# QUICK START | Change Classification In OnLine-PL

**Purpose:** This quick start is meant to serve as a supplement to the Change Classification In OnLine-PL tutorial.

## PART I–CHANGE CLASSIFICATION:

**From the Main Menu:**

**Get Rate:**

1. Click on the **Classification** tab. The insured's record displays, with the Classified field highlighted.
2. Click to select a new classification from the designated dropdown menu.
3. Click on the **Get Rate** button. The effective date of change popup box displays.
4. Click on the **OK** button. The CHANGED CLASSIFICATION popup box displays.
5. Click on the **OK** button.

**Confirm Change:**

1. Click on the **Change** button at the bottom of the screen. A popup box displays.
2. Click on the **Yes** button. The effective date of change popup box displays again.
3. Click on the **OK** button. The CHANGED CLASSIFICATION popup box displays again.
4. Click on the **OK** button. The underwriting screen displays.

**Continue or Exit:**

1a. If the underwriter has made all of the necessary changes to the policy, click on the **Main** tab to exit.

1b. If the underwriter wishes to make additional changes to the policy, click on the **Change** tab.