

Client Portal: How to Add a New Location to an Account Policy



This guide walks you through the steps to add a new property location to your existing account policy within the REInsurePro platform. It covers essential input fields including property details, coverage options, liability limits, and contact information to ensure your submission is complete.

Account and Policy Selection

1 Select the desired account number from the list under "My Accounts"

Welcome to our Self-Service Portal

 NREIG
National Real Estate Insurance Group

More Information

If you need assistance, please call our Client Service team at 888-741-8454 - Option 3.

Billing Accounts

See your Billing Accounts, balances due, make a payment, and update your payment information on file.

My Accounts

Account Policies - In Force and Issued	Account Number	Account Name	Policy Number	Description	Effective Date	Expiry Date	Policy Display Status
NREIG000			25-000-000		06/18/2026	06/18/2027	In Force

1 to 1 of 1

Account Policies - Cancelled and Renewed

Account Number	Account Name	Policy Number	Description	Effective Date	Expiry Date	Policy Display Status
NREIG000		25-000-000		06/18/2025	06/18/2026	Renewed

1 to 1 of 1

Add a Location, Review Contact Information, and Review Invoices.

My Locations

Request a Change in Coverage or Cancel your Coverage on a Location.

Policy Documents

Review Evidences of Insurance and Monthly Inventory Reports/Invoices.

Claims

File a claim on an insured location.

2

Under Self-Service Portal you can select "Add New Location to Account Policy" to request a proposal for a new property or select "Review Contact Information and Invoices" to review your account contact details as well as Monthly Inventory Reports (MIR)

Return to Dashboard

26-000 - Shena Holland

Files
View All Files

Account Details

Account: [Redacted]
 Account Number: NREIG000
 Billing Account: [Redacted]
 To make a payment, click the billing account name above.
 Client Service Advisor (CSA) Jonathan [Redacted]
 Client Service Advisor (CSA) (910) 398-[Redacted]
 Work Phone: [Redacted]
 Client Service Advisor (CSA) [Redacted]@nreig.com
 Email: [Redacted]
 Inception Date: 06/18/2021

Self-Service Options

New Locations: [Add New Location\(s\) to Account Policy](#)

If you wish to modify or cancel a single location, navigate to the Location Policy from your dashboard.

Account: [Review Contact Information and Invoices](#)

3

If you need to update account contacts or contact information, please reach out to your Client Service Advisor (CSA).

Account Details

Account Number: NREIG000
 Name: [Redacted]
 Client Service Advisor (CSA) Jonathan [Redacted]

Update Contact Information

To update your contact information, reach out to your CSA, or call our Client Service team at 888-741-8454 - Option 3.
 Any recent invoices can be found at the bottom of this page under the 'Invoices' section.

Account Contacts

Name	Contact Type	Company Name	Title	Work Phone	Cell Phone	Email	Role(s)
[Redacted]	Account Contact	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Primary Contact

invoices

File Name	Entry Date	Description
MIR Invoice NREIG - NREIG000 .pdf	05/14/2026 11:53 AM	
MIR Invoice NREIG - NREIG000 .pdf	05/05/2026 9:40 AM	
MIR Invoice NREIG - NREIG000 .pdf	04/14/2026 8:34 AM	
MIR Invoice NREIG - NREIG000 .pdf	04/05/2026 9:42 AM	
MIR Invoice NREIG - NREIG000 .pdf	03/14/2026 8:38 AM	
MIR Invoice NREIG - NREIG000 .pdf	03/05/2026 10:00 AM	
MIR Invoice NREIG - NREIG000 .pdf	02/14/2026 9:01 AM	
MIR Invoice NREIG - NREIG000 .pdf	02/05/2026 10:09 AM	
MIR Invoice NREIG - NREIG000 .pdf	01/14/2026 9:08 AM	

4

If adding a property. Click to select date from calendar. The system will automatically enter an Expiry Date based one year from the effective date.

Select "Continue" to move forward.

