Replacement Cost Valuation Tool MSB/RCT (Residential Component Technology) FIRST Interface

02/18/2015



Stillwater MSB/RCT Interface Options TABLE of Contents

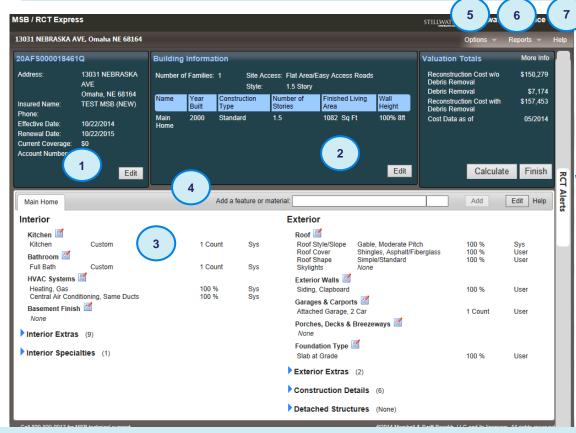


INTRODUCTION

STILLWATER MSB/RCT INTERFACE

- 1. Policy Information
- 2. Building Information
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 - Review Characteristics
 - How to Edit Characteristics
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This is the landing home page for the Stillwater MSB/RCT interface. Select a topic from the Table of contents to view additional information.



- HOW TO USE THE FIRST HOME QUOTE RCT INTERFACE
- HOW TO USE THE FIRST ENDORSEMENT RCT INTERFACE
- HOW TO VIEW VALUATION REPORTS ON FIRST
- TIME OUT ERROR SCREENS

Introduction



Stillwater Insurance provides a replacement cost valuation tool via an interface with RCT (Residential Component Technology) developed by MSB (Marshall & Swift Boeckh).

The RCT interface can be accessed during the FIRST Home Quote process or via the Endorsement function on FIRST.

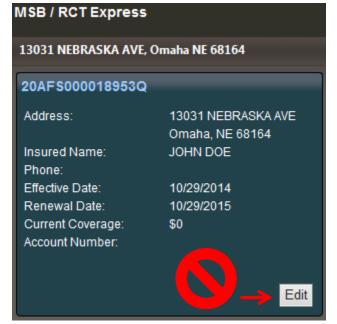
The interface with RCT will allow the user to change construction characteristics which will calculate the replacement cost value of homes with improved accuracy.

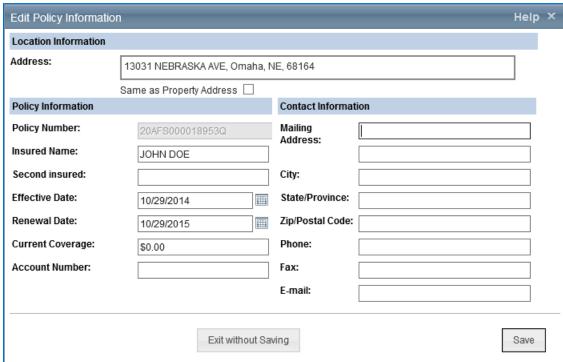
The following tutorial will provide information on the RCT interface enhancement features and site navigation.

It will also provide details on how to access the RCT site via the Home Quote process and via the Endorsement function on active policies.

MSB/RCT Interface Policy Information







Policy Information

The Policy Information can only be viewed NOT updated via the MSB interface. This includes the:

- Property Address
- Second Insured (Additional Named Insured)
- Insured Name
- Contact Information fields
- Effective Date
- ✓ NOTE:

Any attempt to Edit Policy Information via the MSB site will not be saved and carried over to the FIRST quote.

This information is always added during the quote process on FIRST and should always be added/updated via the **FIRST HOME QUOTE or** via the available **ENDORSEMENT** options on active policies.

MSB/RCT Interface Building Information



Building Information

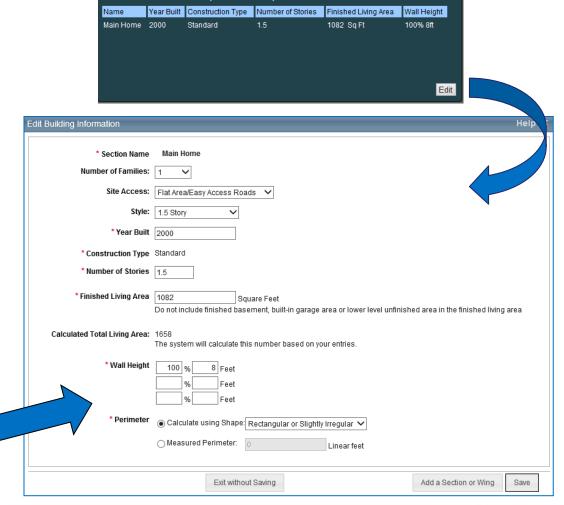
To Edit Building Information click on the **Edit** tab as indicated by the arrow. This will pull up the **Edit Building Information** screen.

✓ Note:

Not all Building Information details can be edited.

The following **cannot be edited** and will <u>not save</u> and carry over to FIRST. These features can only be updated via FIRST not thru MSB:

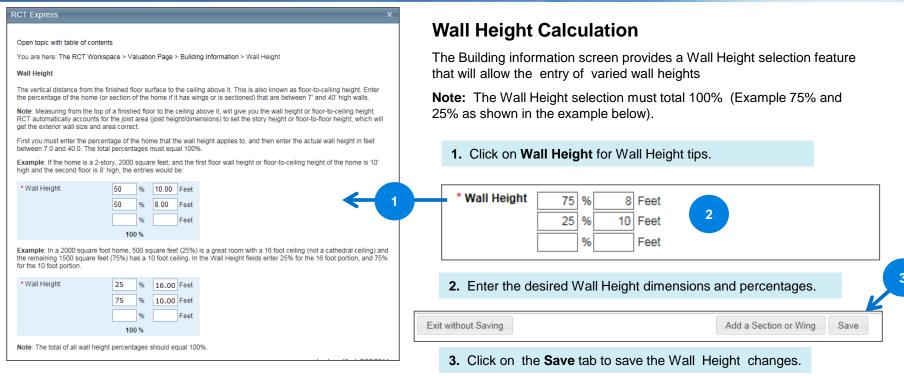
- Year Built
- Finished Living Area you may increase the square footage but <u>NOT decrease</u>
- ✓ Note:
- The Finished Living Area is the square footage of the Home that will match and may pre-populate via Public Records.
- See pages 6 & 7 for information on updating Wall Height & Perimeter



