



Zurich Motor Insurance Database Website

User guide



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Introduction



We've upgraded the Zurich Motor Insurance Database (ZMID) platforms (ZMID website and ZMID MI) as part of our IT Risk Remediation programme. The systems moved to Mendix AWS Cloud, ensuring improved security and reliability whilst still maintaining the same core functionality you're familiar with. This is in line with Zurich's strategic approach.

The original ZMID platform was built on technology originally developed around 20 years ago, designed specifically for use with Internet Explorer. As modern web standards have evolved, we've taken the opportunity to update the system to ensure seamless performance across a wide range of contemporary web browsers, delivering a more modern and reliable user experience.





Add Vehicle



1. Select 'Add Vehicle'

ZURICH Home My Account Log out

Motor Policy

Policy Details	
Policy Number	TESTSTD6004
Policy Name	TESTSTD6004
Address Line 1	A
Address Line 2	S
Address Line 3	D
Address Line 4	D
Postcode	
Contact Number	
Policy Start Date	13/11/2025
Term Effective Date	13/11/2025
Policy End Date	06/01/2027
Vehicle Details Last Updated	05/02/2026 16:21
Vehicle(s) On Cover Today	0

Actions

Produce Schedule

Bulk Upload

Rejected Uploads

Vehicles

Add Vehicle Edit Vehicle

VRM	On Cover Date	Off Cover Date	Division Code	Last Updated	DVLA Registered
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

0 to 0 of 0

2. Fill in all required information

Leave the **'Cover End Date'** field blank if the vehicle is a permanent addition or if you are unsure when the cover should end. If you enter an end date, the vehicle's cover will automatically stop on that date and **will not auto renew.**

✕

Add Vehicle

Required field are marked with*

Registered With DVLA*

Registered Vehicle

Vehicle Registration*

On Cover Date*

dd/mm/yyyy

Off Cover Date

06/01/2027

Vehicle Type





Add Vehicle

3. To add a Division/Dept. Code scroll down to the bottom and select from the drop down

Add Vehicle

Vehicle Registration*

On Cover Date*

Off Cover Date

Vehicle Type

Vehicle Make

Engine Capacity (cc)

Annual Mileage

Vehicle Value

Division/Dept. Code

Save Cancel

4. Save vehicle details

Add Vehicle

Required field are marked with*

Registered With DVLA*

Vehicle Registration*

On Cover Date*

Off Cover Date

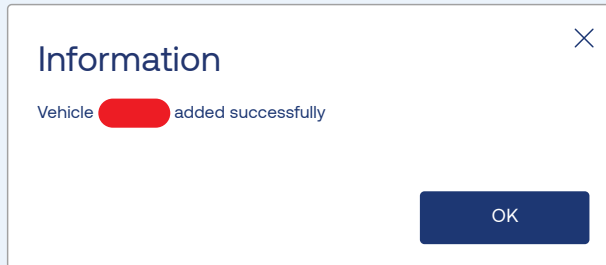
Vehicle Type

Save Cancel



Add Vehicle

5. A confirmation message will appear, select 'OK'



6. The vehicle will now appear on the policy

Vehicles					
VRM	On Cover Date	Off Cover Date	Division code	Last Updated	DVLA Registered
[redacted]	15/01/2026	06/01/2027	(no data)	14/01/2026	Registered Vehicle



Remove or Delete Vehicle



Removing a vehicle will take the vehicle off the active policy while retaining its details for regulatory and audit purposes. The vehicle will no longer be covered, but its record will remain in the system.

Choosing **Delete** will permanently remove the vehicle and all associated details. This option should only be used when a vehicle has been added in error. A warning message will appear to confirm the deletion before it is completed.

Removing Vehicle

1. Select the vehicle you need to remove from the cover and select 'Edit Vehicle'

ZURICH Home My Account Log out

Motor Policy

Policy Details	
Policy Number	TESTSTD0004
Policy Name	TESTSTD0004
Address Line 1	A
Address Line 2	S
Address Line 3	D
Address Line 4	D
Postcode	
Contact Number	
Policy Start Date	13/11/2025
Term Effective Date	13/11/2025
Policy End Date	06/01/2027
Vehicle Details Last Updated	26/01/2026 11:16
Vehicle(s) On Cover Today	1

Actions

Produce Schedule

Bulk Upload

Rejected Uploads

Vehicles

Add Vehicle Edit Vehicle

VRM	On Cover Date	Off Cover Date	Division Code	Last Updated	DVLA Registered
					Select
	15/01/2026	06/01/2027	(no data)	26/01/2026	Registered Vehicle