PRISCATECH[Return to Dashboard](#)

Account & Agent Information (Page 1 of 6)

**IMPORTANT**

Complete all required fields.*

Name: **Effective Dates**

Effective Date: *



Expiry Date: *

[Continue >](#)

Location and Address Entry

5

Click 'New Location' to add a property

[< Go Back](#)[Continue >](#)[Cancel](#)

y.*

[+ New Location](#)

Name

Street1

City

State

Postal Code

6

In the Street Address, start entering the property information. The system will automatically pull addresses based on what you are entering.

Select the correct address and it will prefill the remaining address information.

If the correct address is not showing, you can select "Override the address" and type the address in as needed.

Click "Save Changes" to move forward.

The screenshot shows the 'Location Schedule' form. The 'Address Information' section is active. A dropdown menu for 'Street' is open, showing a list of addresses. The 'Save Changes' button is highlighted with a red box.

Address Information

Override the address? ☐

Street: *

- 11534 N
- 11534 N Highway 359 Phoenix, AZ 85042
- 11534 N 128th N Scottsdale, AZ 85259
- 11534 N 30th Dr Phoenix, AZ 85045
- 11534 N 194th Dr Surprise, AZ 85150
- 11534 N 108th Dr Surprise, AZ 85150
- 11534 N Jerome St Surprise, AZ 85080
- 11534 N San Clemente St Surprise, AZ 85080
- 11534 N Ironwood Canyon Pl Tucson, AZ 85737
- 11534 N Mountain Break Dr Tucson, AZ 85737

State: *

None Selected

Postal Code: *

County: *

Save Changes **Cancel**

7

Location will now show in the Location Records.

If you need to add an additional location, select "New Location" button as needed.

Click "Continue" to move forward.

The screenshot shows the 'Location Information' form. The 'Location Records' table is visible. The 'Continue' button is highlighted with a red box.

PRISCATECH

Return to Dashboard

Location Information (Page 2 of 6)

< Go Back **Continue** > Cancel

Property Information

Please provide an information requested below about each individual property *

Location Records

New Location

Location Number	Name	Street1	City	State	Postal Code
000 --0009	11534 N 128th Pl	11534 N 128th Pl	Scottsdale	Arizona	85259

Continue

8

Select the "Location Number" to enter the specific location details.

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Return to Dashboard

Location Information - Additional Questions (Page 3 of 6)

< Go Back Continue > Cancel

Property Information

Please click into each location record below and update all requested information for each individual location. Do not continue until all location information has been updated.

The Information Updated column shows the status of each location. A **yellow** bar indicates the location still needs to be updated - once all required fields have been completed and saved, it will turn **green**.

Location Records

Information Updated	Location Number	Name	Payment Option	Street1	City	State	Postal Code	Total Value
	000 -0009	11534 N 128th Pl		11534 N 128th Pl	Scottsdale	Arizona	85258	

Continue >

Property Specifications

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Click "Property Type"

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Return to Dashboard

Schedule: 000 -0009 - 11534 N 128th Pl

City: * Scottsdale 85258

County: * Maricopa

Save Changes Cancel

Property Details

Type: * - None Selected -

Year Built: * 1997

Year Roof: * - None Selected -

Year Electric: * - None Selected -

Year Plumbing: * - None Selected -

Year HVAC: * - None Selected -

10 Enter the required property details.

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Return to Dashboard

Schedule: 000 -0009 - 11634 N 128th Pl

City: *
Scottsdale

County: *
Maricopa

Save Changes Cancel

Property Details

Type: *
Single Family

Square Feet ⓘ
3,913

Override Square Feet?
None Selected

Construction Type:
None Selected

Status: *
None Selected

Number of Stories: *

Year Built: *
1997

Year Roof:
None Selected

Year Electric:
None Selected

Year Plumbing:
None Selected

Year HVAC:
None Selected

Property Coverage

No

i Declining Property Coverage means no physical damage to any building at the location will be covered.