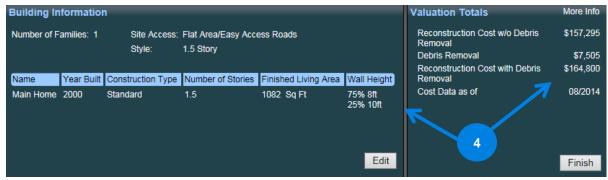
Building Information

MSB/RCT Interface Building Information Wall Height Calculation



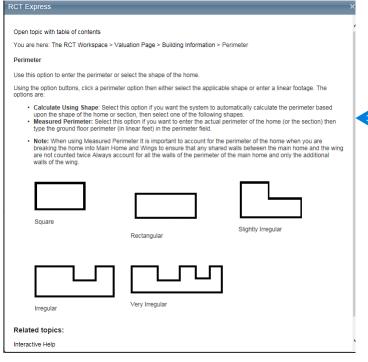


4. When the updated information is saved it will show in the Building Information as updated and it will adjust the Reconstruction Cost \$164,800 in this example.



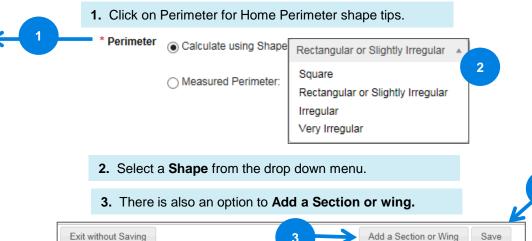
MSB/RCT Interface Building Information Perimeter Calculation





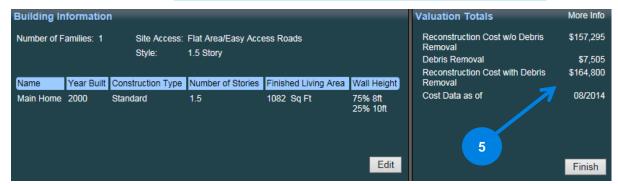
Perimeter Calculation

The Building information screen provides a Perimeter selection feature that will allow the entry of different home perimeter shape.



4. Click on the Save tab to save the perimeter changes.

5. When the information is saved it will adjust the Reconstruction Cost\$164,800 in this example.



MSB/RCT Interface

Interior & Exterior Construction Characteristics



Interior & Exterior Construction Characteristics

The RCT Interface provides an extensive list of Construction Characteristics that may be added or edited.

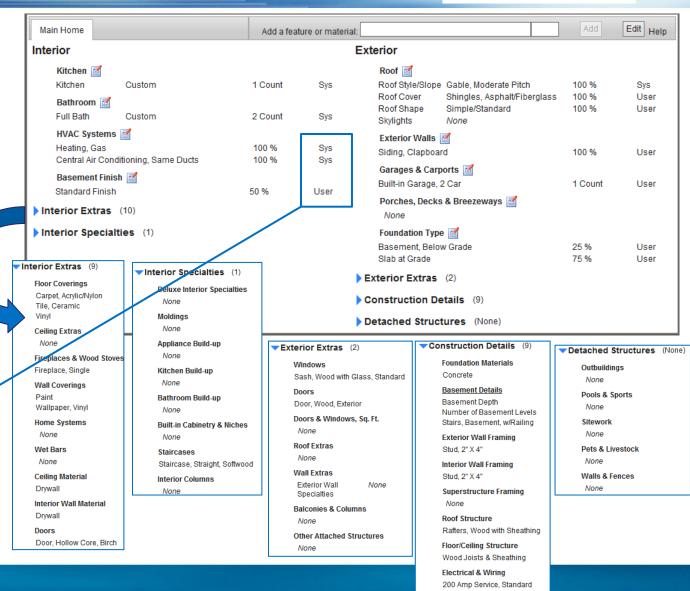
There are additional menus that are available by clicking on a desired feature.

For Example: Clicking on Interior Extras will pull up an additional menu of available construction characteristics.

Note: Some characteristics will already show as edited by the **User**.

These are the characteristics that are entered on the **Basic Info** Screen on **FIRST**.

Characteristics that have not been edited will appear as **Sys** (**System**).



MSB/RCT Interface Interior & Exterior Construction Characteristics How to Update Construction Characteristics



1. Click on the Edit Icon 🐚 to make changes to the desired construction characteristic. Example: Kitchen

Interior			Exterior		
Kitchen 🗹			Roof		
Kitchen Custom Bathroom Full Bath Custom	1 Count	Sys	Roof Cover Shingles, Roof Shape Simple/St	Asphalt/Fiberglass 100	
HVAC Systems Heating, Gas	100 %	Sys	Skylights None Exterior Walls Siding, Clapboard	100	0 % User
Central Air Conditioning, Same Ducts Basement Finish	100 %	Sys	Garages & Carports		Count User
Standard Finish Interior Extras (9)	75 %	User	Porches, Decks & Breezeway None	s 🗹	
Interior Specialties (1)			Foundation Type <a> E Basement, Below Grade Slab at Grade	25 ° 75 °	

MSB/RCT Interface

Interior & Exterior Construction Characteristics How to Update Construction Characteristics



1 Count

- 2. When the desired construction characteristic is selected a drop down menu will appear that will allow you to select the desired construction type
 - Select the desired type from the drop down menu.

