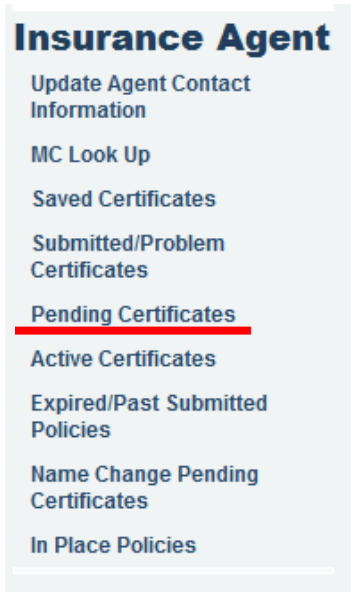


How-to edit a pending policy

When an insurance agent logs online and submits a pending certificate on an account that the policies are not currently in effect yet, they would have the ability to edit these policies prior to the effective date by doing the following:

Login to your UIIA account at: http://uiia.org/tcs/ia_login.shtml, click on “Pending Certificates” from the navigation bar on the left, as shown below:



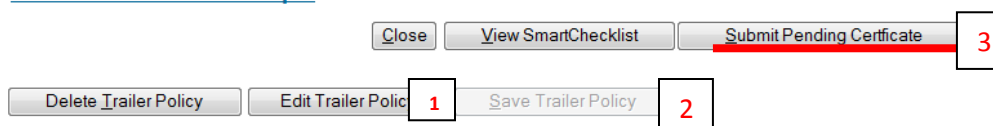
Click on “Pending Certificates”, as shown above, then on the next screen click “Search”. The Motor Carriers company name that has the pending policy in place will list below “List of Current UIIA Insureds”. Click on the Motor Carriers Company name to bring up their account and then click on the certificate number that you want to edit, as shown below:

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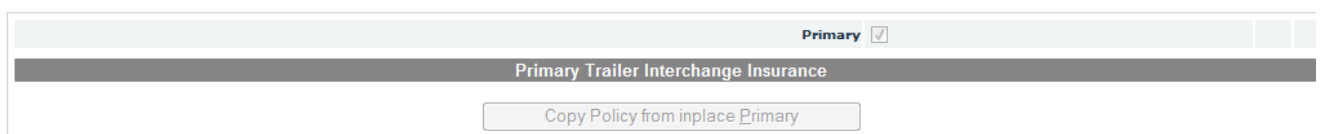
Cert No	Cert Date	Policy	Pol. Status	Limit	Eff. Date	Exp. Date
<u>14</u>	08/23/2011	AL-PRIMARY	PENDING	1,000,000	09/01/2011	09/01/2012
		GL-PRIMARY	PENDING	1,000,000	09/01/2011	09/01/2012
		CARGO-PRIMARY	PENDING	150,000	09/01/2011	09/01/2012
		TI-PRIMARY	PENDING	50,000	09/01/2011	09/01/2012
		EL-PRIMARY	PENDING	1,000,000/1,000,000/1,000,000	09/01/2011	09/01/2012

From here you will simply edit the policies you wish to edit by clicking on “Edit (policy)(1)”, make your changes & click on “Save (policy)(2)”. Once all your changes have been added & your policies have been re-saved, you would then need to click on “Submit Pending Certificate(3)” and then close.

[Generate Acord Certificate pdf](#)



Trailer Interchange Insurance



Adding an additional insured to the list of additional insureds

To add just one Equipment Provider as an additional insured to the existing list currently on file, you will need to look up the Motor Carriers company name & click on “Create New Acord Cert” beside the company name of the Motor Carrier you are updating. Then check off the Providers name on the 1st initial Providers list as shown below:

