

# Upload Location Schedules via Spreadsheet



- 1 On this page of the Application for New Accounts or New Location Adds, instead of clicking "+New Location" proceed to the next step.

Screenshot of the "Property Information" page from the REInsurePro application. The page is titled "Property Information" with a sub-instruction "Please provide all information requested below about each individual property.\*". At the top right are buttons for "Go Back", "Reject Proposal", "Continue >", and "Cancel". A vertical sidebar on the right lists navigation links: "Interview F", "Agent Informs", "Account Infor", "Account Cont", "Location Info", "Location Infor", "Questions", "Check Appli", "Payment Opti", and "Confirmation". The main content area is titled "Location Records" and contains a table with columns: "Location Number", "Name", "Street1", "City", "State", and "Postal Code". Below the table is a checkbox labeled "Upload Locations via Spreadsheet? (i)". At the bottom left is a "Continue >" button.

2 Click this checkbox to Upload Locations via Spreadsheet.

**Property Information**  
Please provide all information requested below about each individual property.\*

**Location Records**

Location Number	Name	Street1	City	State
Upload Locations via Spreadsheet? <input type="checkbox"/>				

[Continue >](#)

3 Click "Download Template". This will advise you that you are leaving the page, click okay and then this will download the spreadsheet to your browser.

**Location Records**

Location Number	Name	Street1	City
Upload Locations via Spreadsheet? <input checked="" type="checkbox"/>			

You **MUST** use the following values for their corresponding spreadsheet columns:

Location Number <a href="#">(i)</a>	0105178-0001
Page Schedule Type ID:	1
Proposal ID:	627444

[Download Template](#)

[Import Locations](#)

[Continue >](#)

4 This section tells you how to fill out the first 3 columns in the spreadsheet.

LOCATION RECORDS

Location Number	Name	Street1
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Upload Locations via  Spreadsheet? [\(i\)](#)

You MUST use the following values for their corresponding spreadsheet columns:

Location Number <a href="#">(i)</a>	0105178-0001
Page Schedule Type ID:	1
Proposal ID:	627444

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[Continue >](#)

5 Open the spreadsheet and save as needed. Fill out the required red highlighted cells. Click the checkboxes if you want to include that column's coverage in your proposal. How you fill out each cell will determine what other cells get highlighted to prompt you to answer. Save the spreadsheet when completed.

6 Now click "Import Locations".



You MUST use the following values for their corresponding spreadsheet columns:

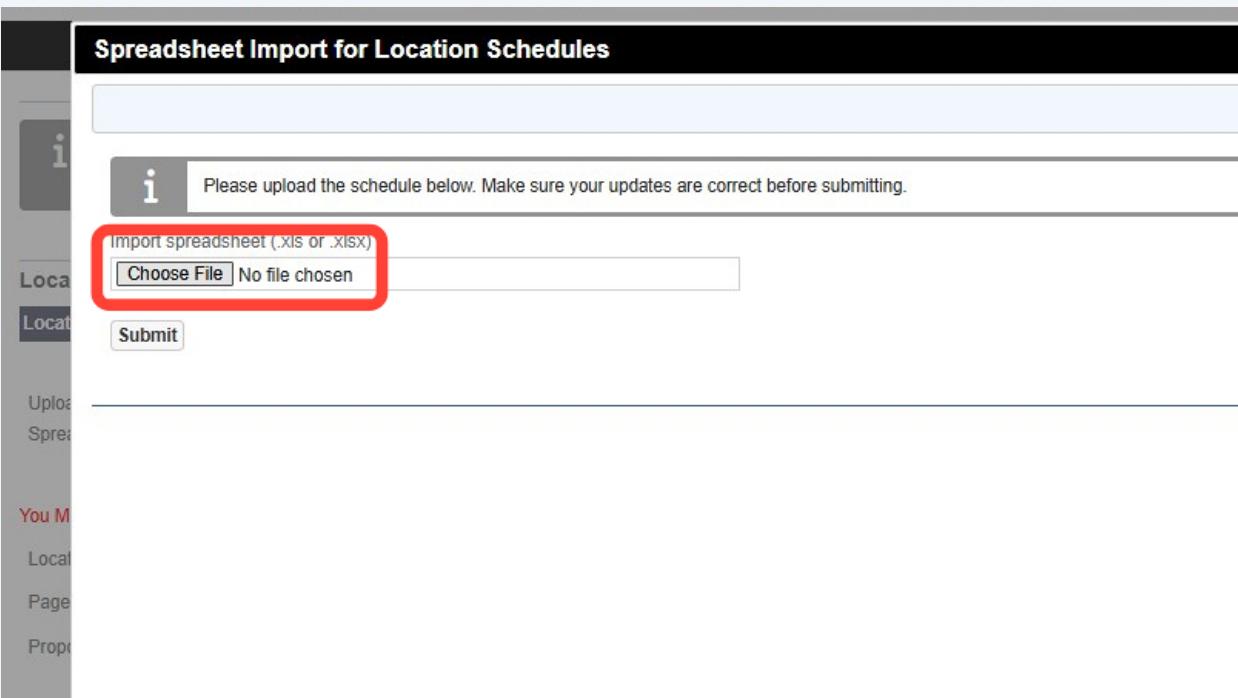
Location Number ⓘ	0105178-0001
Page Schedule Type ID:	1
Proposal ID:	627444