1 of 1



Remove or Delete Vehicle

2. Change the 'Off Cover Date' to the date it needs to be removed and select 'Save'

Edit Vehicle

Registered With DVLA

Registered Vehicle

Vehicle Registration

On Cover Date

15/01/2026

Off Cover Date

06/01/2027

Vehicle Type

Save Delete Vehicle Cancel

3. A confirmation message will be shown to confirm the change

Information

Vehicle updated successfully

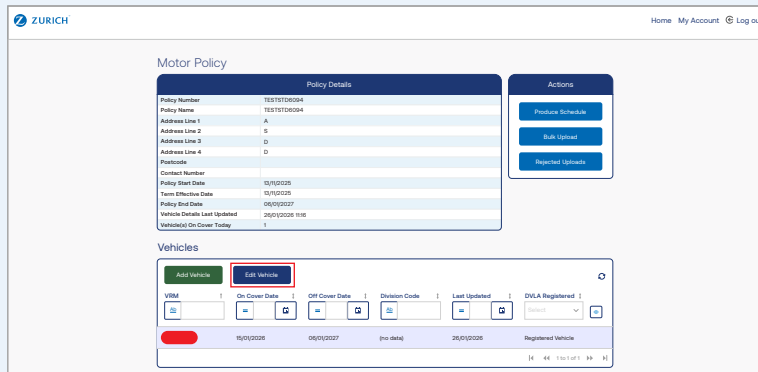
OK



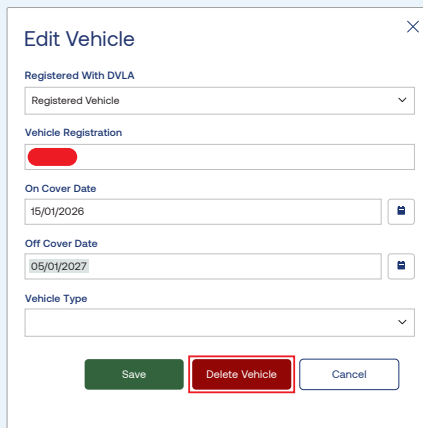
Remove or Delete Vehicle

Delete Vehicle

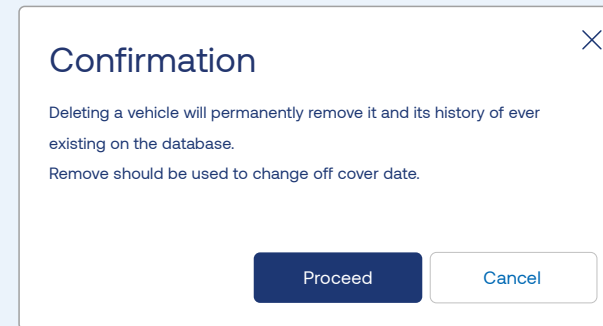
1. Select the vehicle you need to remove from the cover and select 'Edit Vehicle'



2. Select 'Delete Vehicle'

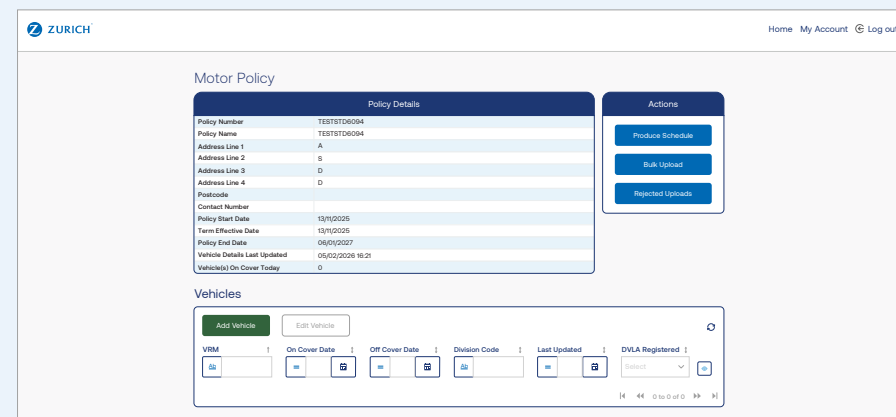


3. A warning message will appear to check you are choosing to delete the vehicle which will permanently remove the vehicle and all associated details. This option should only be used when a vehicle has been added in error



If you are sure you want to delete the vehicle details, select 'Proceed'.

