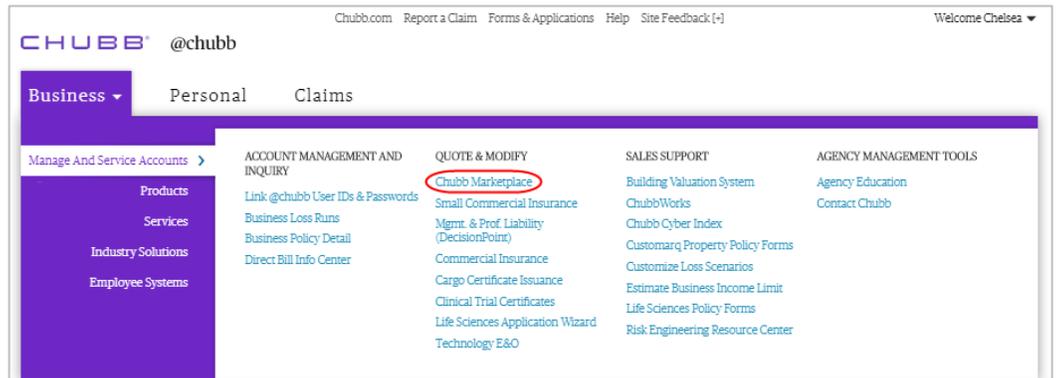
Processing an Endorsement

Looking for a quick turnaround on an endorsement? Submit your endorsement through the Chubb Marketplace instead of sending an email!

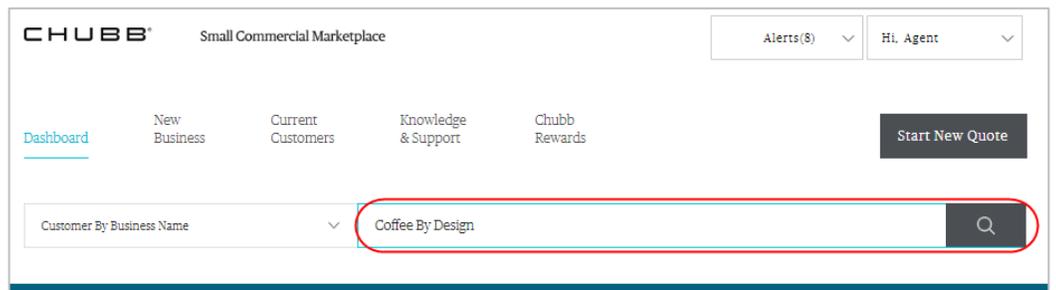
For policy-level endorsements such as modified term dates, midterm producer change, updated limits, change in exposure, and more – simply complete the following steps:



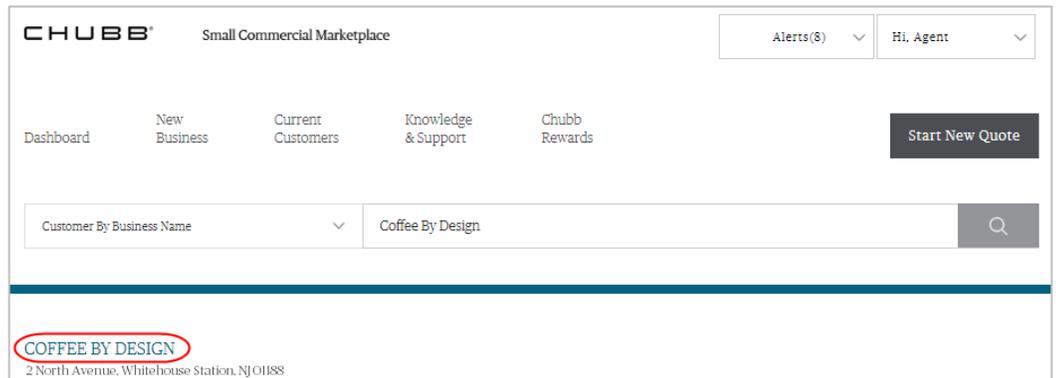
1. Begin by logging into @chubb and selecting **Chubb Marketplace** from the drop-down menu.



Upon arriving on the Dashboard, enter your client's business name into the search bar and hit enter.



Then select your client from the list provided.