**IMPORTANT STEP **

3. When the desired Characteristics are selected click on the **SAVE icon**:



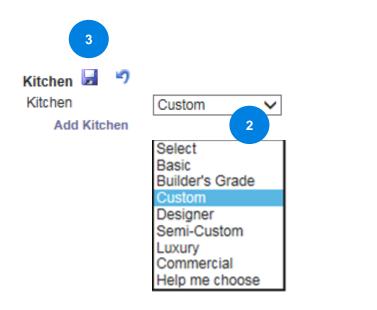
Other options:

You can delete a material by clicking on the **DELETE icon**:



Changes can undone by clicking on the **UNDO icon:**





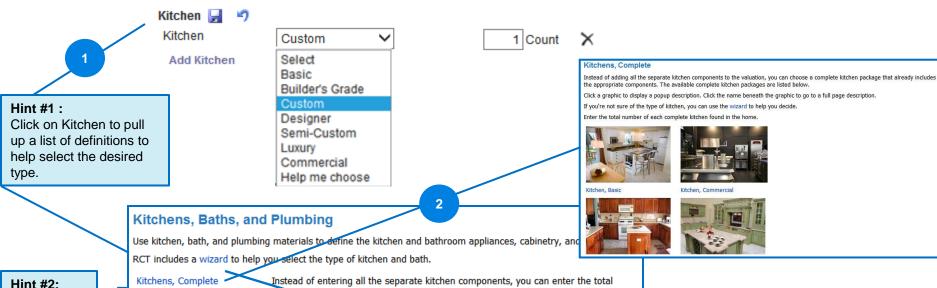
After the desired changes are Saved the Replacement Cost Valuation can be re-calculated.

MSB/RCT Interface **Help Links**



The MSB/RCT site contains help links that will help the user determine the correct Construction Type or **Building Material.**





Click on the description for more details. which may include photos.

number of each type of kitchen found in the home. Enter the total number of kitchen components found in the home. Kitchens, Build-Up Enter the total number of each appliance component found in the home. Appliances, Build-Up Bathrooms, Complete Instead of entering all the separate bathroom components, you can enter the total number of each type of bathroom found in the home. Bathrooms, Build-Up Enter the total number of bathroom components found in the home. 3 **Bath Specialties** In addition to the individual bathroom components, you can also enter bathroom specialty items. Plumbing Specialties Enter the total number of plumbing specialty items found in the home.

Hint #3:

Click on the Wizard link to access this option which will provide even more selection details.

MSB/RCT Interface Help Links/Wizard



The MSB/RCT site contains help links that will help the user determine the correct Construction Type or Building Material.

This includes a link to a wizard which will help the user choose the correct building materials.

Click on the wizard link to access this feature:

Kitchens, Baths, and Plumbing

Use kitchen, bath, and plumbing materials to define the kitchen and bath RCT includes a wizard to help you select the type of kitchen and bath.

RCT includes a wizard to help you select the type of kitchen and bath.		
Kitchens, C	Instead of entering all the separate kitch number of each type of kitchen found in	_
Kit uild-Up	Enter the total number of kitchen compo	1
A Ances, Build-Up	Enter the total number of each appliance	2
Bathrooms, Complete	Instead of entering all the separate bath number of each type of bathroom found	3
Bathrooms, Build-Up	Enter the total number of bathroom com	
Bath Specialties	In addition to the individual bathroom co specialty items.	
Plumbing Specialties	Enter the total number of plumbing spec	

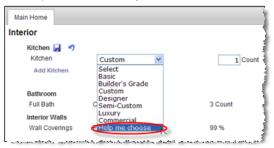
The RCT Workspace > Materials > Kitchen and Bath Wizard

Kitchen and Bath Wizard

RCT includes a wizard to help you choose the type of kitchen or bathroom. You can select the wizard from the Materials panel on the Valuation page or from the Edit Materials dialog.

To use the kitchen or bath wizard from the Materials panel:

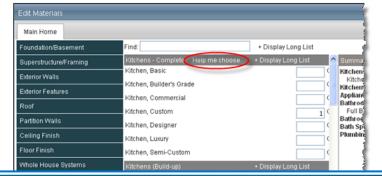
- Under either Kitchens or Baths click the Edit Materials icon ().
- 2. In the drop down menu click Help Me Choose to start the wizard.



3. Answer the questions in the wizard to determine the type of kitchen or bathroom.

To use the kitchen or bath wizard from the Edit Materials dialog:

- 1. Open the Edit Materials dialog by clicking the Edit button on the Materials panel.
- 2. Select the Kitchens/Baths/Plumbing materials section.
- 3. In the Kitchens Complete or Bathrooms Complete section, click Help Me Choose to start the wizard.



MSB/RCT Interface Roof Types



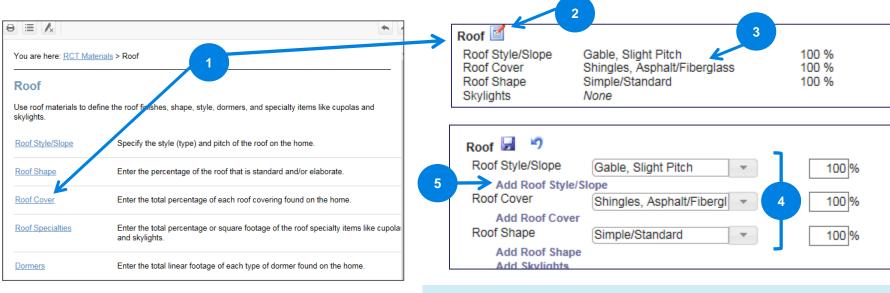
Sys

User

User

×

×



Roof Types

- 1. Click on **Roof** to view a Roof Tip Screen . Click on links. **Example:** Roof Cover to view more info which includes photos.
- **2.** Roof characteristics can be changed by clicking on the edit icon.
- 3. The Roof Cover is initially selected on the FIRST Basic Info screen during the FIRST Home Quote process.