4. The vehicle has been deleted and will no longer appear on the home screen





Add Temporary Vehicle



1. Select 'Add Vehicle'

ZURICH [Home](#) [My Account](#) [Log out](#)

Motor Policy

Policy Details	
Policy Number	TESTSTD0094
Policy Name	TESTSTD0094
Address Line 1	A
Address Line 2	S
Address Line 3	D
Address Line 4	D
Postcode	
Contact Number	
Policy Start Date	13/11/2025
Term Effective Date	13/11/2025
Policy End Date	08/01/2027
Vehicle Details Last Updated	05/02/2026 16:21
Vehicle(s) On Cover Today	0

Actions
[Produce Schedule](#)
[Bulk Upload](#)
[Rejected Uploads](#)

Vehicles

Add VehicleEdit Vehicle

VRM	On Cover Date	Off Cover Date	Division Code	Last Updated	DVLA Registered
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Fill in all required information

Make sure to fill in the **'Cover End Date'** field for when the temporary cover should end

Add Vehicle

Required field are marked with*

Registered With DVLA*

Vehicle Registration*

On Cover Date*

Off Cover Date

Vehicle Type

Save Cancel





Add Temporary Vehicle

3. Save vehicle details

Add Vehicle

Required field are marked with*

Registered With DVLA*
Registered Vehicle

Vehicle Registration*
[Redacted]

On Cover Date*
15/01/2026

Off Cover Date
06/01/2027

Vehicle Type

Save Cancel

4. A confirmation message will appear, select 'OK'

Information

Vehicle [Redacted] added successfully

OK

5. The vehicle will now appear on the policy

VRM	On Cover Date	Off Cover Date	Division code	Last Updated	DVLA Registered
[Redacted]	15/01/2026	06/01/2027	(no data)	14/01/2026	Registered Vehicle



Reassigning a Private Plate



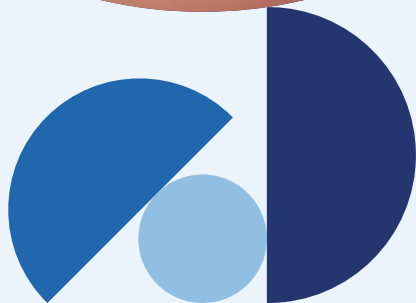
Locate Vehicle

1. Find the vehicle you wish to update, highlight it and click Edit Vehicle

The screenshot shows the ZURICH Motor Policy interface. At the top right, there are links for 'Home', 'My Account', and 'Log out'. The main content area is titled 'Motor Policy' and contains a 'Policy Details' table and an 'Actions' panel. The 'Policy Details' table lists various information such as Policy Number, Policy Name, Address, Postcode, Contact Number, and dates. The 'Actions' panel includes buttons for 'Produce Schedule', 'Bulk Upload', and 'Rejected Uploads'. Below this is a 'Vehicles' section with an 'Add Vehicle' button and a highlighted 'Edit Vehicle' button. A table below the 'Edit Vehicle' button lists vehicle details, including VRM (26ZUR), On Cover Date (01/01/2026), Off Cover Date (11/06/2026), Division Code (no data), Last Updated (25/02/2026), and DVLA Registered (Registered Vehicle).

2. Update the 'Off Cover Date' to reflect the final day the plate will be assigned to the old vehicle and click Save

The screenshot shows the 'Edit Vehicle' form. It includes a dropdown for 'Registered With DVLA' (Registered Vehicle), a text field for 'Vehicle Registration' (26ZUR), and date pickers for 'On Cover Date' (01/01/2026) and 'Off Cover Date' (25/02/2026). The 'Off Cover Date' field is highlighted with a red box. Below the date pickers is a calendar for February 2026, with the 25th selected. The calendar shows days of the week (Mon to Sun) and dates from 1 to 29.





Reassigning a Private Plate

3. Click 'Add Vehicle' and re-add the new vehicle from the first day the plate is assigned. Note you cannot overlap on the same day from which it was previously removed.

Make sure you update the new 'Vehicle Type', 'Make' and 'Model', where applicable, and click 'Save'.

The screenshot shows the Zurich Motor Policy interface. At the top, there's a navigation bar with 'ZURICH' logo, 'Home', 'My Account', and 'Log out'. Below this is the 'Motor Policy' section, which includes a 'Policy Details' table and an 'Actions' panel with buttons for 'Produce Schedule', 'Bulk Upload', and 'Rejected Uploads'. The 'Policy Details' table lists various fields such as Policy Number, Name, Address, Postcode, Contact Number, Start/End Dates, and Last Updated. Below the policy details is the 'Vehicles' section, which contains an 'Add Vehicle' button (highlighted with a red box) and an 'Edit Vehicle' button. Underneath these buttons is a table with columns for VRM, On Cover Date, Off Cover Date, Division Code, Last Updated, and DVLA Registered. The table currently shows one entry for VRM '26ZUR' with an on-cover date of 01/01/2026 and an off-cover date of 25/02/2026.

