

Chubb Marketplace

Processing an Endorsement

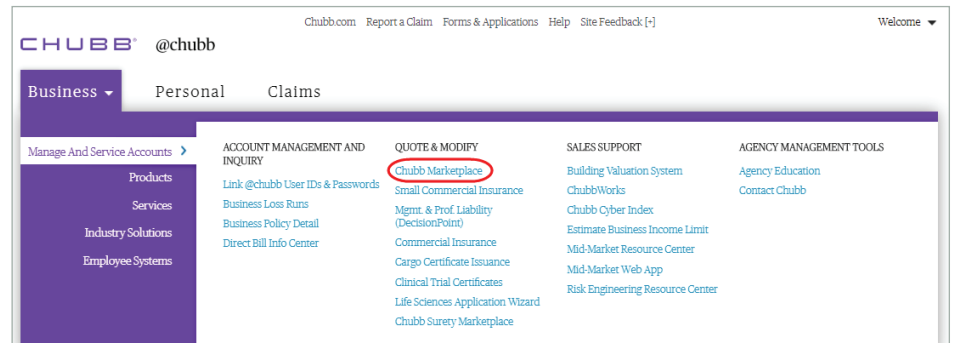


Looking for a quick turnaround on an endorsement? Submit your endorsement through the Chubb Marketplace instead of sending an email!

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

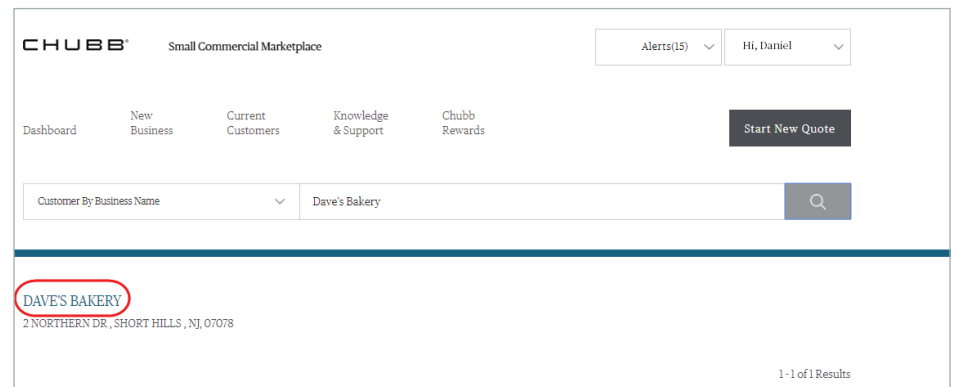
Begin by logging into @chubb and selecting **Chubb Marketplace** from the drop-down menu.



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 >



 Contact Information 

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

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

 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

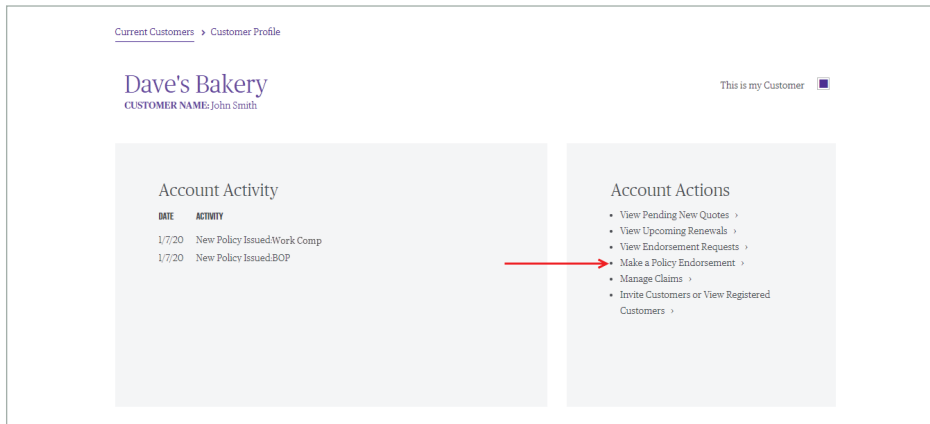
For account-level endorsements such as business name or ownership changes, simply complete the following steps:

Step 1

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.

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