Tip! Property Information Guide

1. Property Type

- Single Family
- Multi-Family
- Condo
- Mixed-Use
- Mobile/Modular Home
- Vacant Land

2. Square Footage

- If the populated square footage is **correct**, select: **"No"** for the *Override Square Footage* option

3. Construction Type

Frame

- Made of wood or other combustible materials

Joisted Masonry

- Exterior walls: masonry (brick or concrete)
- Floors/roof: wood

Non-Combustible

- Built with steel, metal, or other non-burning materials

Masonry Non-Combustible

- Masonry exterior walls
- Non-combustible structural supports (steel or metal)

Modified Fire Resistive

- Built with fire-resistant materials

Fire Resistive

- Built with highly fire-resistant materials
- Examples: reinforced concrete, protected steel

4. Property Status

- Occupied
- Renovation

- Vacant
- New Construction

5. Building Details

- Number of Stories
- Year Built

6. Property Updates

- Roof
- Electrical
- Plumbing
- HVAC

Coverage and Limits

- 11 Select 'Yes' under property coverage if wishing to include this coverage.

Enter the requested coverage information.

Schedule: 000 - 0009 - 11534 N 128TH P1

Construction Type:	Frame	Year Built: *	1997
Status: *	Occupied Rental Dwelling	Year Roof:	2010
Number of Stories: *		Year Electric:	1997
		Year Plumbing:	2010
		Year HVAC:	2020

Property Coverage

* Yes

Coverage Form (Cause) * - None Selected -

Named Windstorm ⓘ * Included

Ordinance or Law ⓘ ☐

Deductible (AOP) * 5,000

Valuation Type: * - None Selected -

Building Limit: *

Loss of Rents Limit: *

Contents Limit: *

Other Structure Limits: *

Total Value: 0

Total Sq Ft: 3,913

ITV ⓘ 0

12

Select 'Yes' under Liability Coverage to add this coverage and choose the desired coverage amount.

Please note: You must include Liability coverage if including Property coverage.

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Return to Dashboard

Schedule: 000 -0009 - 11534 N 128th PI

Ordinance or Law ⓘ ☐

Deductible (AOP) * 5,000

Valuation Type: * ACV

Building Limit: * 300,000.00

Loss of Rents Limit: * 24,000.00

Contents Limit: * 0.00

Other Structure Limits: * 0.00

Total Value: 324,000.00

Total Sq Ft: 3,913

ITV ⓘ 76.67

Liability Coverage

* Yes

Liability limit: * - None Selected -

13

Click to include any additional coverage.

SCATECH

Return to Dashboard

Schedule: 000: -0009 - 11534 N 128th PI

Liability Coverage

* Yes

Liability limit: * \$1M per occurrence / \$2M

Tenant Protector Plan

ⓘ * No

Earth Movement ⓘ * - None Selected -

ⓘ * Yes

Flood Coverage ⓘ * No

ⓘ * No

Terrorism Coverage ⓘ * Yes

ⓘ * Yes

Equipment Breakdown Coverage ⓘ * No

ⓘ * No

Property Management Errors & Omissions Coverage ⓘ * No

ⓘ * No

Service Line Coverage ⓘ * No

ⓘ * No

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Answer questions regarding Other Structures on the property such as detached garage or shed and if the property is managed by a Property Manager or self-managed.

PRISCATECH

Return to Dashboard

Schedule: 000 -0009 - 11534 N 128th PI

Yes

TPP limit: \$60,000

Earth Movement Coverage

No

Flood Coverage

No

Terrorism Coverage

Yes

No

Property Management Errors & Omissions Coverage

No

Service Line Coverage

No

Detached Structure Information

Are there any detached structures on the property? *

☐ Yes

☐ No

Property Manager Information

Is this location professionally managed? *

☐ Yes

☐ No

15

The Location Contact section is to list any Lender, Property Manager, Additional Insured, Named Insured (Owner), etc. on the property.