[Download Template](#)

[Import Locations](#)

[Continue >](#)

7 Click "Choose File" then select the spreadsheet you saved from your files.



### Spreadsheet Import for Location Schedules

Please upload the schedule below. Make sure your updates are correct before submitting.

Import spreadsheet (.xls or .xlsx)

No file chosen

8 Click "Submit" if you see your file correctly selected in the choose file box.

**Spreadsheet Import for Location Schedules**

**i** Please upload the schedule below. Make sure your updates are correct before submitting.

Import spreadsheet (.xls or .xlsx)

Diagon Alley Properties SOV test loc2.xlsx



9 While it is working on Uploading the file it will show... "Uploading and importing... Please wait."

**Spreadsheet Import for Location Schedules**

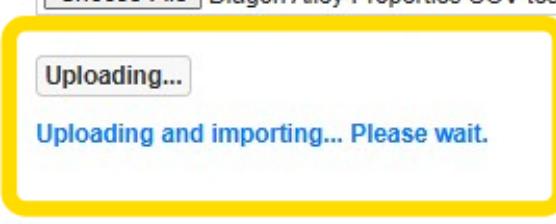
**i** Please upload the schedule below. Make sure your updates are correct before submitting.

Import spreadsheet (.xls or .xlsx)

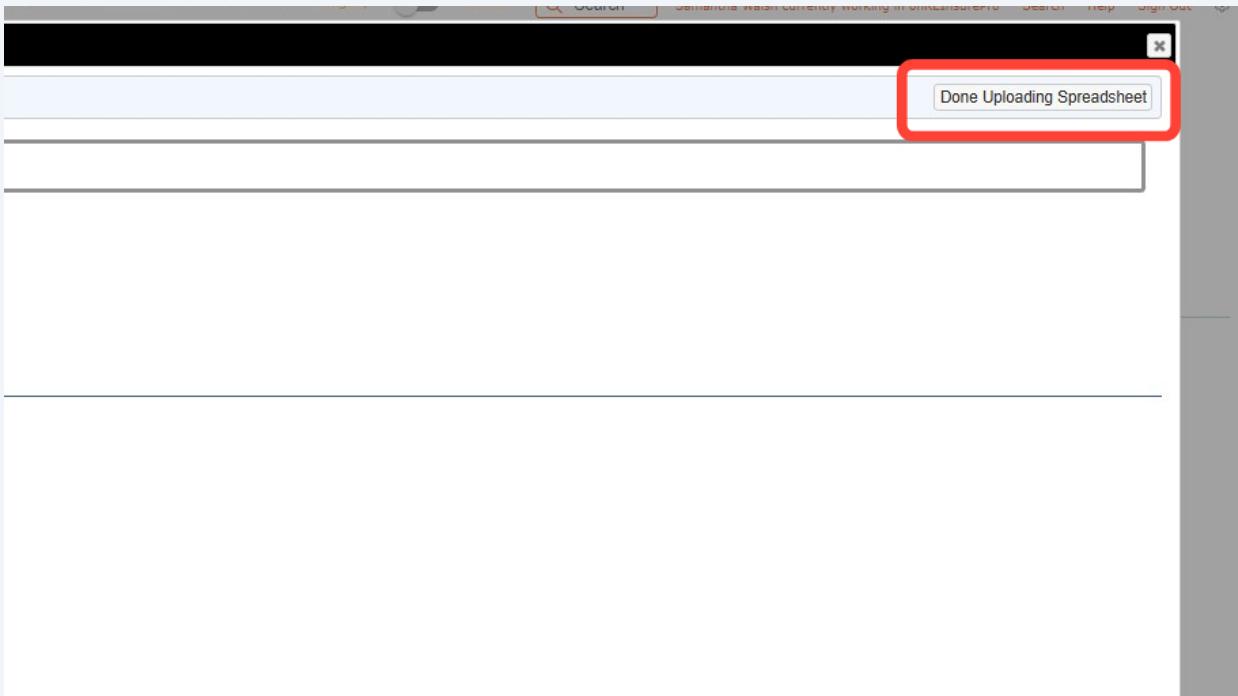
Diagon Alley Properties SOV test loc2.xlsx

