

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 are three buttons: 'Add Policy' (with a plus icon), 'Edit' (with a pencil icon and highlighted by a red box), and 'Delete' (with a minus icon). Below these is a list of policies, with one selected and titled 'COI Policy'. The main area is a form with the following fields:

- Policy Type: General Liability (dropdown menu)
- Effective Date: 03/31/2011 (calendar icon)
- Expiry Date: 03/31/2012 (calendar icon)
- Minimum Amount: 2,000,000 (dropdown menu)
- Listed Amount: 3,000,000 (dropdown menu)
- Compliant: Compliant Not Compliant Waived
- Notes: (empty text area)

At the bottom of the form 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**.