

# Reopen Transaction



If you have already generated a quote proposal but would like to make edits, search the account name. From there you, will have the option to either bind or edit the policy.

The screenshot shows the "Search Policy Center Accounts" interface. At the top, there is a search bar containing "Re-Open" and a purple "Search" button. Below the search bar is a table with the following columns: "Action", "Name", and "Address". The table contains one row with the following data: "Bind | Edit" in the Action column, "Re-Open Test" in the Name column, and "2374 Cortina Loop Southeast, Rio Rancho, NM 87124" in the Address column. A red arrow points to the "Bind | Edit" button, which is circled in red. At the bottom of the table, there is a "Page Size: 10" dropdown menu, "1 Items" text, and "Page 1 of 1" with navigation arrows.

If you need to make changes to an approved quote, search for the account name or number by clicking the “Search Account and Policies” button on the dashboard. If the account has been released for binding, you will see an option to edit the submission.

Depending on the change you make, the submission may need to be reviewed by an underwriter.