Uploading...

Uploading and importing... Please wait.



10 When upload is complete, click "Done Uploading Spreadsheet".



11 Now you should see each location added from the spreadsheet on this screen. If you need to add more or remove some, you can do that from this page. If you would like to use the spreadsheet to add more locations you can do so by following the same steps. As you can see the Location Number has now updated to the next location number available. When all looks well, click "Continue".

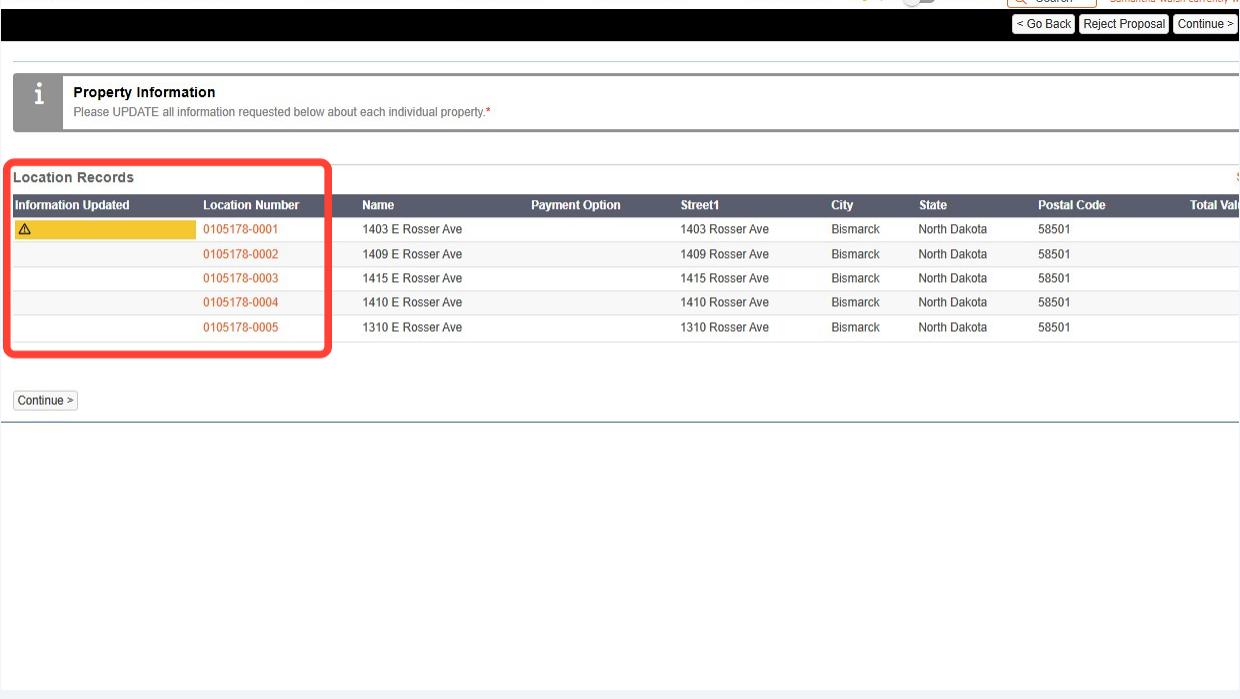
A screenshot of a web page titled "Property Information". The page has a header with buttons for "Go Back", "Reject Proposal", "Continue >", and "Cancel". To the right of the header is a "Interview Pages" sidebar with links to Agent Information, Account Information, Account Contact Information, Location Information, Location Information - Additional Questions, Check Application for Issues, Payment Options, and Confirmation Page. The main content area is titled "Location Records" and contains a table with the following data:

Location Number	Name	Street1	City	State	Postal Code
0105178-0001	1403 E Rosser Ave	1403 Rosser Ave	Bismarck	North Dakota	58501
0105178-0002	1409 E Rosser Ave	1409 Rosser Ave	Bismarck	North Dakota	58501
0105178-0003	1415 E Rosser Ave	1415 Rosser Ave	Bismarck	North Dakota	58501
0105178-0004	1410 E Rosser Ave	1410 Rosser Ave	Bismarck	North Dakota	58501
0105178-0005	1310 E Rosser Ave	1310 Rosser Ave	Bismarck	North Dakota	58501

Below the table, there is a section for "Upload Locations via Spreadsheet?" with a checkbox. A note says "You MUST use the following values for their corresponding spreadsheet columns:" followed by a table with columns for Location Number, Page Schedule type ID, and Proposal ID. At the bottom of the page are buttons for "Download Template", "Import Locations", and a large red-bordered "Continue >" button.

12

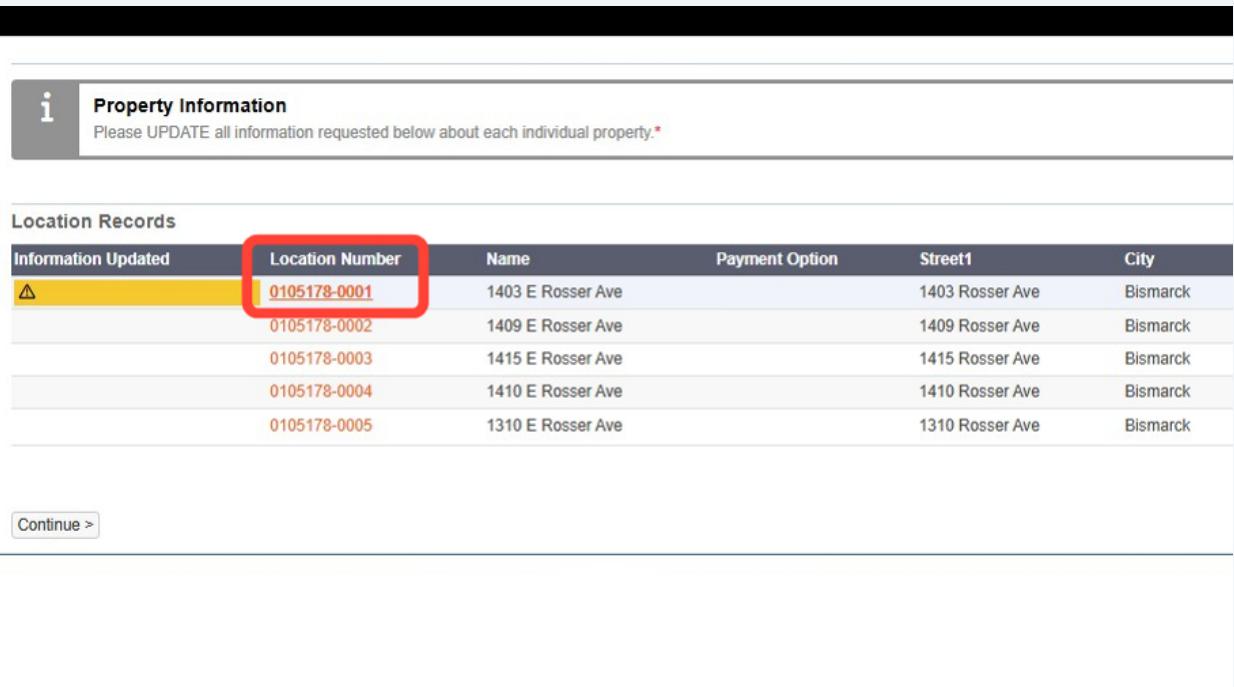
To validate and rate each location you will need to click into each one. Do not Continue past this page until each location has a green bar next to it.