Example: Shingles Asphalt/Fiberglass

4. There are options to change: Roof Style/Slope. Roof Cover, and Roof Shape.

Note: The **Roof Cover** should always be selected on the **FIRST Basic Info** during the Home Quote process.

The Roof Cover cannot be updated via the Endorsement MSB Interface. Any changes to the Roof Cover after policy submission should be directed to Customer Service: (800)-849-6140.

5. Click on the Add option to add: Roof Style/Slope, Roof Cover, Roof Shape and Skylights.

Note: The Add option will allow the entry of other roof variations.

Example: If a home utilizes 2 Roof Cover Types: 90% Shingles Asphalt/Fiberglass,

10% Slate. You are able to account for these variations.

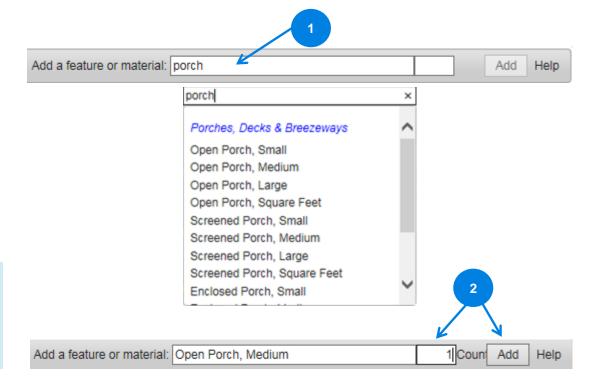
MSB/RCT Interface Add a feature or material



Add a feature or material

The **Add a feature or material** function provides a key word search.

- Enter a key word in the search field.
 Example : Porch.
 - A list of options will appear below the search field.
 - Select the desired feature or material.
 Example: Open Porch, Medium
- 2. The feature or material will now appear in the search field.
 - · Select the Count (Example: 1 porch)
 - Click on the Add tab to add the feature or material



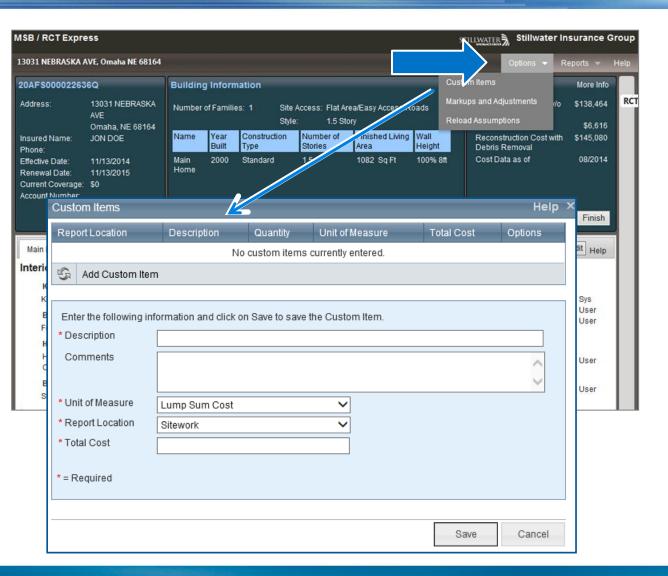
3. When added the item will appear as a User added characteristic.

Porches, Decks & Breezeways
Open Porch, Medium



MSB/RCT Interface Other Site Tools Options





Options

Clicking on **Options** will pull up a menu.

Custom Items

The **Custom Items** option will allow entry of items not listed in the Interior or Exterior options.

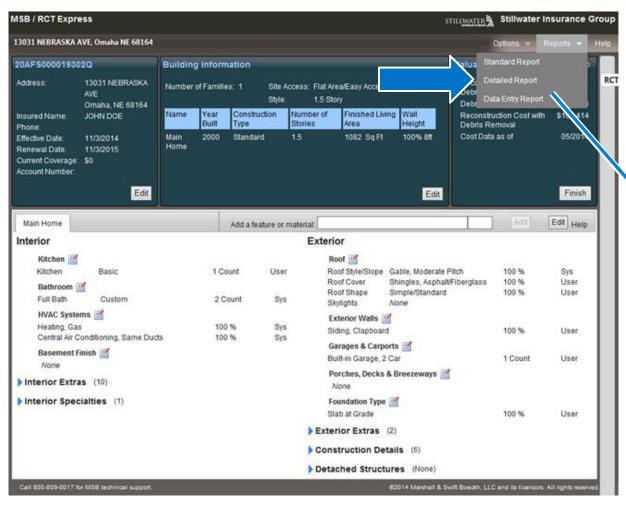
An example of something that can be added via **Custom Items** are custom built items like custom cabinets.

Other Options:

- Markups and Adjustments will not be used.
- Reload Assumptions will reset the Calculation back to the original Calculation and will undo any changes made.

MSB/RCT Interface Other Site Tools Reports





In California there is also a link to a **Home Owners Notice** that is a State requirement that is attached to the report.

