

### You can Endorse a Policy from the Policy Transaction Screen

On GAINSCOconnect,  
click **QUOTE & POLICY CENTER**

Select **Search** from the navigation menu to find the policy and open the Policy Transactions page

**ENDORSE POLICY**  
Select endorse in the dropdown menu and click continue

#### HOW TO ENDORSE A POLICY

##### 1 Enter required information

- Choose the effective date and select OK

- Navigate to the needed screen(s) to make updates

- After completing changes, click on the Pricing & Coverage screen

#### INSIDER SCOOP

Select **Payment Schedule** in the Change Summary section of the Pricing & Coverage screen to view adjusted billing for future installments

##### 2 Review Premium, Commit or Withdraw Change

The Change Summary section shows updated premium information

- Click **Continue** to commit the endorsement. A message will advise the change will be locked in if you continue. *If the customer has not yet committed to the change, select no. Otherwise, select yes to continue to the payment screen.*

Change Summary	
Current Full Term Premium	\$795.00
New Full Term Premium	\$1,451.00
Remaining Term Premium Impact	\$460.52
Current Invoice Amount	\$0.00
Due Date	

Choose **Withdraw Changes** if customer decides not to proceed

##### 3 Bind & Sign

Bind & sign endorsement documents

#### BIND & ISSUE

- You must select **Bind/Issue** to complete the transaction

#### SIGN DOCUMENTS

- Once endorsement is complete, return to the policy transaction screen where an entry line for your endorsement will appear
- Collect a signature for all endorsements - GAINSCO's free e-Sign tool is the preferred method for signing

Actions	Transaction	Eff Date	Term Amount	Issue Amount	Status
	Endorse	3/30/2022	\$698.80	\$232.80	Committed

ID Cards and other endorsement documents can be found under Notes/ Document Upload in PKG-Endorsement

PKG-Endorsement(2)	8/10/2020	Form.pdf
--------------------	-----------	----------

#### INSIDER SCOOP

#### Optional Payment at Endorsement

Pay by agency sweep, applicant CC or EFT

- Enter the payment information,  accept the payment, click the **Submit Payment** button and wait for authorization message

Thank you. Your payment has been authorized.