Location Records								
Information Updated	Location Number	Name	Payment Option	Street1	City	State	Postal Code	Total Value
△	0105178-0001	1403 E Rosser Ave		1403 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0002	1409 E Rosser Ave		1409 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0003	1415 E Rosser Ave		1415 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0004	1410 E Rosser Ave		1410 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0005	1310 E Rosser Ave		1310 Rosser Ave	Bismarck	North Dakota	58501	

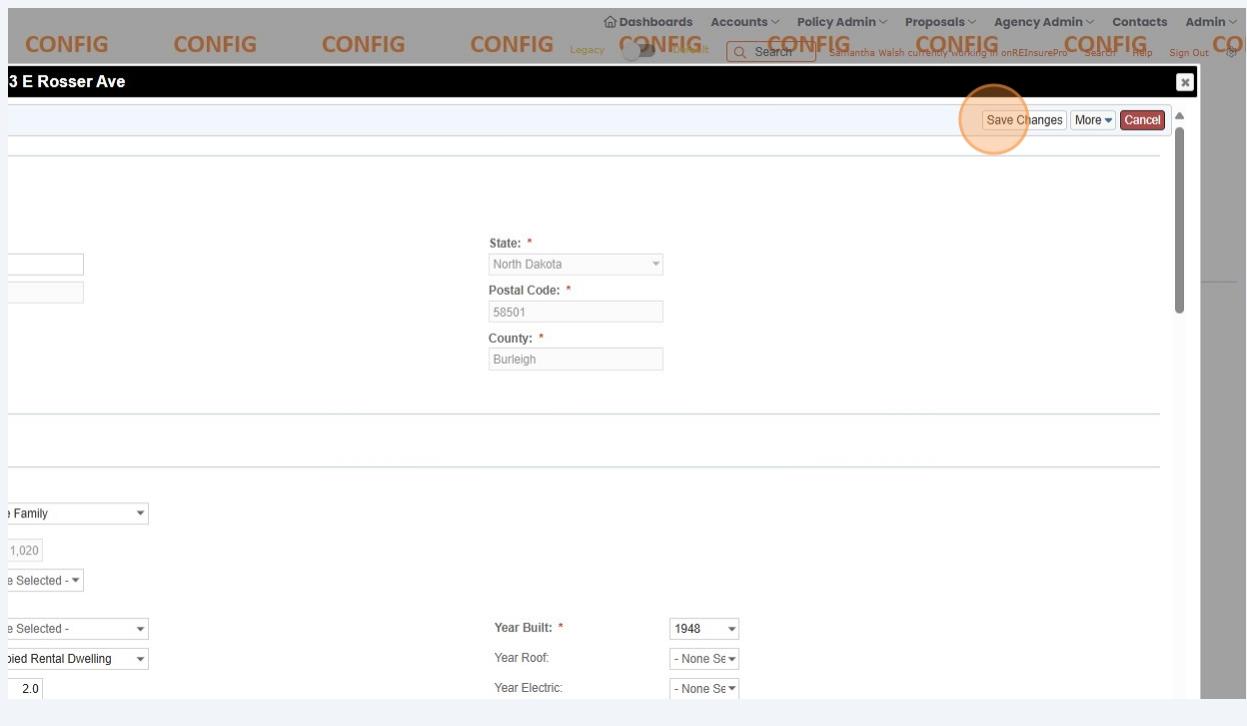
13

Click into each Location Number.



