

Cancelling a Location Policy 10.27.25



This guide provides a straightforward process for cancelling a Location Policy, ensuring users can efficiently navigate the necessary steps. It outlines key actions, such as selecting a cancellation date and reason, while also allowing for additional notes.

1 Navigate to the 'Location Policy' that needs to be cancelled.

Accounts > Test Company1

Edit Account Send Domestic Wire Instruction Send International Wire Instru... Current Policy View More ▾

Account Contacts

New Account Contact Show All

Name	Contact Type	Title	Email	Work Phone	Role
Client8, •TEST	Account Contact		jeromey@nreig.com	(555) 555-5555	Primary Contact

Location Schedules

Show All

Location Number	Effective Date	Status	Cancel Date	Street1	Street2 City	State	Postal Code	Total Value	Premium - Property	Premium - Liability	Total Premium	Policy
1110948-0001	10/24/2025	In Force		9501 Wornall Rd	Kansas City	Missouri	64114	329,000.00	1,737.12	83.00	1,832.12	25-1110948-0001 - 9501 Wornall Rd: 25-26
1110948-0003	10/24/2025	In Force		8117 Summit St	Kansas City	Missouri	64114	389,900.00	1,852.81	83.00	1,947.81	25-1110948-0003 - 8117 Summit St: 25-26
1110948-0004	10/24/2025	In Force		24 W 78th Ter	Kansas City	Missouri	64114	185,700.00	980.50	83.00	1,164.63	25-1110948-0004 - 24 W 78th Ter: 25-26

Policies

All Policies

Effective Date	Policy Number	Account Policy	Attach#	Description	Policy Display Status	Account	Monthly Cost Before Payment Processing	Total Cost
10/24/2025	25-1110948-0004	No	1297811	24 W 78th Ter: 25-26	In Force	Test Company1	109.92	1,319.05
10/24/2025	25-1110948-0003	No	1297809	8117 Summit St: 25-26	In Force	Test Company1	180.53	2,166.38
10/24/2025	25-1110948-0001		1297807	9501 Wornall Rd: 25-26	In Force	Test Company1	170.12	2,048.45
10/24/2025	25-1110948	Yes	1297806	Test Company: 25-26	In Force	Test Company1	170.12	51.50

Location Schedules

[Show All](#)

Location Number	Effective Date	Status	Cancel Date	Street1	Street2 City	State	Postal Code	Total Value	Premium - Property	Premium - Liability	Total Premium	Policy
1110948-0001	10/24/2025	In Force		9501 Wornall Rd	Kansas City	Missouri	64114	329,000.00	1,737.12	83.00	1,832.12	25-1110948-0001 - 9501 Wornall Rd: 25-26
1110948-0003	10/24/2025	In Force		8117 Summit St	Kansas City	Missouri	64114	389,900.00	1,852.81	83.00	1,947.81	25-1110948-0003 - 8117 Summit St: 25-26
1110948-0004	10/24/2025	In Force		24 W 78th Ter	Kansas City	Missouri	64114	185,700.00	980.50	83.00	1,164.63	25-1110948-0004 - 24 W 78th Ter: 25-26

Policies

[All Policies](#)

Effective Date	Policy Number	Account Policy	Attach#	Description	Policy Display Status	Account	Monthly Cost Before Payment Processing	Total Cost
10/24/2025	25-1110948-0004	No	1297811	24 W 78th Ter: 25-26	In Force	Test Company1	109.92	1,319.05
10/24/2025	25-1110948-0003	No	1297809	8117 Summit St: 25-26	In Force	Test Company1	180.53	2,166.38
10/24/2025	25-1110948-0001		1297807	9501 Wornall Rd: 25-26	In Force	Test Company1	170.12	2,046.45
10/24/2025	25-1110948	Yes	1297806	Test Company: 25-26	In Force	Test Company1	170.12	51.50

2 Click "Cancel Policy"

UAT

PRISCATECH

Dashboards

Accounts

Policy Admin

Proposals

Agency Admin

Contacts

Reports

Admin

Policies >

25-1110948-0001 - Test Company1

Send NOIC

Generate EOI

Cancel Policy

Create Endorsement

More

Account Information

Account:

Test Company1

Account Number:

NREIG1110948

AMP Fee Rate:

0.00

Account Policy:

25-1110948

Rating Program:

Origami v2.0

Agent Information

Agency:

National Real Estate Insurance Group LLC Db a Reinsurepro

Agent:

Jordan, Krista

Commission Percentage:

0.00

Premium Information

Premium:

1,832.12

Annual Total Fees:

188.25

Annual Surplus Lines Tax:

20.98

Policy Detail

Policy Number:

25-1110948-0001

Status:

In Force

Effective Date:

10/24/2025

Expiry Date:

10/24/2026

Sent to Collections:

☐

Application Information

Application Proposal:

P000098741

Billing Information

Billing Level:

Account Bill

Billing Account:

Test Company1

3 Select the cancellation date using the calendar icon.

Policy Change - Policy Cancellation

Change: **Cancel Policy**
Record: **25-1110948-0001 - 9501 Wornall Rd: 25-26 #25-1110948-0001**

Change Type: * Interim

Cancel Date: * 10/27/2025

Description:

Policy Cancellation Transaction

Transaction Date: 10/27/2025

Cancellation Reason: * - None Selected - ▾

Cancel Due To Prior Term ☐

Cancel ⓘ *

Change: **Cancel Policy**
Record: **25-1110948-0001 - 9501 Wornall Rd: 25-26 #25-1110948-0001**

Change Type: * Interim

Cancel Date: * 10/27/2025

Description:

Policy Cancellation Transaction

Transaction Date: 10/27/2025

Cancellation Reason: * - None Selected - ▾

Cancel Due To Prior Term ☐

Cancel ⓘ *

4 Select a cancellation reason from the dropdown menu.

UAT PRISCATECH

Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Policy Change - Policy Cancellation

Save Changes Cancel

Change: Cancel Policy
Record: 25-1110948-0001 - 9501 Womail Rd: 25-26 #25-1110948-0001

Change Type: * Interim
Cancel Date: * 10/27/2025
Description:

Policy Cancellation Transaction
Transaction Date: 10/27/2025
Cancellation Reason: * Other
Cancel Due to Prior Term: ☐
Cancel ⓘ *

5 If needed, add a note in the 'Description' box, then click 'Save Changes'.

UAT PRISCATECH

Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Policy Change - Policy Cancellation

Save Changes Cancel

Change: Cancel Policy
Record: 25-1110948-0001 - 9501 Womail Rd: 25-26 #25-1110948-0001

Change Type: * Interim
Cancel Date: * 10/27/2025
Description:

Policy Cancellation Transaction
Transaction Date: 10/27/2025
Cancellation Reason: * Other
Other Reason: *
Cancel Due to Prior Term: ☐
Cancel ⓘ *

6 Click "Save Changes"

The screenshot shows the 'Policy Change - Policy Cancellation' form in the UAT PRISCATECH system. The form includes fields for 'Change' (Cancel Policy), 'Record' (25-1110948-0001 - 9501 Womall Rd: 25-26 #25-1110948-0001), 'Change Type' (Interim), 'Cancel Date' (10/27/2025), and a 'Description' field. Below these is the 'Policy Cancellation Transaction' section with 'Transaction Date' (10/27/2025), 'Cancellation Reason' (Other), 'Other Reason' (Test), and a 'Cancel Due To Prior Term' checkbox. The 'Save Changes' button is highlighted with a red box.

7 If the cancellation has been processed successfully, your screen should appear as shown below.

The screenshot shows the 'Policies' page in the UAT PRISCATECH system. A yellow box highlights a success message: 'This policy has successfully been cancelled.' Below this, the 'Policy Detail' section shows the policy number 25-1110948-0001, status 'Cancelled', effective date 10/24/2025, and expiry date 10/24/2026. The 'Account Information' section shows the account number NREIG1110948 and the account policy 25-1110948. The 'Agent Information' section shows the agent Jordan, Krista. The 'Premium Information' section shows the premium 1,832.12 and annual total cost 1,985.31.

Account Information	
Account:	Test Company1
Account Number:	NREIG1110948
AMP Fee Rate:	0.00
Account Policy:	25-1110948
Rating Program:	Origami v2.0

Policy Detail	
Policy Number:	25-1110948-0001
Status:	Cancelled
Effective Date:	10/24/2025
Expiry Date:	10/24/2026
Cancellation Date:	10/27/2025
Sent to Collections:	<input type="checkbox"/>

Agent Information	
Agency:	National Real Estate Insurance Group LLC Dba
Agent:	Jordan, Krista
Commission Percentage:	0.00

Premium Information	
Premium:	1,832.12
Annual Total Fees:	133.25
State Fees Total Annual:	0.00
Annual Surplus Lines Tax:	19.94
Annual Total Cost:	1,985.31