The 'Add Vehicle' modal form is displayed, featuring a close button (X) in the top right corner. A red note at the top states 'Required field are marked with*'. The form includes several input fields: 'Registered With DVLA*' (a dropdown menu currently showing 'Registered Vehicle'), 'Vehicle Registration*' (a text input field containing '26ZUR'), 'On Cover Date*' (a date picker showing '26/02/2026'), 'Off Cover Date' (a date picker showing '11/06/2026'), 'Vehicle Type' (a dropdown menu showing 'Private Car'), 'Vehicle Make' (a dropdown menu showing 'POLESTAR'), 'Vehicle Model' (a dropdown menu showing '3'), 'Engine Capacity (cc)' (an empty text input field), 'Annual Mileage' (an empty text input field), 'Vehicle Value' (an empty text input field), and 'Division/Dept. Code' (a dropdown menu). At the bottom of the form are two buttons: 'Save' and 'Cancel'.



Reassigning a Private Plate

4. A new record for the updated vehicle and plate has been created

ZURICH Home My Account Log out

Motor Policy

Policy Details	
Policy Number	ZM359401
Policy Name	ZMID Training Academy
Address Line 1	29 Acacia Road
Address Line 2	
Address Line 3	London
Postcode	SW1A 2AA
Contact Number	0121 246 0102
Policy Start Date	12/08/2025
Term Effective Date	12/08/2025
Policy End Date	11/06/2026
Vehicle Details Last Updated	25/02/2026 15:19
Vehicle(s) On Cover Today	33

Actions

- Produce Schedule
- Bulk Upload
- Rejected Uploads

Vehicles

Add Vehicle Edit Vehicle Refresh

VRM	On Cover Date	Off Cover Date	Division Code	Last Updated	DVLA Registered
<input type="text" value="26zur"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Select"/>
26ZUR	01/01/2026	25/02/2026	(no data)	25/02/2026	Registered Vehicle
26ZUR	26/02/2026	11/06/2026	(no data)	25/02/2026	Registered Vehicle

1 to 2 of 2



Download Schedule



1. Select 'Produce Schedule'

ZURICH Home My Account © Log out

Motor Policy

Policy Details	
Policy Number	TESTSTD0094
Policy Name	TESTSTD0094
Address Line 1	A
Address Line 2	S
Address Line 3	D
Address Line 4	D
Postcode	
Contract Number	
Policy Start Date	13/11/2025
Term Effective Date	13/11/2025
Policy End Date	08/01/2027
Vehicle Details Last Updated	05/02/2026 16:21
Vehicle(s) On Cover Today	0

Actions
[Produce Schedule](#)
[Bulk Upload](#)
[Rejected Uploads](#)

Vehicles

[Add Vehicle](#) [Edit Vehicle](#)

VRM	On Cover Date	Off Cover Date	Division Code	Last Updated	DVLA Registered
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Select 'Schedule type' and click Search

Create Vehicle Schedule

Produce Vehicle Schedule using these criteria

Schedule type
Current and future vehicles on cover

[Search](#)





Download Schedule

3. Select the relevant option

ZURICH [Home](#) [My Account](#) [Log out](#)

View Schedule

Current and future vehicle schedule for Policy TESTSTD6094

Download Short Schedule Download Full Schedule Printer friendly version

Policy Num... ↓	Registration ↓	On Cover... ↓	Off Cover... ↓	Date Updat... ↓	Last Updat... ↓	Make ↓	Model ↓
TESTSTD6094	[REDACTED]	15/01/2026	06/01/2027	14/01/2026	zmd01069	(no data)	(no data)

1 to 1 of 1

The Short schedule includes:

- Policy Number
- Registration
- On Cover Date
- Off Cover Date
- Last Updated
- Last Updated By
- Make
- Model
- Derivative

The Full schedule includes:

- Record Type
- Update Type
- User ID
- Quotation Policy Number
- Pricing Point Indicator
- Registration Number
- Trade Plate Indicator
- Vehicle Type
- Vehicle Make
- Vehicle Model
- Vehicle Derivative
- Vehicle Engine Size
- Number of Seats
- Gross Vehicle Weight
- Vehicle Insurance Code
- On Cover Date
- Off Cover Date
- Division Code
- Annual Mileage
- Vehicle Value



Download Schedule

The Print Friendly schedule will be emailed to you:

Schedule for Policy TESTSTD6094 Current and future cover on 17/02/2026				
Registration	On Cover Date	Off Cover Date	Last Updated	Make & Model
	03/02/2026	06/01/2027	10/02/2026 zmd01069	

4. A confirmation of the download will appear

Information

Vehicle schedule downloaded

OK

5. Your schedule has now been downloaded

Downloads

TESTSTD6094, Current and future cover on 14_01_2026.xlsx

[Open file](#)

See more



Converting a CSV File to XLSX



The new ZMID site has been designed to process Bulk Upload and Compare and Amend files in the most efficient way and to achieve this, **.xlsx** is now the required format, replacing the previous format of **.csv**.