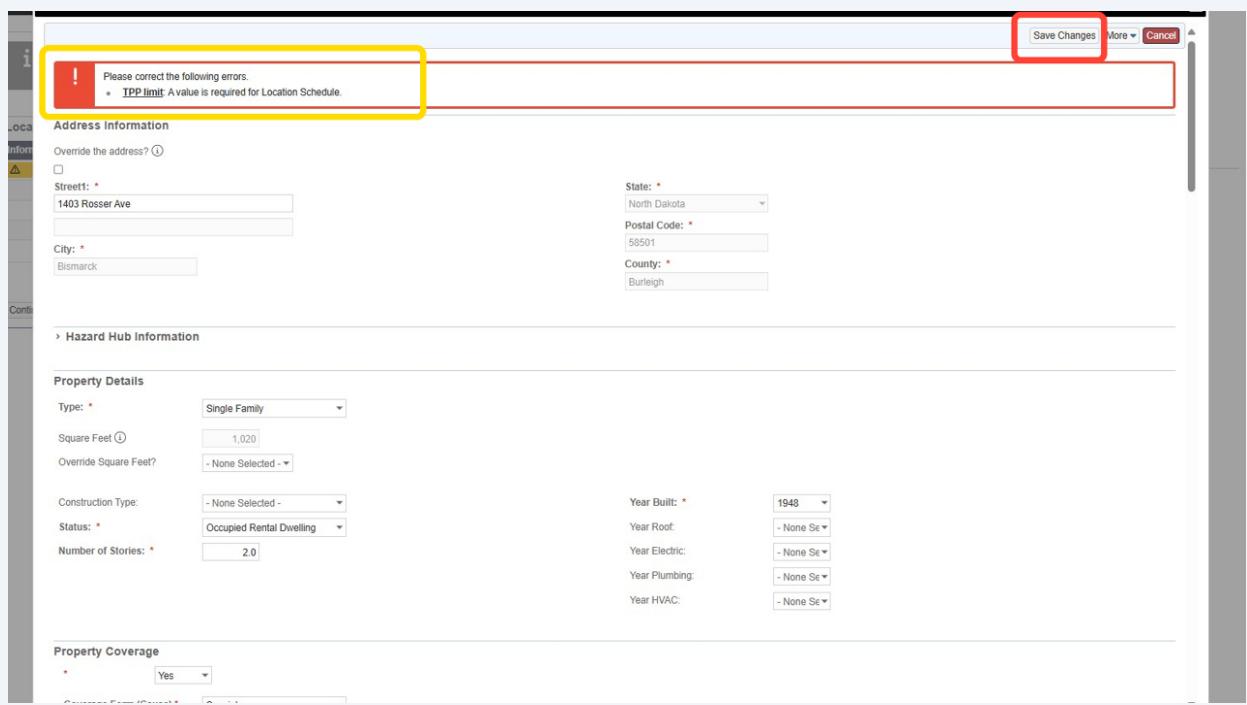
Location Records					
Information Updated	Location Number	Name	Payment Option	Street1	City
△	0105178-0001	1403 E Rosser Ave		1403 Rosser Ave	Bismarck
	0105178-0002	1409 E Rosser Ave		1409 Rosser Ave	Bismarck
	0105178-0003	1415 E Rosser Ave		1415 Rosser Ave	Bismarck
	0105178-0004	1410 E Rosser Ave		1410 Rosser Ave	Bismarck
	0105178-0005	1310 E Rosser Ave		1310 Rosser Ave	Bismarck

14 Click "Save Changes".



The screenshot shows a software interface for managing property records. At the top, there are five 'CONFIG' tabs. The main content area displays a property record for '3 E Rosser Ave'. The 'Address Information' section includes fields for Street, City, State, Postal Code, and County. Below this, the 'Property Details' section shows Type (Single Family), Square Feet (1,020), Status (Occupied Rental Dwelling), and Number of Stories (2.0). The 'Hazard Hub Information' section is partially visible. At the bottom, there is a 'Property Coverage' section with a dropdown menu set to 'Yes'. In the top right corner of the main content area, there is a 'Save Changes' button, which is highlighted with a large orange circle.

15 If you missed a required question in the spreadsheet or if you need to add a Location Contact, you will get an error message at the top of the screen. Click on the error message for it to take you to the missing information. Update the required missing information and then click "Save Changes" again.



The screenshot shows the same software interface as the previous one, but with an error message displayed. A red box highlights an error message box in the top left corner that says 'Please correct the following errors: TPP limit: A value is required for Location Schedule.' The 'Save Changes' button in the top right corner is also highlighted with a red box. The rest of the interface is identical to the previous screenshot, showing the property record for '3 E Rosser Ave'.

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Once each location has the green bar next to it then you can click "Continue" to proceed with your proposal.

**i** **Property Information**  
Please UPDATE all information requested below about each individual property.\*

Location Records					
Information Updated	Location Number	Name	Payment Option	Street1	City
<input checked="" type="checkbox"/>	0105178-0001	1403 E Rosser Ave	Insured Monthly	1403 Rosser Ave	Bismarck
	0105178-0002	1409 E Rosser Ave		1409 Rosser Ave	Bismarck
	0105178-0003	1415 E Rosser Ave		1415 Rosser Ave	Bismarck
	0105178-0004	1410 E Rosser Ave		1410 Rosser Ave	Bismarck
	0105178-0005	1310 E Rosser Ave		1310 Rosser Ave	Bismarck

**Continue >**