

TO: All Mutual of Wausau Agents
FROM: Jessica VanderPloeg, VP- Operations
DATE: April 15, 2022
RE: Additional Insured Policy Updates

For BriteCore to notify any listed additional insureds of a cancelled policy, the additional insured(s) must be added to two places. Mutual of Wausau policy processors are working on completing this for existing policies by creating a new revision and adding them to the new area. With this process, we do not send out revised declarations to policyholders but have noticed that these changes will still send to your management system via download. If you see a download for the policy but there not any changes to the policy or coverages, this may be the reason for the new download.

When creating a new policy that needs to have an additional insured added, please also add them on the Insureds tab under Additional Interest and then select Additional Insured in the Interest drop down box. Please see pictures below as a reference.

The screenshot shows a navigation bar at the top with tabs: Insureds, Policy, Risks, Rating, Billing, Attachments, and Submit. The 'Insureds' tab is active. Below the navigation bar, there is a section titled 'Named Insureds' with a '+ Add 1' button and the text 'Named Insureds to the Policy'. Underneath, there is a sub-section 'Primary Named Insured' with a 'Name' label and an empty text input field. Below that, there is a section titled 'Additional Interests' with a '+ Add 1' button and the text 'Additional Interests to the Policy'. At the bottom of the page, there is a footer bar with 'Save', 'Next', and 'Back to Top' buttons.

MUTUAL OF Wausau

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We have a mutual interest - **you.**

ADDITIONAL INTEREST(S)

 Add an Additional Interest

Name

Interest



Jess Test Quote



Additional Insured

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