

Adding New Location 10.30.25



This guide provides a step-by-step process for adding new locations to an account policy, ensuring users can efficiently manage their policies. It simplifies the procedure by outlining essential actions, from selecting effective dates to binding proposals, making it accessible even for those unfamiliar with the system.

1

On the Accounts page, scroll down to the Policies section and select the 'Account Policy' link (indicated in orange).

At least one location is in Canceled Status. Please review Policy Statuses before applying changes.

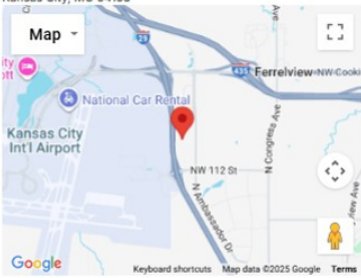
NREIG
NREIG1110948
Test Company1

[National Real Estate Insurance Group LLC Db a Reinsurepro](#)
Krista Jordan

Address Information

11500 N Ambassador Dr
Kansas City, MO 64153

Map



Inception Date: 10/24/2025
End Date:

Account Number

Billing Name

Billing Description

AutoPay Date

Balance Is Recurring Payment

Card Type

Charge Type

Card Number

Show All

1

Policies

Effective Date	Policy Number	Account Policy	Attach#	Description	Policy Display Status
10/24/2025	25-1110948-0004	No	1297811	24 W 78th Ter: 25-26	In Force
10/24/2025	25-1110948-0003	No	1297809	8117 Summit St: 25-26	In Force
10/24/2025	25-1110948-0001		1297807	9501 Wornall Rd: 25-26	Cancelled
10/24/2025	25-1110948	Yes	1297806	Test Company: 25-26	In Force

Active Proposals

Proposal Number	Account Number	Description	# Of Locations	Type	Client Service Advisor	Regional Agency Manager	Status	Re St
P000098747	NREIG1110948			Application	Krista Jordan	Direct Book	In Application	

- Under Self-Service Options, click the 'Add New Location(s) to Account Policy' button.

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Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Policies >

25-1110948 - Test Company1 ☆

Account Policy -- Account Policy -- Account Policy -- Account Policy

Self Service Options

New Adds:

[Add New Location\(s\) to Account Policy](#)

If you wish to modify or cancel a single location, navigate to the location policy and endorse from there

Account Information

Account: [Test Company1](#)
 Account Number: NREIG1110948
 AMP Fee Rate: 0.00
 Referral Percentage: 0.00
 Client Service Advisor: Krista Jordan

Agent Information

Agency: [National Real Estate Ir](#)
 Agent: [Jordan, Krista](#)
 Commission Percentage: 0.00

Premium Information

3

Use the calendar icon to select your proposal's Effective Date. The Expiration Date will populate automatically. Click 'Continue' to proceed.


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Account & Agent Information (Page 1 of 6)

IMPORTANT
Complete all required fields.*

Name: Test Company1
Agency: National Real Estate Insurance Group LLC DbA Reinsurepro
Agent: Jordan, Krista (00001036-24)
Client Service Advisor (CSA): Krista Jordan

Effective Dates
Effective Date: * 10/30/2025 
Expiry Date: * 10/30/2026

Continue >

4

To add location information, click the '+New Location' button.

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Dashboards Accounts Policy Admin **Proposals** Agency Admin Contacts Reports Admin

Location Information (Page 2 of 6)

< Go Back Reject Proposal Continue > Cancel

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

Location Records

Location Number	Name	Street1	City	State	Postal Code
+ New Location Show All					

Upload Locations via Spreadsheet? ☐ [?](#)

Continue >

5

Begin typing the address into the Street 1 field, then select the correct location from the dropdown menu, and click 'Save Changes' to proceed.

New Location Schedule

Address Information

Override the address? ⓘ
☐

Street1: *

Begin typing address to pull up lookup

City: *

State: *

- None Selected -

Postal Code: *

County: *

cccounts ▾ Policy Admin ▾ Proposals ▾ Agency Admin ▾ Contacts Reports ▾ Admin ▾

cation Schedule

Save Changes **Cancel**

Address Information

Override the address? ⓘ
☐

Street1: *

1001 W 93rd St

City: *

Kansas City

State: *

Missouri

Postal Code: *

64114

County: *

Jackson

6 Add additional locations, or click 'Continue' to proceed.

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Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Location Information (Page 2 of 6)

