

# Chubb Marketplace

## Processing an Endorsement

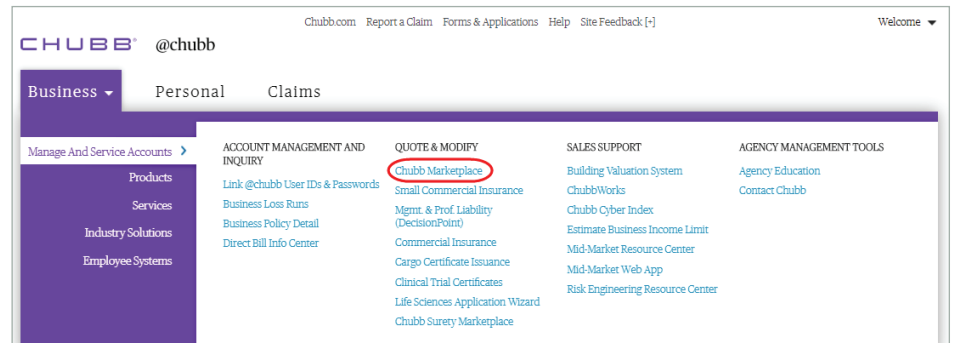


Looking for a quick turnaround on an endorsement? Submit your endorsement through the Chubb Marketplace instead of sending an email!

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

### Step 1

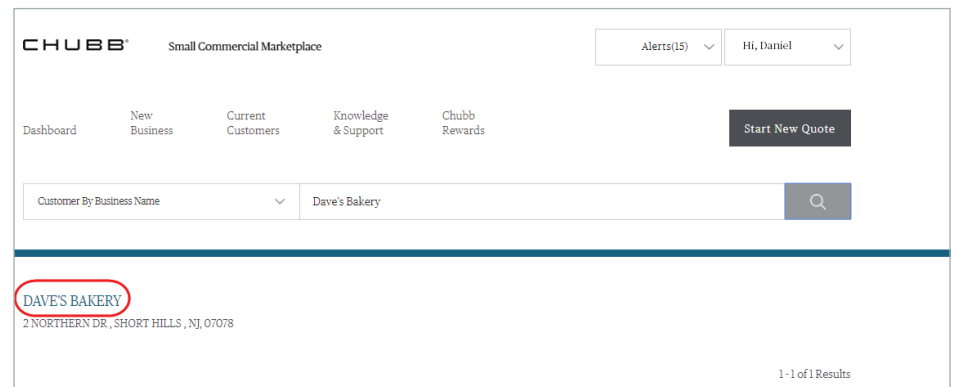
Begin by logging into @chubb and selecting **Chubb Marketplace** from the drop-down menu.



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.



## Step 2

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

Current Customers > Customer Profile

**Dave's Bakery**  
CUSTOMER NAME: John Smith

This is my Customer



### Account Activity

DATE	ACTIVITY
1/7/20	New Policy Issued:Work Comp
1/7/20	New Policy Issued:BOP


### Account Actions

- View Pending New Quotes >
- View Upcoming Renewals >
- View Endorsement Requests >
- Make a Policy Endorsement >
- Manage Claims >
- Invite Customers or View Registered Customers >



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 Contact Information 



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 Billing Details [View all billing details >](#)



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 Worker's Compensation Policy # 000000000000  
EFFECTIVE DATE: 1/7/20    EXPIRATION DATE: 1/7/21 

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 Business Owner's Policy # 000000000000  
EFFECTIVE DATE: 1/7/20    EXPIRATION DATE: 1/7/21 

Then select **Make a Policy Endorsement**.

 Worker's Compensation Policy # 000000000000  
EFFECTIVE DATE: 1/7/20    EXPIRATION DATE: 1/7/21 

**Policy Actions**

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

### Step 3

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
DAVE'S BAKERY	WorkersComp - # 000000000000	2 NORTHERN DR SHORT HILLS, NJ 07078

**ENDORSEMENT TYPE** ⓘ

Select One

**ADDITIONAL ENDORSEMENT DETAILS** ⓘ

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

**ENDORSEMENT EFFECTIVE DATE**

mm/dd/yyyy

**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:

✓ Endorsement Submitted

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

### Step 1

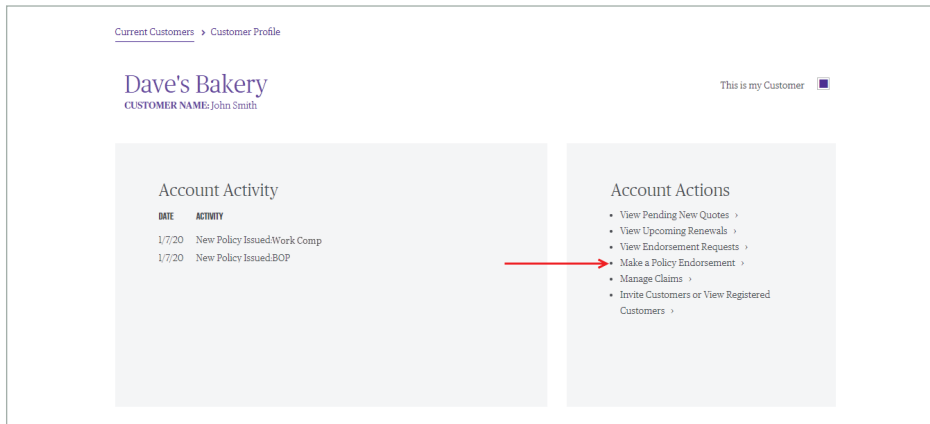
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Log in to the Chubb Marketplace and locate your client's Customer Profile by completing step 1 in the policy-level tutorial above.

### Step 2

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Once in the Customer Profile, select **Make a Policy Endorsement** under Account Actions.



### Step 3

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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](https://www.chubb.com/us-en/_assets/doc/chubb-marketplace-billing-address-change.pdf)

For more information, please contact your Chubb Small Commercial Insurance territory sales leader.

Chubb. Insured.<sup>SM</sup>