To ensure your submissions remain compatible, it is recommended that you always download the latest Template from the site and make your changes to that before saving and uploading.

If you already have a .csv file ready to submit, you can convert it to the .xlsx format by following the steps below.





Converting a CSV File to XLSX

1. From the 'Upload File' section of the site, click 'Download Template' and keep it open on your desktop.

Upload File ×

[Download Template](#) [View Instructions ?](#)

Standard File

... [Browse...](#)

i The waiting time is up to 30 seconds for every 1,000 vehicles.
If your upload is larger than 10,000 vehicles, we'll process it in the background and send you an email once it's done.

[Import](#)



Converting a CSV File to XLSX

2. Open your .csv file and highlight all applicable rows of data; make sure you cover everything from columns A to U even if the columns are blank.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	V	N	ZMD12345		POLICY NUMBER	U	ZUR1	U									20260311				
2	V	N	ZMD12345		POLICY NUMBER	U	ZUR2	U									20260311				
3	V	N	ZMD12345		POLICY NUMBER	U	ZUR3	U									20260311				
4	V	N	ZMD12345		POLICY NUMBER	U	ZUR4	U									20260311				
5	V	N	ZMD12345		POLICY NUMBER	U	ZUR5	U									20260311				
6	V	N	ZMD12345		POLICY NUMBER	U	ZUR6	U									20260311				
7	V	N	ZMD12345		POLICY NUMBER	U	ZUR7	U									20260311				
8	V	N	ZMD12345		POLICY NUMBER	U	ZUR8	U									20260311				
9	V	N	ZMD12345		POLICY NUMBER	U	ZUR9	U									20260311				
10	V	N	ZMD12345		POLICY NUMBER	U	ZUR10	U									20260311				
11																					

3. Once all applicable rows are selected, copy them by either holding down keys 'ctrl' and 'C' or right clicking your mouse and selecting 'Copy'.

4. Open the template you downloaded in Step 1 and select the cell A2.

	A	B	C
1	Record Type	Update Type	User ID
2			
3			



Converting a CSV File to XLSX

5. Hold down keys ‘ctrl’ and ‘V’ or right click your mouse and select ‘Paste’ to paste the details copied from the .csv file into the new template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Record Type	Update Type	User ID	QuoteBack	Policy Number	Foreign Reg Indicator	VRM	Trade Plate Indicator	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Derivative	Vehicle Engine Size	Number of Seats	Gross Vehicle Weight	Vehicle Instep Code	On Cover Date	Off Cover Date	Division Code	Annual Mileage	Vehicle Value
2	V	N	ZMD12345		POLICY NUMBER	U	ZUR1	U									20260311				
3	V	N	ZMD12345		POLICY NUMBER	U	ZUR2	U									20260311				
4	V	N	ZMD12345		POLICY NUMBER	U	ZUR3	U									20260311				
5	V	N	ZMD12345		POLICY NUMBER	U	ZUR4	U									20260311				
6	V	N	ZMD12345		POLICY NUMBER	U	ZUR5	U									20260311				
7	V	N	ZMD12345		POLICY NUMBER	U	ZUR6	U									20260311				
8	V	N	ZMD12345		POLICY NUMBER	U	ZUR7	U									20260311				
9	V	N	ZMD12345		POLICY NUMBER	U	ZUR8	U									20260311				
10	V	N	ZMD12345		POLICY NUMBER	U	ZUR9	U									20260311				
11	V	N	ZMD12345		POLICY NUMBER	U	ZUR10	U									20260311				

6. Double check the data pasted matches the respective column headers and then Save the document. You can choose an appropriate file name at your discretion, but you should make sure the format is .xlsx as is shown below. Ordinarily, Microsoft Excel will default to this format.

Bulk Upload 27 March 2026

Excel Workbook (*.xlsx) ▼

🛡️ Internal Use Only ▼

7. Your file has now been successfully converted and is ready for submission.

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ZCM068.01 (NP1187181001_1187181) (04/26) TAG