# 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:
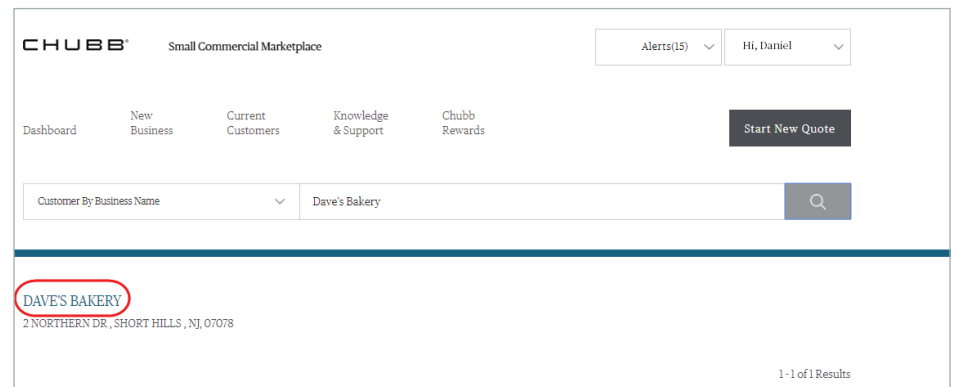
Step 1

Begin by logging into @chubb and selecting **Chubb Marketplace** from the drop-down menu.
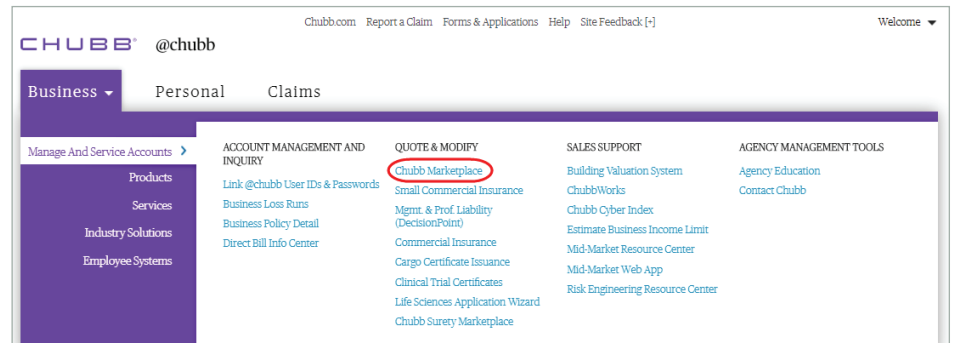
Upon arriving on the Dashboard, enter your client's business name into the search bar and hit enter.

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.

Then select **Make a Policy Endorsement**.

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**.

Once your endorsement has been submitted, you will receive the following confirmation:
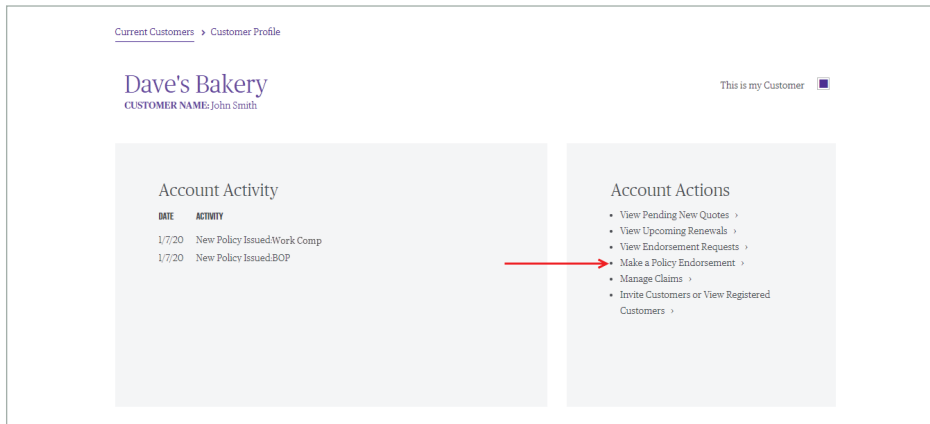
For account-level endorsements such as business name or ownership changes, simply complete the following steps:

Step 1

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

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

Step 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 Small Commercial Insurance territory sales leader.

Chubb. Insured.℠