Select All	EP	Auto		General		Cargo		Trai.Inter		Work Comp	EL	Ramp
		Limit	Ded.	Limit	Ded.	Limit	Ded.	Limit	Ded.			
<input type="checkbox"/>	A C L/ Grimaldi Group/ Inarme	1,000,000*	0	1,000,000*	0	100,000	0	25,000	0	N	N	N
<input checked="" type="checkbox"/>	<u>APL Limited</u>	1,000,000*	0	1,000,000*	0	100,000	0	20,000*	0	N	N	N
<input type="checkbox"/>	Bermuda Container Line Limited	1,000,000*	0	1,000,000*	0	100,000	0	15,000	0	N	N	N
<input type="checkbox"/>	Bringer Lines	1,000,000*	0	1,000,000	0	0	0	20,000	0	N	N	N
<input type="checkbox"/>	Burlington Northern Santa Fe	1,000,000*	0	1,000,000*	0	100,000	0	20,000	0	N	N	N
<input type="checkbox"/>	Canadian Natl/Illinois Central(VN110194)	1,000,000*	0	1,000,000*	0	100,000	0	20,000	0	N	N	N
<input type="checkbox"/>	Canadian Pacific Rwy-US (SOO Line/D&H)	1,000,000*	0	1,000,000*	0	100,000	0	20,000	0	Y	N	N
<input type="checkbox"/>	China Shipping Container Line	1,000,000*	0	1,000,000*	0	100,000	0	25,000*	0	N	N	N
<input type="checkbox"/>	CMA-CGM (America) LLC	1,000,000*	0	1,000,000	0	100,000	0	25,000	0	N	N	N
<input type="checkbox"/>	Compania Chilena De Navegacion	1,000,000*	0	1,000,000*	0	0	0	0	0	N	N	N
<input type="checkbox"/>	Compania Sud-Americana De Vapores (CSAV)	1,000,000*	0	1,000,000	0	0	0	20,000*	0	N	N	N
<input type="checkbox"/>	COSCO N.A./COSCO Container Lines Americas/COSCO Container Lines Co/China Ocean Shipping Co Amer.	1,000,000*	0	1,000,000	0	100,000	0	25,000	0	N	N	N
<input type="checkbox"/>	CSX Intermodal Terminals, Inc.	1,000,000*	0	1,000,000*	0	100,000	0	20,000	0	Y	Y	N
<input type="checkbox"/>	Eimskip USA, Inc.	1,000,000*	0	1,000,000	0	1,000	0	25,000	0	N	N	N
<input type="checkbox"/>	Evergreen Shipping Agency (America) Corp	1,000,000*	0	1,000,000	0	100,000	0	25,000	0	N	N	N
<input type="checkbox"/>	Galborg Pte Ltd (trading as GAL)	1,000,000*	0	1,000,000*	0	50,000	0	25,000*	0	N	N	N
<input type="checkbox"/>	Grand China Shipping (Yantai) Co. Ltd.	1,000,000*	0	1,000,000	0	100,000	0	15,000	0	N	N	N

Once you have selected all the Providers that the Motor Carrier does business with on this screen above, you will click on “Save & Continue” at the bottom and then select the policies you handle or only select the policies that the specific Provider requires to be added additional insured on. For instance, APL Limited is check on the above screen shot; they require to be added additional insured on auto, general & trailer interchange policies. So in order for the Motor Carrier to be valid with this provider you will need to add them additional insured on all three of these policies.

From the “Type of Policies” screen select Auto, General & Trailer Interchange under type of policies (if you handle all three policies for this insured) If not, you would of course only update the policies you handle. Click on “Primary” and then “Copy policy from in place primary” and then add your effect date & expiration date, then scroll to the bottom of the screen & click on “View EP List”. This is where you will click on APL Limited to add them additional insured on the policy you are updating. Click on “Done” & then “Save & Continue” once added, see example below:

Note: Always be sure that the checkmark is in the box beside “Named additional insured” or the additional insureds will NOT be added to that policy.

Form MCS-90 Submitted? Yes No

Additional Insured Blanket Additional Insured **Named Additional Insured** [View EP List](#)

EPs that are additional insured on Auto		
Equipment Providers	SCAC Code	Account No.
APL Limited	APLU	EP001012

Press **Save and Continue** if you wish to save current information for policy shown and proceed to next policy.

Press **Skip This Policy** if you wish to delete the information shown for the policy above and continue to the next policy.

UIIA HOME | UIIA Contact

Internet | Protected Mode: On

Must always show a checkmark when adding additional insureds