Reports

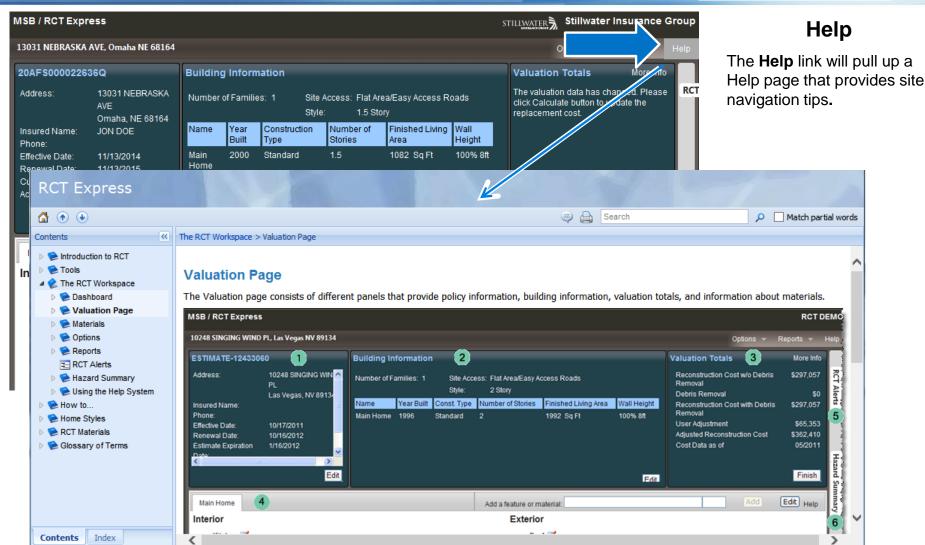
Reports are available by clicking on the **Reports** link as indicated.

Click on **Detailed Report** to view and to print the report, which will provide an itemized list of the updated Characteristics used to determine the Replacement Cost.



MSB/RCT Interface Other Site Tools Help





MSB/RCT Interface RCT Alerts



RCT Alerts

RCT Alerts may appear to advise of a possible issue with information entered on the RCT/MSB interface.

There are 3 Types of Alerts:

- **Green –** are "information only" alerts, which will provide information that may need to be reviewed or completed.
- Yellow are warnings that something should be fixed before proceeding
- Red are Errors that must be addressed before proceeding.

If an Alert occurs it will appear as a message on the left side of the screen. Review the Alert message, as it will provide information on what needs to be corrected.



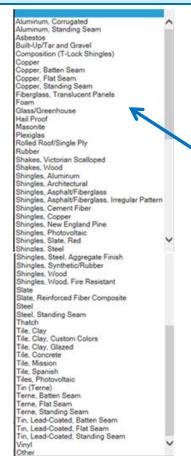
- ✓ Note: You can save a valuation with:
 - **Green** Information alert
 - Yellow Warning alert

You cannot calculate a reconstruction cost if there is a Red - Error Alert

FIRST Home Quote RCT Interface FIRST Basic INFO Screen

The FIRST Home quote is designed to calculate the Replacement Value of the home based on responses to questions on the **Basic Info** screen.

1. The following characteristics are entered on the **Basic Info** screen on FIRST and are used to calculate the replacement cost of the home that will appear on the **Preliminary Rate** screen. This includes an expanded list of **Roof Types**:



- Construction Type
- Year Built
- Square Footage
- # of Garage stalls and Type
- # of Fireplaces
- # of Stories in the residence
- Type of Roof
- · Basement info

The Number of Bathrooms and Selection of the grade of Kitchen and Bathroom are optional fields that can be completed to calculate the replacement cost valuation with improved accuracy

2. Click on the <u>Descriptions</u> link for assistance in determining specific characteristics including photos.



Client List Basic Info Preliminary Rate Home	Detail Final Rate	Coverages	Additional Interests	Payments Ay	Policy pplication Completed	
Home Insurance Quote						
Man	12024 NEDDACK	AVE OMAH	A NIE C04C4			
	- 13031 NEBRASKA					
Please supply us with the				quote proces	s.	
Bind Date: If the Property characte		29 V / 2014		ek je probibito	d	
	Single Family Hom					
	NOT AN AFFILIATED		~			
	< SELECT>		~			
Zip Code:						
	NEBRASKA 13031 Apartment/	Halla Mirrach and				
	NEBRASKA AVE	Onit Number.				
First Name:					tional Insured Name	
First Name.		will	be entered lat	ter in process.		
Middle Name:						
Last Name:						
Phone#:						
Email:						
Construction Type:		<u> </u>	•			
Year Built:	2000					
Year Insured Purchased Property:						
Livable Square Footage (excluding basement):	1082					
Replacement Cost:		*Optio	nal			
Number of garage stalls?						
Number of fireplaces in the residence?						
Number of meplaces in the residence?	4					
Number of stories in the residence?			~			
Type of roof on the residence?					~	l
Type of garage?			~	Descriptions		
Does the risk have a basement?			YES	O NO		
What is the total size of the basement r	elative to the foundat	ion (as a	25%	▽	•	
percentage)? What percentage of the basement is fini	ohod?					
virial percentage of the basement is lim	sneur		070	•		
Is mailing address different than proper	ty address?		O YE	ES NO		
					2	
Does the home have a smoke alarm, d	ead bolt and fire ext	inguisher?	O YE	ES O NO	2	
Do you have an active central station re	norting fire alarm?		○ VE	ES () NO		
20 you have an active central station to	polaring in a dialiti:		O 11	_0 0 100	1	
Do you have an active central station re	porting burglar alarr	n?	O YE	ES O NO	\	
					\	
Number of Bathrooms?			~	*Optional	•	
Select the grade of Kitchen and Bathro	om appliances cab	inets and fixt	ures	<u> </u>	*Optional Description	me
and grade or ratement and Datine	pp	, and lixti			priorial <u>pescriptio</u>	.10

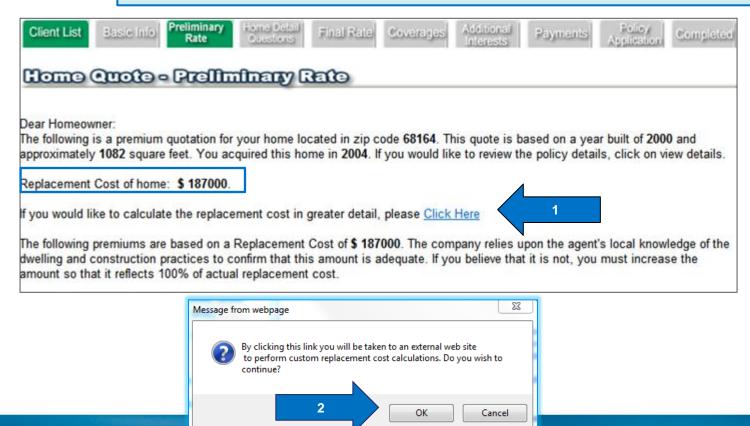
FIRST Home Quote RCT Interface FIRST Home Quote Preliminary Rate Screen



The **Preliminary Rate** Screen will provide the **Replacement Cost of home** value based on the information entered on the previous **Basic Info** screen.

