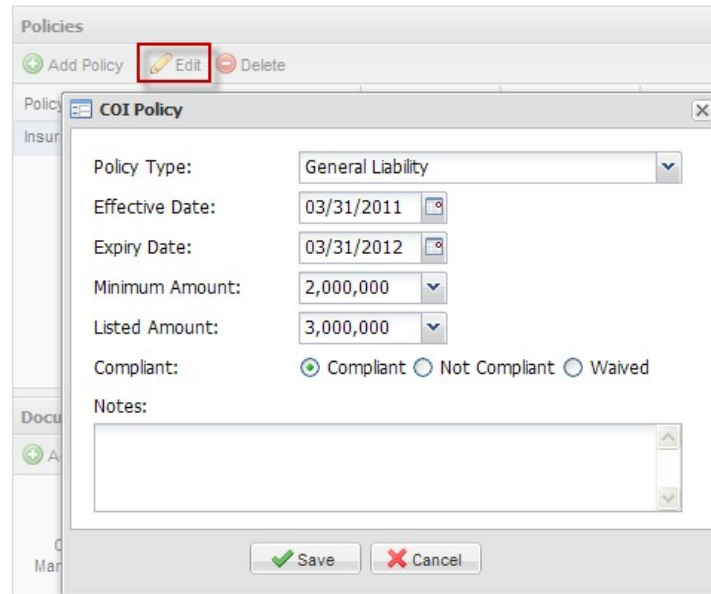


Editing a Policy

1. Select a policy from the list and click **Edit Policy**. The COI Policy screen is displayed.



The screenshot shows a software interface for editing a policy. At the top, there's a 'Policies' header with three buttons: 'Add Policy' (green plus icon), 'Edit' (pencil icon, highlighted with a red box), and 'Delete' (red minus icon). Below this is a 'COI Policy' dialog box. The dialog box contains the following fields:

- Policy Type:** A dropdown menu currently showing 'General Liability'.
- Effective Date:** A date field showing '03/31/2011' with a calendar icon.
- Expiry Date:** A date field showing '03/31/2012' with a calendar icon.
- Minimum Amount:** A dropdown menu showing '2,000,000'.
- Listed Amount:** A dropdown menu showing '3,000,000'.
- Compliant:** Three radio buttons: 'Compliant' (selected), 'Not Compliant', and 'Waived'.
- Notes:** A large text area for entering notes.

At the bottom of the dialog box are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

2. Modify the policy information as needed.
3. Click **Save**.