< Go Back Reject Proposal Continue > Cancel

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

Location Records

Location Number	Name	Street1	City	State	Postal Code	
1110948-0005	1001 W 93rd St	1001 W 93rd St	Kansas City	Missouri	64114	New Location Show All

Upload Locations via Spreadsheet? ☐

[Continue >](#)

7 Click the 'Location Number' to enter property information.

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Location Information - Additional Questions (Page 3 of 6)

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

Location Records

Information Updated	Location Number	Name	Payment Option	Street1	City
	1110948-0005	1001 93rd St		1001 93rd St	Kansas City

[Continue >](#)

8 Enter the required property details.

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Schedule: 1110948-0005 - 100193rd St

Save Changes

Hazard Hub Information

Property Details

Type: * Single Family

Square Feet 1,219

Override Square Feet? - None Selected -

Construction Type: - None Selected -

Status: * Occupied Rental Dwelling

Number of Stories: *

Year Built: * 1957

Year Roof: - None Selected -

Year Electric: - None Selected -

Year Plumbing: - None Selected -

Year HVAC: - None Selected -

Property Coverage

* No

Declining Property Coverage means no physical damage to any building at the location will be covered.

9 To add Liability Coverage, select 'Yes' from the dropdown menu, then choose the appropriate Liability Limit and any applicable Ancillary Coverages.

Other Structure Limits: * 0.00

Total Value: 355,000.00

Total Sq Ft: 1,219

ITV 291.22

Liability Coverage

* Yes

Liability limit: * \$1M per occurrence / \$2M

Tenant Protector Plan

* No

Earth Movement Coverage

* No

10

Complete both the required and optional Location Eligibility questions, then click 'Save Changes' to proceed.

Dashboard Accounts Policy Admin **Proposals** Agency Admin Contacts Reports Admin

Schedule: 1110948-0005 - 100193rd St

Save Changes More Cancel

Lender Paid: * No

Location Eligibility Questions

Subject To: *

☐ Yes

☒ No

Tenants Subsidized % *

0%

Is this lender placed coverage or a non performing note? *

☐ Yes

☐ No

Does the lender require Lenders Loss Payee? *

☐ Yes

☐ No

Type of wiring present for the current electrical system? *

- None Selected -

Does the property have an elevator, lift or hoist on premises? *

☐ Yes

☐ No

Is this property owner occupied or intended as a primary residence for the owner? *

☐ Yes

☐ No

Is the property on stilts (not including crawlspaces)? *

☐ Yes

☐ No

Is location greater than 2 stories? *

☐ Yes

☒ No

Dashboard Accounts Policy Admin **Proposals** Agency Admin Contacts Reports Admin

Schedule: 1110948-0005 - 100193rd St

Save Changes More Cancel

☐ Yes

☒ No

Are locks changed or replaced upon a tenant leaving? *

☒ Yes

☐ No

Are there any existing damage or maintenance issues at the property? *

☐ Yes

☒ No

Does the location have a wood shake roof? *

☐ Yes

☒ No

When required, are the heating, electrical and plumbing systems serviced by a qualified trade professional? *

☒ Yes

☐ No

Does the property have Exterior Insulating Finishing Systems (EIFS) on supporting structures? *

☐ Yes

☒ No

Is Premises kept in a well-maintained status? *

☒ Yes

☐ No

Is the location leased to students? *

☐ Yes

☒ No

Is Renters Insurance required? *

☒ Yes

☐ No

- 11 After entering all new locations, click 'Continue' to proceed.

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Dashboards Accounts Policy Admin **Proposals** Agency Admin Contacts Reports Admin

Location Information - Additional Questions (Page 3 of 6)

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

Location Records

Information Updated	Location Number	Name	Payment Option	Street1	City	State
✓	1110948-0005	1001 93rd St	Insured Monthly	1001 93rd St	Kansas City	Missouri

Continue >

- 12 The system will check for any duplicate location information. Once the check is cleared, click 'Continue' to proceed.

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Dashboards Accounts Policy Admin **Proposals** Agency Admin Contacts Reports Admin

Check Application for Issues (Page 4 of 6)

Clearance Passed
No duplicates have been found for the location information entered. Confirm and continue the application.

Continue >

13 Verify and confirm payment method/frequency, then click 'Continue' to proceed.

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Payment Options (Page 5 of 6) < Go Back Reject Proposal Continue > Cancel

Do you want to pay 12 months and the one time setup fee for the locations in this proposal?

Pay In Full: ☐

You are Paying Monthly.

