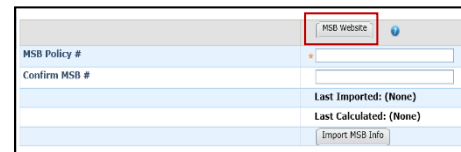# Importing a Replacement Cost Valuation
(CoreLogic's RCT Express/MSB for Residential Policies)

This job aid demonstrates how to import a replacement cost valuation on Residential policies into TWIA Policy Center. This product can be referred to as CoreLogic's RCT Express or MSB.

1. Once you have entered the required location information in Policy Center on the Locations and Risk Items screen, follow the on-screen text regarding importing an MSB. Click the "MSB Website" button, which will take you to the Replacement Cost Valuation Tool on the CoreLogic/MSB site in a separate browser window.
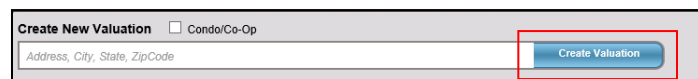

2. Login to the Replacement Cost Valuation Tool to calculate the replacement value of the property on the application with TWIA.

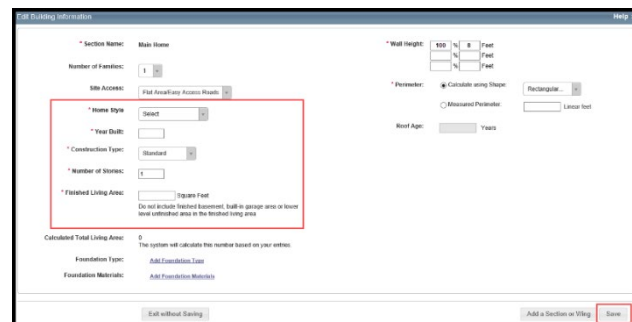3. Once logged in, the user will create a new valuation by entering the address, city, state and zip code. Click "Create Valuation".

4. The Edit Building Information screen *may* appear. The minimum required information to calculate a replacement cost value are boxed in red on the right. The system will then prefill additional data in the replacement cost valuation. This data may be reviewed/modified on the options screen. Then click "Save".
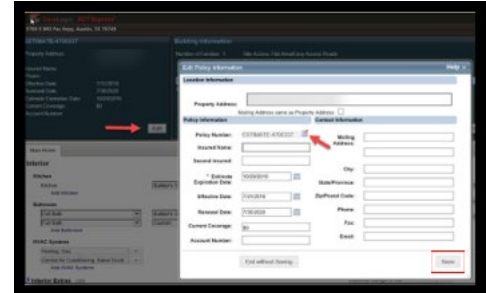

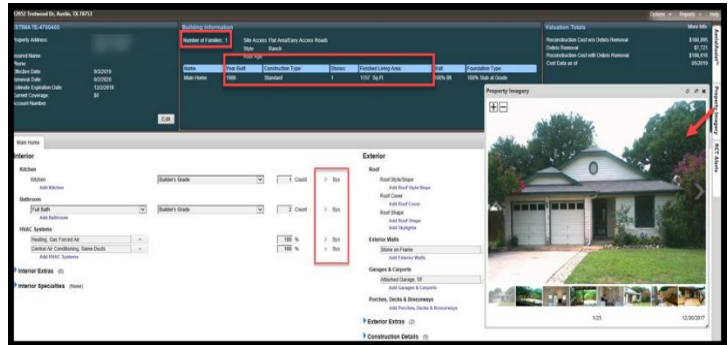   **Do not include finished basement, built-in garage or lower level unfinished area in the finished living area.**

For questions, please call 1-800-788-8247 or email us at agentservices@twia.org. For technical support on the Corelogic site, contact Corelogic at 800-809-0017.
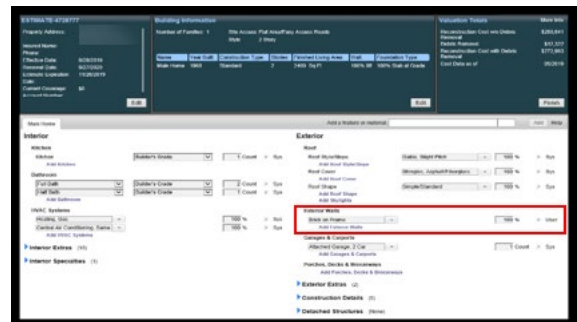
5. Edit the "policy number" in the Replacement Cost Valuation Tool/MSB to remove the word "estimate." When creating the valuation, the policy number is automatically generated and will include the word "estimate" by default. This needs to be removed to properly populate in Policy Center.
Then click the "Save" button.

6. Data *may* pre-fill (such as number of families, year built, construction type, number of stories, and finished living area) and imagery *may* appear on the property search results, if available from various sources, including the MLS. Data that reflects "Sys" in the red box means it is system generated data.
Be sure to verify all data on the valuation to ensure accuracy. Users may edit data as needed.

7. The next screen allows the user to edit the valuation details. For example, validate the exterior walls and roof section of the valuation, along with other prefilled data.
Once completed, click the "Finish" button.

8. Then, back in Policy Center, enter the "policy number" name you assigned to the valuation in "MSB Policy #" and in "Confirm MSB #". Click the "Import MSB Info" button to import the valuation data.

For questions, please call 1-800-788-8247 or email us at agentservices@twia.org.
For technical support on the Corelogic site, contact Corelogic at 800-809-0017.