2. Once in your client's Customer Profile, expand the policy you would like to make an endorsement to.

Current Customers > Customer Profile

Coffee By Design

CUSTOMER NAME: Joseph Smith This is my Customer

+ Contact Information EMAIL: Joseph.Smith@coffeebydesign.com | MOBILE: (555)555-5555

Account Activity

DATE	ACTIVITY
5/18/18	Renewal Issued:Work Comp
5/16/18	New Policy Issued:Work Comp
5/16/18	New Policy Issued:BOP

Account Actions

- Make a Policy Endorsement >
- Manage Claims >
- Invite your Customers to the Client Center. >

You have no billing activity

+ Workers' Compensation Policy # 000000000000
EFFECTIVE DATE: 5/16/19 | EXPIRATION DATE: 5/16/20

+ Business Owner's Policy # d00000000
EFFECTIVE DATE: 5/16/18 | EXPIRATION DATE: 5/16/19

3. Then select **Make a Policy Endorsement**.

- Workers' Compensation Policy # 000000000000
EFFECTIVE DATE: 5/16/19 | EXPIRATION DATE: 5/16/20

Policy Actions

- **Make a Policy Endorsement >**
- Cancel Policy >
- View Policy Documents >

4. Lastly, fill out all required fields such as **Endorsement Type**, **Additional Endorsement Details**, and **Effective Date**. You also have the option to attach relevant documents.

Once completed, select **Submit**.

CHUBB Small Commercial Marketplace

Policy Endorsement

[Return to Customer Profile](#)

Tell us more about the revision to your customer's policy. *All fields are required unless otherwise noted.

BUSINESS NAME	POLICY NUMBER	PRIMARY INSURED ADDRESS
COFFEE BY DESIGN	WorkersComp - # 000000000000	2 North Avenue Whitehouse Station, NJ 0188

ENDORSEMENT TYPE ⓘ

Select One ▾ ←

ADDITIONAL ENDORSEMENT DETAILS ⓘ

Please tell us more about the endorsement being applied to the policy.

EFFECTIVE DATE

←

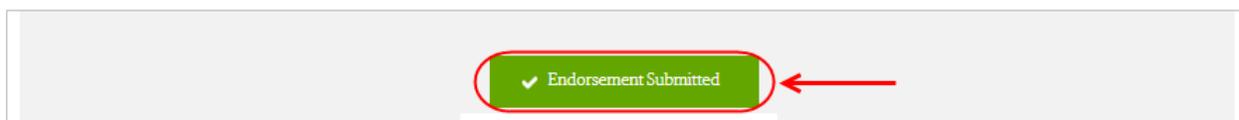
ATTACHMENTS

Please include any relevant documents for this endorsement. (optional)

Select & Upload

Submit

Once your endorsement has been submitted, you will receive the following confirmation:



For account-level endorsements such as business name or ownership changes – simply complete the following steps:

1. Log in to the Chubb Marketplace and locate your client's Customer Profile by completing step #1 in the policy-level tutorial above.
2. Once in the Customer Profile, select **Make a Policy Endorsement** under Account Actions.

The screenshot shows the 'Customer Profile' page for 'Coffee By Design'. The customer name is Joseph Smith. There is a toggle for 'This is my Customer'. A purple bar contains 'Contact Information' and contact details: EMAIL: joseph.smith@coffeebydesign.com and MOBILE: (555) 555-5555. Below this are two panels: 'Account Activity' and 'Account Actions'. The 'Account Activity' panel has a table with columns 'DATE' and 'ACTIVITY'. The 'Account Actions' panel has a list of options: 'Make a Policy Endorsement', 'Manage Claims', and 'Invite your Customers to the Client Center'. A red arrow points from the 'Make a Policy Endorsement' option in the 'Account Actions' panel to the right.

DATE	ACTIVITY
5/18/18	Renewal Issued:Work Comp
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5/16/18	New Policy Issued:BOP

- Make a Policy Endorsement >
- Manage Claims >
- Invite your Customers to the Client Center. >

3. Next, fill out all required fields such as **Endorsement Type**, **Additional Endorsement Details**, and **Effective Date**. You also have the option to attach relevant documents.

Once completed, select **Submit**.

Need help changing your client's billing address?

Check out our Billing Address Change tutorial here: https://www.chubb.com/us-en/_assets/doc/chubb-marketplace-billing-address-change.pdf

For more information, please contact your Chubb SCI territory sales leader.

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