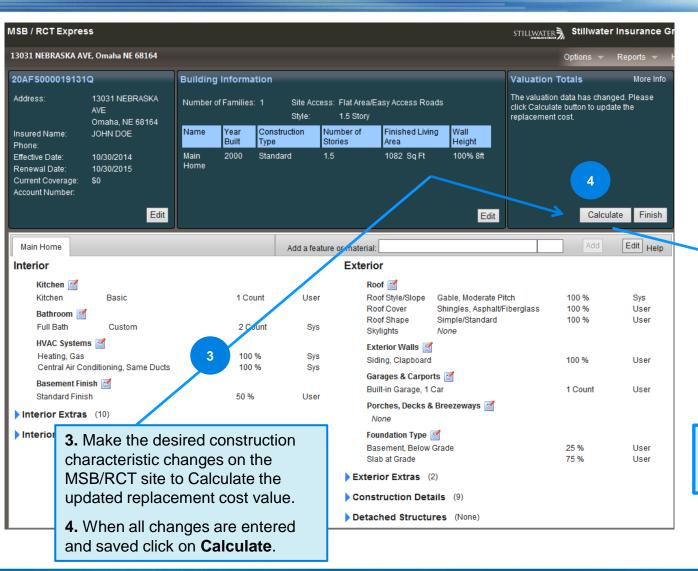
The Replacement cost of the home can be calculated in even greater detail by accessing the Stillwater MSB/RCT site interface.

- 1. Click on the Click Here link as indicated below to access this interface.
- 2. Click **OK** when the Pop– up message box appears.

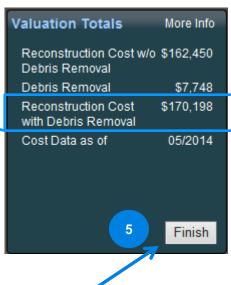


FIRST Home Quote RCT Interface





Valuation Totals Calculate & Finish



5. When the new cost is calculated click on the **Finish** Button to complete the process.

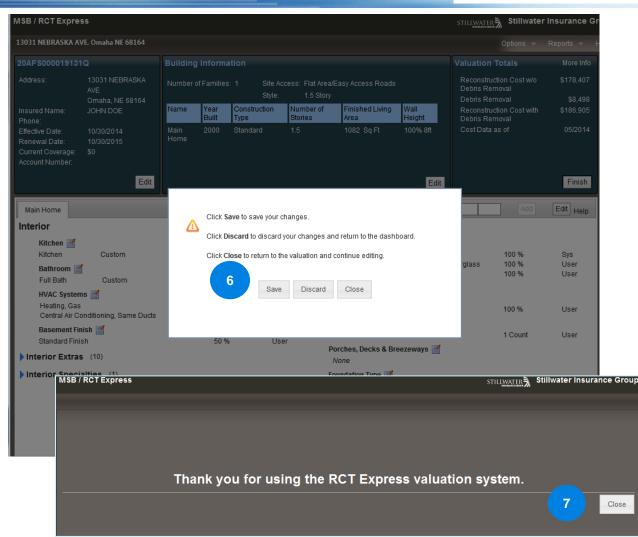
Home Quote RCT Interface



Valuation Totals Save Changes

After clicking Finish a pop up screen will appear.

- **6.** Clicking on **Save** will save the changes and Close the valuation.
- Clicking on **Discard** will discard all of the changes from the MSB session and close the valuation.
- Clicking on Close will
 Close the pop up box and
 direct you back to the MSB
 session where you can
 continue making changes
 to the valuation.
- 7. Click the **Close** button on the Thank you for using RCT Express Screen to exit the Stillwater MSB/RCT interface



Home Quote RCT Interface



Quote Number: AFS019131 as of 10/30/2014

Client: JOHN DOE

To exit quote please select the Client List tab.

Client List Basi

Info

Preliminary Rate estions Final Ra

Coverages

Additional Interests

Annual Premium without

Payments

Policy Application

Completed

Home Quote - Prefiminary Rate

Dear Homeowner:

The following is a premium quotation for your home located in zip code 68164. This quote is based on a year built of 2000 and approximately 1082 square feet. You acquired this home in 2004. If you would like to review the policy details, click on view details.

Replacement Cost of home: \$ 187000.

Doductible

\$ 171000

Annual Premium with

If you would like to calculate the replacement cost in greater detail, please <u>ClickHere</u>

The following premiums are based on a Replacement Cost of \$ 187000. The company relies upon the agent's local knowledge of the dwelling and construction practices to confirm that this amount is adequate. If you believe that it is not, you must increase the amount so that it reflects 100% of actual replacement cost.

This is a preliminary quote only. Please click on the next button to continue.

Deduc	cubie	Home/Auto Discount	Home/Auto Discount	Coverages
\$2,500 Wind/Hail	-\$500 All Other	\$ 845.00	\$ 991.00	•View Details
\$2,500 Wind/Hail	-\$1000 All Other	\$ 802.00	\$ 941.00	View Details
\$2,500 Wind/Hail	-\$1500 All Other	\$ 762.00	\$ 893.00	View Details
\$3,740 Wind/Hail	-\$1000 All Other	\$ 762.00	\$ 893.00	View Details
\$3,740 Wind/Hail	-\$1500 All Other	\$ 722.00	\$ 846.00	View Details
		x	8	
Back	Reset to MSB	defaults	Rate with custom MSB	values

How to Save MSB Changes to FIRST Home Quote:

Upon Closing the MSB/RCT valuation you will be directed back to the **Preliminary Rate** Screen.