Payment Method ⓘ

ACH Credit Card

Continue >

14 Review the location summary, including the total cost, then click 'Submit Proposal' to proceed.

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Confirmation Page (Page 6 of 6)

Please review the details below for a summary of your application.

Insured Name: Test Company1	Agency: National Real Estate Insurance Group LLC DBa
Created By: Jeromey Bell	Reinsurepro
Date Created: 10/30/2025	Agent: Krista Jordan
Effective Date: 10/30/2025	Commission: 0.00%

Please Submit Proposal

Submit Proposal

15

Click 'Send Proposal Doc' to send the document to the client for completion via DocuSign.

Dashboards Accounts Policy Admin **Proposals** Agency Admin Contacts Reports Admin

Proposals > P000098756 - Test Company1

Edit Proposal Bypass Subjectivities (UW ON...) **Send DocuSign** View Proposal Doc Reject Proposal More

✓ Save Successful.

Policy Detail

Account: Test Company1

Account Type: NREIG

Rating Program: Origami v2.0

Proposal Number: P000098756

Effective Date: 10/30/2025

Expiry Date: 10/30/2026

Status: Submitted

Type: Application

Agency and Agent Information

Agency: National Real Estate Insurance Group LLC Dba Reinsurepro

Agent: Jordan, Krista

Client Service Advisor (CSA): Krista Jordan

Commission Profile: NREIG 0%

Commission Percentage: 0.00

AMP Fee Rate: 0.00

Referral Percentage: 0.00

Pay Online

Pay Online Send Payment Link

Billing Information

Pay In Full: No

Payment Method: Credit Card

Billing Level: Account Bill

Billing Account: Test Company1

Billing Frequency: Monthly

Cost Details

Annual: 1,985.38

Monthly: 165.45

Rating Totals

+ Annual Premium:	1,781.96
+ Account Setup Fee:	0.00
Location Fees:	60.00
Technology Fees:	124.74
Additional Fees:	0.00
Reporting Fees:	0.00
AMP Fees:	0.00
Referral Fees:	0.00
Agent Commissions:	0.00
+ Total Fees:	184.74
+ Surplus Lines Tax:	18.69
+ Total State Fees:	0.00
+ Transaction/CC Fees:	0.00
+ Total Cost:	1,985.38

16

Once the signed documents are confirmed, click 'Bind Proposal' to initiate the binding process.

Search ? Bell JB

DocuSign View Proposal Doc Reject Proposal **Bind Proposal** More

Agent Information

National Real Estate Insurance Group LLC Dba Reinsurepro

Jordan, Krista

Client Service Advisor (CSA): Krista Jordan

Profile: NREIG 0%

Percentage: 0.00

AMP Fee Rate: 0.00

Referral Percentage: 0.00

Transaction Premium Change

Details

Premium	1,781.96
Fees	184.74
Surplus Lines Tax	18.68
Total Cost	1,985.38

Open Tasks

View All Tasks + Create New

✓ Proposal Created - P000098756

All Notes

No notes yet. + Create New

Recent Emails

No emails yet. + Create New

17

Once the binding process is complete, click 'Done' to finalize the process.

Done

Cancel

Location Schedules ①

PolicyNumber	BillingFrequency	Total Premium	Total Cost
25-1110948-0005	Monthly	1,781.96	1,985.38

Done

Cancel

Premium Rating Policy Totals

Premium	1,781.96
Fees	184.74
Surplus Lines Tax	18.68
Total Cost	1,985.38

Premium Rating Location Schedule

Premium	1,781.96
Fees	184.74
Surplus Lines Tax	18.68
Total Cost	1,985.38

Is

Accounts

Policy Admin

Proposals

Agency Admin

Contacts

Reports

Admin

>

10948 - Test Company1 ☆

Do Not

Quote Proposal has been bound.

Account Information

Account: Test Company1

Account Number: NREIG110948

Related Location Policies

Policy Number	Effective Date	Good To Reinstate	Description	Billing Account	Monthly Cost	Annual Total
25-1110948	10/24/2025		Test Company: 25 - 26	Test Company1	176.71	2,060.52
25-1110948-0004	10/24/2025		24 W 78th Ter: 25 - 26	Test Company1	109.92	1,319.04
25-1110948-0003	10/24/2025		8117 Summit St: 25 - 26	Test Company1	180.53	2,166.36
25-1110948-0005	10/30/2025		1001 93rd St: 25 - 26	Test Company1	165.45	1,985.40
1 RECORDS					632.61	7,531.32