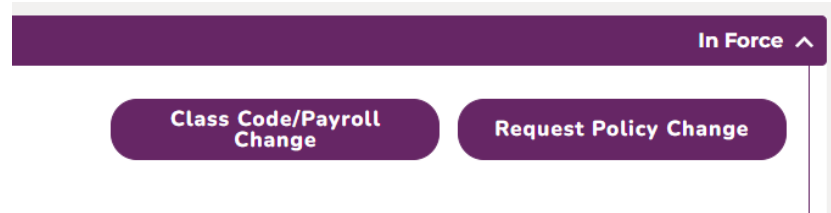


Policy Change



Step 1: On the account landing page under the in-force term, click either “Class Code/Payroll Change” or “Request Policy Change”.



Step 2: Here you can choose class description and edit the payroll.

A screenshot of a form titled "Add" in a dark purple rounded rectangle. The form contains the following fields:

- Classification:** 8380 (with a "Remove" link to the right)
- Choose Location:** 1315 A HAMILTON ROAD GALLUP HIGH DESERT CYCLE 873
- Choose Class Description:** MOTORCYCLE SERVICE OR REPAIR (with a red arrow pointing to the right)
- If Any
- Period 1:** (11/1/2022 - 11/1/2023)
- Payroll:** \$ 142,459 (with a red arrow pointing to the left)
- # of Employees:** 5