From this screen you have two options:

X - Reset to MSB defaults – which will undo any changes made on the Stillwater/MSB interface

TO SAVE THE CHANGES ALWAYS USE:

8. Rate with custom MSB Values – which will save the changes made on the Stillwater/MSB interface and adjust the Replacement cost of the home

Reconstruction Cost \$170,198 with Debris Removal

When the custom MSB values are saved the **Replacement Cost of the Home** will replace the MSB default value to the re-calculated amount.

✓ Note: The MSB/RCT value will always round up to the nearest thousand.

FIRST Home Endorsement RCT Interface



FIRST also provides an Endorsement option that will allow you to calculate midterm Replacement Cost Valuations on active **HO3**, **HO5** and **Dwelling Fire** policies.

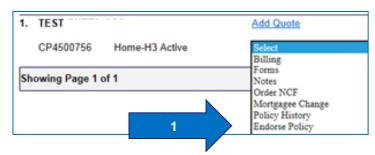
Note: the following characteristics cannot be updated on active policies via the MSB interface:

- Construction Year
- Construction Type
- # of Stories
- · # of Fireplaces
- Roof Type

If any of the above characteristics need to be updated please contact customer service.

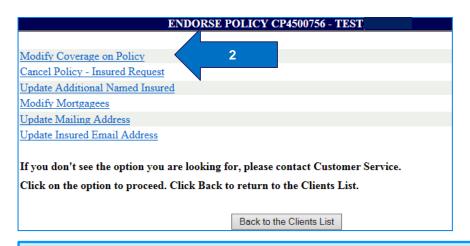
Follow these steps to use the Endorsement function to re-calculate a Replacement Cost Value on an active HO3 and HO5 Home policies and Dwelling Fire policies:

1. Locate the desired policy in your list of Clients and Click on the **Endorse Policy** option from the drop down select menu.





2. Click on Modify Coverage on Policy

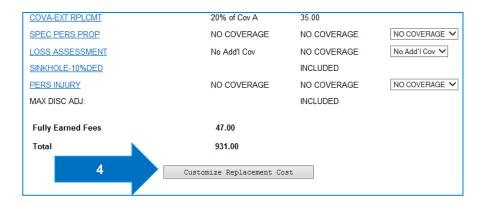


- 3. Select the Endorsement Effective Date and click on Endorse Policy.
- ✓ Note: The policy endorsement must occur during the current policy term and cannot be backdated.

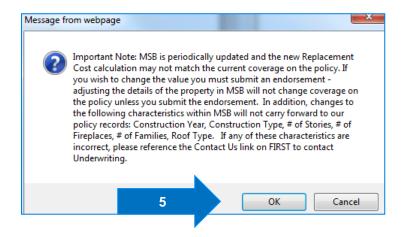




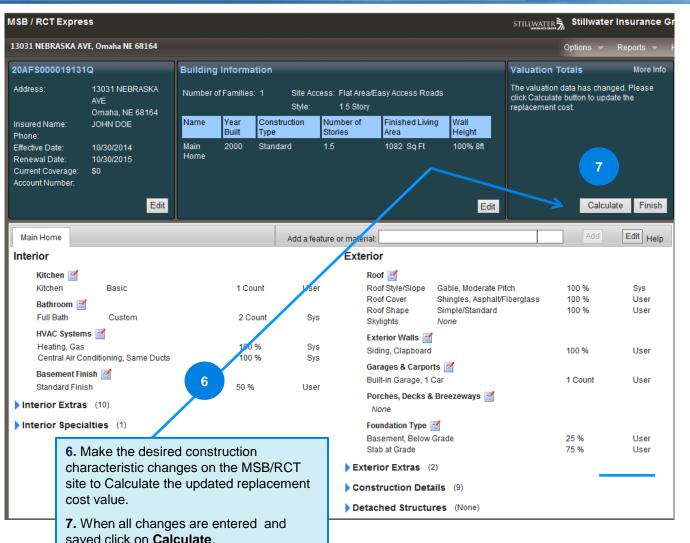
4. When the Endorsement screen pulls up, scroll down the screen and click on the **Customize Replacement Cost** tab.



5. Clicking **OK** will direct the user to the **Stillwater/MSB Interface** site. Make and Save desired changes to re-calculate the replacement cost value.







Valuation Totals	More Info
Reconstruction Cost w/o Debris Removal	\$137,376
Debris Removal	\$6,565
Reconstruction Cost with Debris Removal	\$143,941
Cost Data as of	05/2014
7	Finish

8. **IMPORTANT STEP**

The re-calculated Replacement Cost Value will be manually entered later.

**Always write down the Reconstruction Cost w/Debris Removal value or print the report.

\$143,941 in this example.

After you print or write down the value click **Finish**

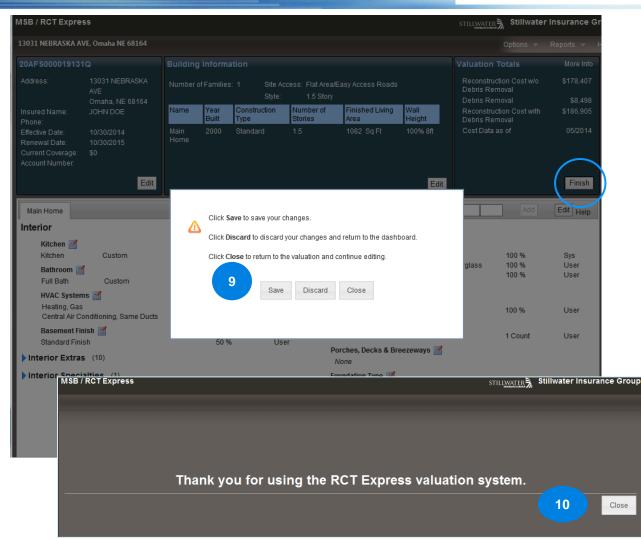
HOW TO PRINT THE REPORT



Valuation Totals Save Changes

After clicking Finish a pop up screen will appear.