To add a location contact, please select "New Location Schedule Contact"

SCATECH

Return to Dashboard

Schedule: 000 -0009 - 11534 N 128th PI

Are there any detached structures on the property? *

☐ Yes

☒ No

Property Manager Information

Is this location professionally managed? *

☐ Yes

☒ No

Does the property owner self-manage this property? *

☒ Yes

☐ No

Location Contacts

[New Location Schedule Contact](#)

Name	Contact Type	Title	Email	Work Phone	Role
Is this property escrow billed? *					
No					

16 Click 'New Location Contact' to create a new contact

The screenshot shows the PRISCATECH user interface. At the top, there's a header with 'PRISCATECH' and a 'Return to Dashboard' link. Below that, a navigation bar shows 'Schedule: 000' and '0009 - 11534 N 128th PI'. The main content area is titled 'Contact' and features a table with columns: 'File As', 'Contact Type', 'Is Payee', 'Street1', 'City', 'State', 'Work Phone', and 'Email'. A red box highlights the 'New Location Contact' button in the top right corner of the table. To the right of the table is a 'Filter By' section with input fields for 'Name', 'File As', 'Company Name', 'Last Name', 'First Name', 'Email', 'Work Phone', 'State', and 'All', along with a 'Contact Type' dropdown menu and 'Search' and 'Clear' buttons.

17 Enter the contact information for the Location Contact.

If it is a company, please check the "Is Company" box

Once Completed select "Save Changes" to continue

The screenshot shows the 'New Contact' form in the PRISCATECH system. The form is divided into several sections: 'Name', 'Contact Info', 'Address', and 'Mailing Address'. The 'Name' section includes fields for 'File As', 'First Name', 'Middle Name', 'Last Name', 'Title', 'Contact Type', and 'Vendor Specialty'. The 'Contact Info' section includes fields for 'Preferred Communication' (Email, Phone), 'Opt In for Texting', 'Email1', 'Email2', 'Work Phone', 'Home Phone', 'Cell Phone', 'Other Phone', and 'Fax'. The 'Address' section includes fields for 'Company Name', 'DBA', 'Street1', and 'City'. The 'Mailing Address' section includes fields for 'Mailing Street1', 'Mailing Street2', 'Mailing City', 'Mailing State', and 'Mailing Postalt'. A red box highlights the entire form area. A yellow box highlights the 'Is Company' checkbox in the 'Name' section. The 'Save Changes' button is highlighted in a red box in the top right corner of the form.

18 Select the contacts role.

Please Note: Please include 'Bill To' if the location is escrow billed by the lender.

Click "Save Changes" to continue.

PRISCATECH

Return to Dashboard

L Schedule: 000 -0009 - 11534 N 128th PI

Select the magnifying glass to Create a New Contact

Contact: * John, Testing

Contact Type: Location Contact

Role: *

- ☐ Property Manager
- ☐ Lender
- ☐ Additional Interest
- ☐ Land Contract
- ☐ Owner
- ☐ Additional Insured
- ☐ Loss Payee
- ☐ Bill To

19 You should see the contact listed on the page, select "New Location Schedule" Contact again if needing to add multiple contacts.

Terrorism Coverage

No

Location Contacts

New Location Schedule Contact

Name	Contact Type	Title	Email	Work Phone	Role
John, Test	Location Contact		John@test.com		Lender

Is this property escrow billed? *

No

Eligibility and Contact Assignment

20 Answer location Eligibility Questions

PRISCATECH

Return to Dashboard

Schedule: 000 -0009 - 11534 N 128th Pl

Save Changes Cancel

Location Eligibility Questions

Is this Location a Subject To property? *

☐ Yes

☐ No

What percentage of tenants have outsized rents? *

- None Selected -

Is this lender placed coverage or a non performing note? *

☐ Yes

☐ No

Does the lender require Lenders Loss Payee? *

☐ Yes

☐ No

Type of wiring present for the current electrical system? *

- None Selected -

Does the property have an elevator, lift or hoist on premises? *

☐ Yes

☐ No

Is this property owner occupied or intended as a primary residence for the owner? *

