



## Hartford Flood Online – Self-serve Endorsement

Did you know Hartford Flood has a unique self-serve endorsement option that can save you time, and provide proof of the change immediately?

### Self Service Endorsement Option Process


#### Step 1

To get started, find and open the policy you are trying to endorse and select one of the following:

A) Select the pencil icon

OR

B) Select “Update Policy Details” from the “I Want To” menu.

Policy	
Policy Number:	XXXXXXXXXX
Insured Name:	XXXXXXXXXX
Prior Policy Number:	N/A
Prior Company Name:	N/A
Prior Company NAIC:	N/A
Company Name:	Hartford Fire Insurance Company
Renewal Bills Sent To:	 Insured

I Want To ...

► Update Policy Details

#### Step 2

To adjust who a renewal bill is sent to, select the drop down box to make a selection.

Renewal Bills Sent To:	<div>Insured</div>
New/Rollover Indicator:	
Other Policy Number:	

Insured

None

Insured

First Mortgagee

Second Mortgagee

Loss Payee

Disaster Agency

Other

### Step 3

In the Insured Section, you can update mailing address, various phone numbers, email address, and even add additional named insureds.

Insured 1

Type	Title	First	Last
Person			
Address 1:		XXXXXXXXXXXXXXXXXXXXXXXXXX	
Address 2:			
City:		State:	
Country:		ZIP Code:	
Work:		Fax:	
Cell:		Home:	
Email:			

Insured 2

Type	Company Name
Group	XXXXXXXXXX

Insured 3

Insured 4

### Step 4

In the Additional Interest Section, you can update, add or remove the mortgagee(s) and loss payee.

Mortgagee 1

Find Lender

Loan Number:

XXXXXXXXXX

Name 1:

XXXXXXXXXX

Name 2:

XXXXXXXXXX

Address 1:

XXXXXXXXXX

Address 2:

City:

XXXXXXXXXX

State:

XXXXXXXXXX

Country:

XXXXXXXXXX

ZIP Code:

XXXXXXXXXX

Phone:

Fax:

Mortgagee 2

Loss Payee

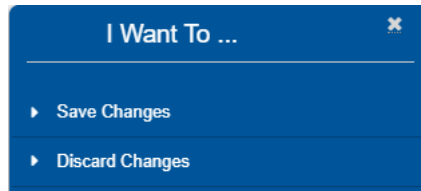
The Hartford is a participant in the federal Write Your Own (WYO) Program, part of the National Flood Insurance Program (NFIP) managed by the Federal Emergency Management Agency (FEMA). WYO flood policies are underwritten by the federal government and issued, sold, and administered by authorized private insurance companies, including Hartford Fire Insurance Company, Hartford Insurance Company of the Midwest and Hartford Underwriters Insurance Company. Policies are subject to rules, regulations, terms, conditions, and availability of the NFIP. Conditions and limitations may apply, refer to policy terms for details.

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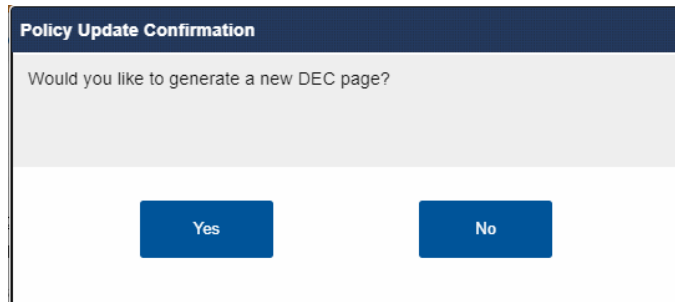
## Step 5

When you've completed the change(s), scroll to the top of the page and click on Save Changes in the "I Want To" menu



## Step 6

After saving changes, a box will pop up asking if you would like to generate a new declarations page.



**It's that simple! Plus, changes you make will automatically be added to the activity log**

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