- **9.** Clicking on **Save** will save the changes and Close the valuation.
- Clicking on **Discard** will discard all of the changes from the MSB session and close the valuation.
- Clicking on Close will
 Close the pop up box and
 direct you back to the MSB
 session where you can
 continue making changes
 to the valuation.
- **10.** Click the **Close** button on the Thank you for using RCT Express Screen to exit the Stillwater MSB/RCT interface





11. Upon closing MSB the user will be re-directed back to FIRST. To save the changes, click on the **Update Policy using Values just entered in MSB** tab which is located at the bottom of the Endorsement screen:



Update Policy using values just entered in MSB Calculate Premium change (remain on page)

Calculate Premium Change ignoring values just entered in MSB (remain on page)

Calculate Premium Change ignoring values just entered in MSB (next to summary page)

Return To Endorsement List



12. After clicking on

Update Policy using values just entered in MSB Calculate Premium change (remain on page)

the user will need to manually enter the Replacement Value from MSB in the Coverage A Dwelling field.

Note: Round up the Reconstruction Cost with **Debris Removal** value from MSB to the next \$1000.

\$144,000 in this example:

Premium Total: \$814.00

Construction Year: 2000

Policy Type: H3 - HOMEOWNERS 3 SPECIAL FORM

Residence Type: PRIMARY Construction Type: FRAME

The coverage(s) that are underlined contain help text that can be accessed by clicking on that coverage name.

COVERAGE	LIMIT/DEDUCT	PREMIUM AMT
DEDUCTIBLE:	500	
COV A-DWELLING	164000	895.00
COV B-OTHR STRC	16400	INCLUDED
COV C-PERS PROP	82000	INCLUDED
COV D-LOSS USE	65600	INCLUDED
COV E-PERS LIAB	300000	10.00
COV F-MED PAY	2000	7.00

Valuation Totals	More Info
Reconstruction Cost w/o Debris Removal	\$137,376
Debris Removal	\$6,565
Reconstruction Cost with Debris Removal	\$143,941
Cost Data as of	05/2014

144000

Round up and manually replace the current amount with the recalculated Value from MSB:

This is the amount written down or printed from Step 8.



13. Submit the Endorsement to save the changes.

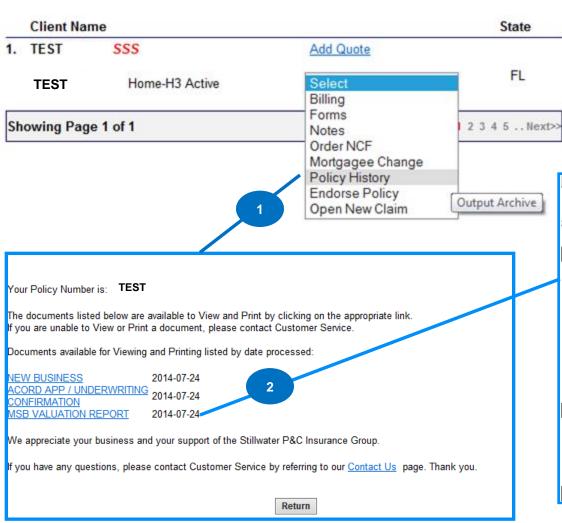
13 Calculate Premium Change (next to summary page) CHANGE TO 500 🗸

164000

82000 65600 🗸 300000 🗸 2000 🗸

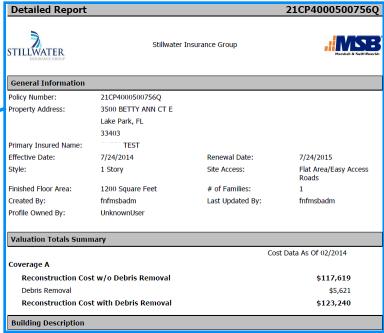
How to view Valuation Reports on FIRST





MSB Valuation Reports can be viewed on the FIRST Client list screen via the **Policy History** option:

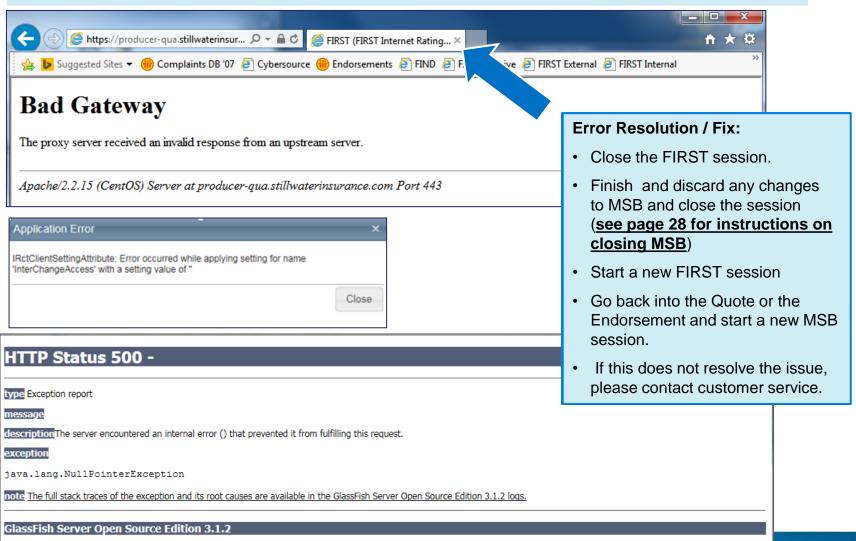
- 1. Click on **Policy History** in the drop down Select Menu.
- 2. Click on the MSB Valuation Report link.



System Errors/Edits



You may see the following or similar screens if FIRST times out while MSB/RCT is being used:





Thank You for your support of the Stillwater Insurance Group.