☐ Yes

☐ No

Is the property on stilts (not including crawlspaces)? *

☐ Yes

☐ No

Is location greater than 2 stories? *

21 Answer the remaining Additional Property Questions and click "Save Changes" to proceed.

Additional Property Questions

Are any commercial operations occurring on the premises? *

☐ Yes

☐ No

Does any commercial cooking occur on the premises? *

☐ Yes

☐ No

Is there a pool, hot tub, and/or spa at this location? *

☐ Yes

☒ No

Is the porch or roofline sagging? *

☐ Yes

☒ No

Are functioning smoke detectors installed? *

☒ Yes

☐ No

☐ Unknown

Are there any structural issues? *

☐ Yes

☐ No

Is this location used as a vacation or seasonal rental? *

☐ Yes

☐ No

Does the location contain a wood-burning stove? *

☐ Yes

☐ No

Are there any existing city / state housing code violations associated with this property? *

☐ Yes

☐ No

Final Review and Submission

22 Once all information is completed the information section should turn for yellow to green.

click "Continue" to move forward.

PRISCATECH
Return to Dashboard

Location Information - Additional Questions (Page 3 of 6) Go Back Continue > Cancel

Property Information
Please click into each location record below and update all requested information for each individual location. Do not continue until all location information has been updated.
The Information Updated column shows the status of each location. A yellow bar indicates the location still needs to be updated - once all required fields have been completed and saved, it will turn green.

Location Records

Information Updated	Location Number	Name	Payment Option	Street1	City	State	Postal Code	Total Value
	000 -0000	11534 N 128th Pl	Insured Monthly	11534 N 128th Pl	Scottsdale	Arizona	85259	324,000.00

Continue >

23 This page is checking for any duplicate properties or application issues.

If no issues, please select "Continue" to move forward.

PRISCATECH
Return to Dashboard

Check Application for Issues (Page 4 of 6)

Clearance Passed
No duplicates have been found for the location information entered. Confirm and continue the application.

Continue >

24

Use this page to select the payment method you would like to use if you would like to make a payment when binding this property.

Please Note: Payment is not required when adding a location to an existing active account. All locations will automatically default to the payment method on file.

Click "Continue" to move forward.

PRISCATECH

Return to Dashboard

Payment Options (Page 5 of 6)

Do you want to pre-pay 12 months for the locations in this proposal?

Pay In Full: ☐

You are Paying Monthly.

The billing account associated to this application has **credit card** as the payment method on file.

Payment Method

ACH

Credit Card

Continue >

25

Verify the information is correct, if you need to make any changes select "Go Back" to navigate back through the application.

Click "Submit Proposal" to send this information to your CSA for review.

PRISCATECH

Return to Dashboard

Confirmation Page (Page 6 of 6)

Please review the details below for a summary of your application.

- Insured Name: [Redacted]
- Created By: Test
- Date Created: 6/30/2026
- Effective Date: 7/1/2026

CSA review is required for the application. Please submit and our team will review and get back to you.

Submit Proposal

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Once submitted, this will go to your CSA for review. They will reach out with any additional questions and a proposal.

Select "Return to Dashboard" to navigate back to the main portal page.

The screenshot displays the PRISCA TECH user interface. At the top left, the PRISCA TECH logo is visible. A yellow button labeled "Return to Dashboard" is positioned in the top left corner. Below this, a red progress bar indicates the submission status. A green checkmark icon and the text "Save Successful" are displayed. The "Instructions" section contains the following text: "Thank you for your submission. Your CSA will review your request. Navigate back to your dashboard using the 'Return to Dashboard' link above." The "Proposal Detail" section lists the following information: Account: P000, Proposal Number: P000, Effective Date: 07/01/2026, and Expiry Date: 07/01/2027. The "Billing Information" section shows "Pay in Full: No". On the right side, a "Files" section indicates "No files yet."

PRISCA TECH

Return to Dashboard

Return to Dashboard
P000

Save Successful

Instructions

Thank you for your submission. Your CSA will review your request.
Navigate back to your dashboard using the "Return to Dashboard" link above.

Proposal Detail

Account: P000
Proposal Number: P000
Effective Date: 07/01/2026
Expiry Date: 07/01/2027

Billing Information

Pay in Full: No

Files
No files yet.